

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
Kukatpally, Hyderabad – 500 085



Affiliation Procedure and Regulations
(With effect from 2020-21)
(DRAFT and in Editorial Corrections)
(To be placed before Executive Council for Approval)

University Academic Audit Cell
Jawaharlal Nehru Technological University Hyderabad
JANUARY, 2020

FOREWORD

The Jawaharlal Nehru Technological University Hyderabad is one of the largest affiliating Universities in the State of Telangana and in the country. The quality of education in the College / Institute affiliated to JNTUH thus reflects the quality of engineers from the State. It is therefore imperative that the University bears responsibility to ensure academic infrastructure and environment that promotes quality education. In this endeavor, the University has shown adaptiveness in curriculum design and laid down norms and regulations for effective implementation of the curriculum.

The quality of education will improve when continuous, objective and scientific methods are adopted. Hence, in the interest of developing the quality of education, better methods of evaluation have to be adopted. It is obvious that the need of the hour in the field of education or for that matter in any other field in our country now is accountability and autonomy. Accountability of the staff to the society and accountability of the institution as a whole to the society is required to turn College / Institute into centers of academic excellence.

The University presently has about 300 Colleges / Institutes affiliated to it, offering varied courses both at Under Graduate and Post Graduate levels, in Engineering, Pharmacy and MBA/MCA with the ever increasing demand of students in taking up engineering education and increasing interest of private Managements in establishing the technical Institutions. Greater awareness on the minimum standards expected of College / Institute for providing quality technical education and specially, availability of academic infrastructure for practical orientation has been prescribed in the University syllabus and curriculum. The role of University as a regulating body rests not only in prescribing the syllabus, but also in ensuring that the College / Institute are adequately equipped to implement the curriculum to achieve the desired quality of education, uniformly wherever the courses offered.

A comprehensive and objective assessment of institutions in terms of norms and regulations laid down can only be achieved through procedures and formats, enabling transparency and automation within a stipulated duration. The emphasis on infrastructure to support practical orientation of curriculum, accountability of institutions to the society, monitoring of institutions on a continuous basis, automation for faster processing, greater awareness of requirements and norms, opportunity to College / Institute for improvement of academic infrastructure are just a few of the revisions adopted towards University's continuous efforts as a regulating body.

Earlier a committee, viz. "Affiliation Regulations Committee" was constituted to review and recommend revisions to the affiliation regulations and procedures. The members of the committee were Prof. Suleman Siddiqui, Former Vice-Chancellor – OU, Prof. K. Lal Kishore, Former Vice-Chancellor – JNTUA and Former Registrar of JNTUH, Prof. G. Tulasiram Das, Former Vice-Chancellor – JNTUK and Former Registrar of JNTUH, Prof. N. V. Ramana Rao, Former Registrar of JNTUH, Mr. Abhishek Reddy, Standing Counsel of JNTUH on Affiliation matters and Prof. G. Vijaya Kumari, Director, Academic Audit Cell, Member Convener. Prof. N. Yadaiah, Registrar- JNTUH, Dr. Srinath, special officer, UAAC and Dr. P. Bhramara, Coordinator, UAAC as Special Invitees. Under the chairpersonship of Vice-Chancellor I/C of JNTUH, Smt. Shailaja Ramaiyer, number of meetings were held by the committee to review the regulations and recommend revisions to the existing affiliation regulations and procedures.

Further, the draft affiliation regulations were placed on the JNTUH website, inviting suggestions/ feedback. More than 100 e-mails and letters were received in response from individuals, Colleges / Institutes and associations. A series of stake holder interaction meetings with various affiliated College / Institute Managements (Minority Institutions, Group Institutions, Autonomous Colleges / Institutes, Single College / Institute managements, Stand-alone Colleges / Institutes and Pharmacy Colleges / Institutes) were held. There were more than 200 representatives from various College / Institute attended and the feedback was placed before the committee.

The final recommendations of the committee were placed before the Executive Council of the University for approval and the same were implemented for the Academic Year 2016-17.

Meanwhile several representations were received from various associations of Colleges / Institutes and in view of the past experience of Standing Committee, Appellate Committee and Honorable High Court decisions, the Hon'ble Vice-Chancellor Professor A. Venu Gopal Reddy has constituted a high power committee consisting of Prof. N. V. Ramana Rao, Rector as Chairman, Prof.B.C. Jinaga, Former Rector of JNTUH, Prof. K. Vijaya Kumar Reddy, Former DAP of JNTUH, Prof. A. Govardan, Principal, JNTUH CEH as Members and Prof. M. Sreenivasa Rao, Director, Academic Audit Cell, Member Convener. Prof. A.V.Sita Rama Raju, OSD (Affiliation) to Vice-Chancellor, Prof.G.Vijaya Kumari, Former Director, Academic Audit Cell, Dr. K.Anitha Sheela, Coordinator, UAAC and Dr. C. Srinath, Special Officer, UAAC as Special Invitees to further review the regulations. The committee met several times and finalized the regulations which were implemented for the Academic Year 2017-18.

To further review the regulations keeping in view of the past experience of Appellate Committee and the Hon'ble High Court Judgments in various writ petitions filed by some of the affiliated College / Institutes, the Hon'ble Vice Chancellor, Prof A. Venugopal Reddy has constituted an Affiliation Regulation Review Committee, which will be effective from the Academic Year 2018-19. The Committee consisting of Prof. B. N. Bhandari, Director, Academic & Planning, JNTUH as Chairman, Prof. B.C.Jinaga (Retd.), Former Rector, JNTU, Prof. A. Govardhan, Rector, JNTUH , Sri A. Abhishek Reddy, Standing Counsel, Prof. G.Vijaya Kumari, Director, J-HUB, JNTUH, Prof. A.V. Sitarama Raju, OSD (affiliations) to Vice-Chancellor as Members, Prof. M. Sreenivasa Rao, Director, UAAC, JNTUH as Convener & Member, Prof. K.Anitha Sheela, Coordinator, UAAC and Sri G. Praveen Babu, Coordinator, UAAC, as Special Invitees and conducted several meetings in the University. The committee recommended several changes to the existing regulations.

Further, the draft affiliation regulations were placed on the JNTUH website, inviting suggestions/ feedback. Subsequently a series of stake holder interaction meetings with various affiliated College / Institute Managements were held. More than 200 representatives from various Colleges / Institutes attended and the feedback was placed before the Committee. The final recommendations of the Committee were placed before the Executive Council of the University for approval and which will be effective from the Academic Year 2018-19.

As a part of annual Affiliation Process, the In-charge Vice Chancellor Sri. Jayesh Ranjan, IAS has constituted a committee to review the existing Affiliation Regulations thoroughly keeping the past experiences during the Academic Year 2019-20 in view and strengthen the existing regulations for the ensuing Academic Year 2020-21. The Committee consisting of Prof. A. Govardhan, Rector & Registrar I/c., JNTUH as Chairman, Prof. C.Venugopal Rao, Director, Academic Audit Cell, Osmania University as Member, Prof. B. N. Bhandari, Director, Academic & Planning, JNTUH as Member, Prof. E. Saibaba Reddy, Principal, JNTUH as Member, Prof. Ramamohan Reddy Kasa, In-Charge Director, UAAC, JNTUH as Convener & Member, Sri V.Ramchander Goud, Standing Counsel as Member, Prof. K.Anitha Sheela, Head of the Department, ECE and Sri G. Praveen Babu, Coordinator, UAAC, as Special Invitees and conducted few meetings. The committee recommended minor changes to the existing regulations and the final recommendations of the Committee were placed before the Executive Council of the University for approval and which will be effective from the Academic Year 2020-21.

The endeavor of the University is to see that the standard and quality of education is improved University ensures that through proper infrastructure facilities, qualified faculty, lab equipment etc. are made available throughout the academic year to the students and not just at the time of Inspections only. The present regulations are a step forward to see that the College / Institute are made accountable and encourage the College / Institute to maintain academic standards throughout the year. Grant of affiliation to a particular

College / Institute does not mean in any way that the College / Institute can terminate the services of some of the faculty, not making available the required material for laboratory tests, not maintaining the equipment in working condition after the affiliation orders are passed. The Colleges / Institutes are legally bound to see that the student staff ratio is maintained throughout the year and the labs and other equipment for conducting various tests are in proper working condition. In order to see that the College / Institute maintains the academic standards throughout the year, it has been decided that the grant of affiliation will be subject to the Surprise Inspections, mandatory Biometric Attendance and Academic Performance of the College / Institute and report thereof will be considered for grant of affiliations. The efforts in bringing out these regulations will not only enhance the quality of education, improve the infrastructure, maintenance of academic standards, but also the accountability of institutions and provide proper guidance to the prospective students.

Prof. Ramamohan Reddy Kasa
Director I/c, AAC

In Exercise of the powers conferred under Section (xxi)(1) of Act 30, 2008 read with 47 of 3(f) of the Jawaharlal Nehru Technological University Hyderabad Act, 2008 (30 of 2008) and in supersession of the affiliation regulations 2012 notified in August 2011, regulations 2016 notified in November 2015 were brought in. Subsequently amendments were made for the regulations 2016-17, 2017-18, 2018-19 and 2019-20 regarding grant of affiliation, reduction of intake capacity of seats for the courses or programs, approved by AICTE /PCI / other statutory bodies and annual grant of affiliation for existing institutions the Jawaharlal Nehru Technological University Hyderabad, Hyderabad makes the following with effect from Academic Year 2020-21:

1		Short Title, Application and Commencement
	1.1	These Regulations may be called “The Jawaharlal Nehru Technological University Hyderabad Regulations for the Grant of Affiliation to the Colleges / Institutes.”
	1.2	They shall apply to all the Technical Institutions approved by AICTE / PCI/ other statutory bodies for conducting and /or intending to conduct technical education and such other programs and areas as notified by the University from time to time for recognition / association / affiliation of the University for admissions to examination for the award of degrees, and other academic distinctions of the University including Autonomous Colleges.
	1.3	They shall come into force with effect from the date of Statutory approval and shall remain in force till such time they are amended, suspended or annulled.
2		Definitions
	2.1	Terms: Academic program “means any course of study offered by a College / Institute in Engineering, Technology , Pharmacy, MBA and MCA for admission to the examinations for the award of degrees, and other academic distinctions of the University.”
	2.2	Affiliation means the recognition of the College /Courses in the College / Institute by the University as approved by AICTE / PCI/ other statutory regulatory bodies and satisfying the academic norms/regulations prescribed from time to time for admission to examination for the award of degrees and other academic

		distinctions of the University by the University and to run the academic programs as per the curriculum prescribed by the University from time to time. That the University while granting affiliation to various courses will follow the regulations and guidelines issued by All India Council for Technical Education (AICTE) for Courses like B.Tech, M.Tech, MBA, MCA etc.; Pharmacy Council of India (PCI) for Pharmacy Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D(PB) etc.
	2.3	Approval means College / Institution approved by AICTE/ PCI / other competent and relevant statutory Bodies as mentioned in Clause 2.2 of these regulations.
	2.4	Inspections mean physical verification of academic infrastructure, faculty members, library and other amenities by a Fact Finding Committee on Affiliation (FFCA) of the University either by way of regular inspection or through surprise inspection.
	2.5	Autonomous College / Institute means a College / Institute which is declared so by the University Grants Commission (UGC).
	2.6	Appeal means an opportunity given to a College / Institution to seek redressal or compliance of deficiencies before a duly constituted Appellate Committee, in case the College / Institution is aggrieved by any decision of the Standing Committee for Affiliation (SCA)
	2.7	Recruitment of Faculty means Faculty who are appointed by the College /Institution by a duly constituted Selection Committee as per the norms in accordance with the procedure set out in the regulations (Annexure – 1 & 3). Responsibility of retaining the faculty till the end of the academic semester lies with the College / Institute Management. However, the faculty member is also equally responsible to continue in the same College / Institute for a semester, where he / she is presently working without causing any inconvenience to the students. The faculty who are frequently changing the College / Institute will be blacklisted by the University.
	2.8	Qualified faculty means faculty having the prescribed qualifications and experience as prescribed by the norms of the AICTE/PCI/University to hold specified post.

2.9	Minority College / Institution means a College / Institute established or maintained by a person or group of persons belonging to Minority Community recognized as such by the State Government / concerned Department of the Government.
2.10	Online Application means filing/submitting online a digital application through Internet directly to the University Portal / Directorate of Academic Audit Cell Portal with all the relevant documents in support of the online application. No physical copies of the application or the relevant documents will be entertained or considered by the University.
2.11	Cutoff Date means the last date notified/announced by the University for filing an application for grant of affiliation / examination / faculty recruitment/ remitting the prescribed fee as the case may be. Any violation of cutoff date attracts appropriate penal action including non-consideration of the application. No application (online form) will be entertained/considered after the cutoff date by the University and it shall be deemed that the College / Institute has not applied for affiliation for that Academic Year.
2.12	Notification means the notification/communication published by the way of public notice published in at least two leading News Papers and/or through the Academic Audit cell Web Portal regarding the schedule cutoff date for submission of the online application form along with all relevant and supporting documents for various purposes including receipt of application and processing thereof from time to time if so necessitates. Time schedule for cutoff dates published in Public notice shall be final and binding.
2.13	Submission means the submission of online prescribed application form for grant of affiliation on or before the last date along with all the relevant documents and data and confirming the same by pushing / clicking the submit button . Confirmation by pushing / clicking the submit button will alone be treated as submission of digital online application form in the University Portal / Directorate of Academic Audit Cell Portal and no other means of submission will be entertained after the cutoff date.
2.14	Approved College / Institution means a College / Institution approved by AICTE for Technical Courses like B.Tech, M.Tech, MBA, MCA etc.; and Pharmacy

		Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D(PB) etc. which is prerequisite for the grant of affiliation by the University.
	2.15	Program means UG and PG in the field of Engineering/Technology, Management, Pharmacy and such other programs and areas as notified by the University from time to time.
	2.16	Course means one of the branches of learning such as Civil Engineering, Mechanical Engineering etc. in a Program
3.		Conditions to be satisfied by the College / Institute seeking Affiliation
	3.1	A Registered Society / Registered Trust satisfying the conditions stipulated in the Statutes and so far as not inconsistent with the regulations stipulated by the University and AICTE/PCI/Other Statutory bodies from time to time can seek affiliation for the academic Program(s) / Courses run in a College / Institute established by it every Academic Year.
	3.2	Pre-Requisite for Affiliation Any Existing College / Institute applying for an existing intake / reduction in intake in the program(s) already affiliated shall obtain prior approval (Extension of Approval (EOA)) from the AICTE for Technical Courses like B.Tech, M.Tech, MBA, MCA etc.; and Pharmacy Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D (PB) etc. as per provisions of the respective Act. However, for Pharmacy Courses Pharmacy Council of India (PCI) norms will be applicable for grant of Affiliation.
	3.3	The duration and entry level qualifications for admission into various programs shall be as prescribed by AICTE for Technical Courses like B.Tech, M.Tech, MBA, MCA etc.; Pharmacy Council of India (PCI) for Pharmacy Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D(PB) etc. from time to time.
	3.4	The College / Institute shall follow the norms for intake and number of courses at UG level and PG Level as approved by the University, the intake in no case shall exceed those sanctioned by AICTE for Courses like B.Tech, M.Tech, MBA, MCA etc.; and Pharmacy Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D (PB) etc., for that academic year. The University may consider any variation in intake after obtaining approval from AICTE/PCI/State Government/other statutory bodies, prior to admissions for the current academic year.

	<p>The College / Institution shall follow the regulations and norms of the University and will strictly adhere to the intake approved by the University and the courses for which affiliation is granted. The University will follow the approvals granted by AICTE for Courses like B.Tech, M.Tech, MBA, MCA etc., and Pharmacy Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D(PB) etc. The grant of approval by the relevant Statutory bodies does not automatically entitle the Institutions for the grant of affiliation for the same intake, but is subject to the satisfaction of the University that all the parameters for grant of affiliation are fulfilled by the Institution.</p>
3.5	<p>The admissions of NRI / GOI /Management quota shall be as per norms fixed by AICTE/PCI/State Government on the University approved intake only. Any deviation from the above will attract punitive action by the University.</p>
3.6	<p>Constitution of Governing Body</p> <p>The College / Institute shall be managed by a duly constituted Governing Body. The composition, functions and other conditions pertaining to the Governing Body shall be as given in Annexure-1. The College / Institute shall upload the details of the Governing Body members to the Directorate of Academic Audit Cell (AAC) portal from time to time. Further, it is mandatory that the Governing Body shall meet at least twice a year and the minutes of the meeting shall be uploaded to the AAC portal within a week time, failing which, the University will take stringent action.</p>
3.7	<p>Land and Building Requirements</p> <p>The College / Institute shall have its own adequate land and buildings to provide academic infrastructure and amenities. They shall be used only for the academic purposes of the College / Institute and affiliating University. The minimum requirement of land and the norms for academic/instructional area, administrative area, amenities area etc., are as prescribed in the Annexure-2, and no rented premises will be allowed to be used for running the College / Institute.</p>
3.8	<p>Laboratories and Equipment</p> <p>The College / Institute shall have the required laboratories and equipment to carryout experiments / studies, meeting the requirements of the curriculum and syllabi for the academic program(s), as prescribed by the University from time to time. The College / Institute shall ensure that the equipment is in proper working</p>

	<p>condition and all consumables, attachments required for the conduct of experiments as per the University syllabus and academic regulations applicable, are made available by the date of submission of application. The Colleges / Institutions shall ensure that the lab consumables are made available and lab equipments are in proper working condition for carrying out the required tests by the students throughout the year.</p> <p>The number of Laboratories and equipment based on the intake of respective courses are to be shown along with the time tables to ascertain whether the available sessions during working days are sufficient with respect to the number of sections. Further, the number of experimental setups is to be so arranged that a maximum of four students shall work on one experiment / equipment. In addition to the parent Department, if any laboratory is serving the needs of other Departments, the strength of those Departments should also be taken into account to provide additional laboratory Space and experimental setups.</p> <p>Additional laboratories (First to Final year): If the number of students using any laboratory in a particular semester exceeds 300 (as per University sanctioned Intake) then the College / Institution shall provide additionally one more such similar laboratory for every 300 students and part thereof.</p> <p>The details of required equipments are listed in the Application form.</p>
3.9	<p>Bio Metric Attendance:</p> <p>Biometric attendance for faculty members, UG & PG students in all the affiliated Colleges / Institutes is mandatory. By taking the Biometric attendance of faculty as evidence, the University may initiate the punitive actions like Rejection of Affiliation for ensuing Academic Year or Suspension /Withdrawal of Affiliation for existing programs / courses under the following circumstances:</p> <ol style="list-style-type: none"> i. If total faculty biometric attendance is inadequate on any working day. ii. If the number of faculty in BAS portal is less than the required faculty as per the norms at any point of time. iii. If the College / Institute does not maintain the required faculty student ratio throughout the academic year <p>Note 1: If any faculty member is absent beyond the eligible leaves as per University norms in a semester, his/her candidature as a faculty will not be considered for grant of affiliation for the ensuing academic year even if he/she is</p>

	<p>present on the day of FFC/Surprise inspection.</p> <p>Note 2: It is the responsibility of the College / Institute to retain the faculty for atleast one semester and at the same time it is the moral responsibility of the faculty member to continue with the same College / Institute for a minimum of one semester, where he / she is presently working to avoid inconvenience to the student community. However, in the extraordinary cases if a faculty resigns, his/her vacancy should be filled within 15 days from the date of resignation of the faculty member and his/her particulars are to be updated in the BAS and College portal with due intimation to the University.</p>
3.10	<p>Surprise Inspections:</p> <p>Surprise inspections will be conducted throughout the academic year as a part of academic audit for monitoring the conduct of class work (theory / practicals), examinations as per the schedule. The surprise inspections may be conducted for all the Colleges / Institutes during the academic year. If it is found that, no class work or examinations are conducted as per prescribed time table (or) number of faculty available is not adequate (or) unauthorized absence of Principal (or) no academic activity due to declaration of unauthorized holiday, sports day, tours etc., then it will attract punitive actions like Rejection of Affiliation for ensuing Academic Year or Suspension /Withdrawal of Affiliation for existing programs / courses.</p>
3.11	<p>English Language Communication Skills Lab (ELCS Lab)</p> <p>Every College / Institute shall have English Language Communication Skills Lab (ELCS Lab) as a centralized facility for the use of students and staff of the College / Institute. This lab shall have computer systems and software as stipulated in norms given in Annexure-2.</p>
3.12	<p>Computer Centre</p> <p>The College / Institute shall have a centralized computer center for the use of students and staff of the College / Institute. In addition, individual Departments shall have their own computer laboratories. While computing the number of computers in the College / Institute, the computers available in all the laboratories will be counted, excepting the computers dedicated for machines such as data loggers etc. The requirement of Computers shall be as given in Annexure-2.</p>

3.13	<p>Examination Branch</p> <p>The College / Institute shall have an examination branch with sufficient space, personnel and facilities for conduct of Electronic Distribution of Examination Papers (EDEP) examinations and secured accessibility to maintain confidentiality of the examination practice. The details of the Equipment, Space, Internet and other facilities required are given in Annexure-2.</p>
3.14	<p>Faculty & Staff</p> <p>The College / Institute shall have adequate number of qualified teaching and non-teaching staff appointed on a full-time basis. Each course shall have separate teaching faculty as per existing qualifications and norms defined for the respective program / course. Unless the appointment of all teaching and other staff is in place, the College / Institute shall not be granted affiliation. If it is found that the data uploaded to the University is not in accordance with that of the one uploaded to AICTE/PCI, the University may reject the application for grant of affiliation. The College / Institute while making application for grant of affiliation shall upload the details of the required number of faculty only for the proposed and existing programs/courses. If it is found that the College / Institute is not maintaining the required number of faculty members as per norms for a program / Course after the grant of the Affiliation, the College / Institute shall be liable for the following:</p> <ol style="list-style-type: none"> 1. Rejection of application for grant of affiliation for new batch of students in the Program / Course. 2. Suspension of affiliation for the Course / College / Institute 3. Withdrawal of affiliation for the existing Program / Course 4. Withdrawal of affiliation for the College / Institute <p>The minimum qualifications and experience of faculty is as given in Annexure-3</p>
3.15	<p>Faculty & Staff Recruitment</p> <p>The College / Institute shall recruit qualified faculty and staff by strictly adopting the procedure stipulated in Clause 11 of these regulations. All Colleges / Institutes shall upload in the academic audit cell portal, the details of all the faculty members and that of the Principal. All the faculty members shall register themselves on the University portal giving the details of the qualifications that they have acquired, the teaching experience they have along with the supporting</p>

		<p>documents and the appointment letters. The scanned copies of the originals uploaded in the portal should be clear and visible. The information shall be updated from time to time. This information shall be available through academic audit cell to all stakeholders. The College / Institute shall evolve necessary establishment rules for service conditions of staff (Teaching and Non-Teaching), and rules for conduct and procedure for disciplinary proceedings. Such rules shall be made available to all the staff of the College / Institute. The College / Institute shall evolve a mechanism for grievance redressal of all the staff of the College / Institute at its level itself. It is mandatory that the College / Institute shall furnish to the University a copy of staff service rules duly approved by the Governing Body on annual basis while submitting the Affiliation Application. Details are given in Annexure-1 & 3.</p>
3.16		<p>Faculty Training And Development</p> <p>All the faculty members shall be provided with opportunities to improve their qualifications through Quality Improvement Program (QIP) and quality improvement through Faculty Development Program (FDP) or any other such program. Opportunities shall be provided for professional training for a total period of four weeks in every three years by deputing them to courses offered by the Academic Staff College of the University or any other such training programs as recognized by the University. Training of teachers is expected to contribute both towards their professional development and improvement in career prospects. Every teacher must have undergone one four week orientation course to improve quality of teaching.</p>
3.17		<p>Performance Appraisal</p> <p>Faculty (Both Self-Appraisal and through Student Feedback)</p> <p>A performance appraisal system for the faculty shall be set-up, well integrated with institutional functioning and this should lead to the identification of individual training and development needs. This should also enable the identification of faculty members whose performance is outstanding. Such performance and excellence shall be well recognized and rewarded. All Colleges / Institutes shall introduce a suitable transparent performance appraisal system as approved by the Governing Body.</p>

3.18	<p>Student Feedback</p> <p>Performance of the teachers shall be obtained from the students in the form of questionnaire, where the student details are optional. The feedback shall be analyzed and follow up action shall be taken by the College / Institute after placing before the Governing Body. The analysis of the same shall be sent to the University.</p>
3.19	<p>Library</p> <p>Every College / Institute shall have a central library with books and journals and Learning Resources (LRs) as per the specialization and syllabus of the academic program(s) offered. They shall also update the library periodically as per the recommendations of the University, program/course wise. The minimum requirements of library including norms for reference section, and seating capacity is given in Annexure-2.</p>
3.20	<p>Hostel</p> <p>It is desirable for the College / Institute to provide hostel facility for its students. If so, the College / Institute shall make a separate and suitable provision for the residence of its students in the campus, as prescribed by the University from time to time. No student shall be provided any accommodation in the academic building in the premises of the College / Institute.</p>
3.21	<p>Health Centre</p> <p>The College / Institute shall have a health centre with required first aid facilities. Medical, Para-medical staff and ambulance facility are desirable.</p>
3.22	<p>Extra-Curricular Activities & Co-Curricular Activities</p> <p>The College / Institute shall have facilities to offer Extra Curricular activities such as National Cadet Corps (NCC), National Service Scheme (NSS), National Sports Organization (NSO) and Youth Red Cross (YRC) along with adequate manpower and infrastructure facilities. Indoor and outdoor sports facilities shall be provided for the students with training through qualified full-time Physical Director.</p> <p>Students shall be encouraged to participate and organize Technical Fests, Seminars, Symposia, Conferences etc., Invited Lectures from experts in the Industry and Academia shall be conducted from time to time for necessary exposure and overall development of the students. A brief report of the activities</p>

		shall be sent to the University on regular basis. The College / Institute shall bring out the campus newsletter periodically.
3.23	Necessary Amenities	The College / Institute shall make available all necessary amenities, as prescribed by the University from time to time.
3.24	Financial Stability	The College / Institute shall have adequate financial resources to effectively meet the annual maintenance and development expenditures of the College / Institute including salaries of employees of the College / Institute. The audited account statement approved by the Governing Body shall be submitted to the University annually. The heads of income and expenditure in the audited account statement should clearly state the details mentioned in Annexure-2 .
3.25	Grievance Redressal Committee	The College / Institute shall have a mechanism to redress all grievances of students and staff at the College level itself . To maintain harmony and discipline in the College / Institute including the hostel premises, committees shall be constituted as indicated in the Annexure-1 .
3.26	Maintenance of Registers and Records	The recording of attendance of all the Staff and students (both UG & PG) shall be strictly through Biometric method only. The College / Institute shall install adequate number of Biometric machines for recording the attendance of all the staff and the students (UG and PG) and maintain the same in proper working condition throughout the year. The Colleges / Institutes shall ensure that their Biometric machines are linked to the University BAS server. The attendance recorded in University BAS server shall only be taken into consideration. All the registers and records pertaining to academic, administrative and financial functions of the College / Institute, stock register of all Equipment / Books / Journals etc., selection committee minutes of faculty, IT deduction, proof of salary statement etc. shall be made available for verification by the University as and when asked for. The minimum list of registers and records to be maintained is mentioned in Annexure-4 .

3.27	<p>Affiliation to PG programs: The PG program(s) proposed to be offered in a Department shall be affiliated, subject to the grant of affiliation of the UG program in the concerned departments, unless the College /Institution is a standalone PG College / Institute as approved by AICTE/PCI/other statutory bodies.</p>
3.28	<p>Conduct of Academic Programs, other than those Affiliated to University Starting and conduct of “Study Centers” of Open Universities in the premises of the affiliated College / Institute shall be carried out only with the prior permission of the University.</p> <p>Academic programs leading to the award of degrees, certificates and other academic distinctions awarded by other Universities / Institutions / Organizations shall not be conducted by the affiliated College / Institute except those courses that are duly approved by government body (Diploma with prior information to the University).</p>
3.29	<p>Reasons for Rejection of Affiliation for ensuing Academic Year or Suspension / Withdrawal of Affiliation for existing programs / courses</p> <p>The University shall monitor for fulfillment of norms by the College / Institute from time to time. In the event of non-fulfillment or violation of regulations, it shall initiate punitive action including rejection/suspension/withdrawal of grant of affiliation. The reasons for Rejection of Affiliation for ensuing Academic Year or Suspension /Withdrawal of Affiliation for existing programs / courses include:</p> <ol style="list-style-type: none"> 1. Non fulfillment of norms such as non-availability of qualified Principal, non-availability of laboratory equipment, non-availability of qualified and required number of faculty or any other matter violating the established norms / regulations. 2. If it is found that the College / Institute is not following the academic schedule duly approved by the University and declaring holidays on the dates which are not included in the list of holidays approved by the University without prior notice and approval of the University in addition to the Scheduled Holidays declared by the University. 3. Non-conduct of Theory or practical classes as per the scheduled time tables uploaded to the University. 4. Non-Compliance of orders of the University in conducting University Examinations as center in the College / Institute, not deputing senior faculty

		<p>for spot evaluation , for observer duty and for any other duty assigned by the University from time to time.</p> <ol style="list-style-type: none"> 5. Management/Principal/Director/Faculty encouraging mass copying in the examinations. 6. Failure to curb ragging and not taking proper steps laid down by anti ragging act. 7. Collection of excess amounts of fees/special fees from students other than prescribed by Govt. G.O./University/TAFRC. 8. Tampering/fabrication/altering of Biometric/Registered attendance records of the students against actual attendance and tampering/fabrication/altering of staff Biometric attendance. 9. Misuse of students scholarships awarded by the Government. 10. Conduct of class work in temporary location other than the permanent location approved by the University. 11. Not complying with University instructions on academic/administrative matters and maintenance of proper accounts of finances. 12. Faculty appointed with fraudulent /unrecognized degree certificates. 13. Shifting of faculty/equipment etc. from one institute to another. 14. Preventing University officials from carrying out surprise checks during working hours. 15. Admitting ineligible candidates in UG/PG programs. 16. Non-cooperation to conduct Examinations of the University / other examinations as per the University directions when the College / Institute has examination center. 17. Non- payment of any pending dues including affiliation fee, Common service fee etc., to the University. 18. Violation of the rules and regulations of the University. 19. If the College / Institute withholds the original certificates except as prescribed under the UGC regulations. 20. The College / Institute and/or Education Society who do not respond / comply in time to the Letters/ Circulars / Notices issued by the University from time to time.
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3.30	<p>Institutions for Temporary Suspension in Academic Program / Course</p> <p>In case of three preceding consecutive years of low enrolment, less than 25% of University sanctioned intake in any University affiliated course, it is the discretion of University to refuse / grant of affiliation for that course in the ensuing Academic Year. However, an undertaking is to be given by the College / Institute to continue the facilities to the existing students who have already been admitted till the completion of their studies in that course. The College / Institute can also apply for suspension/closure of a course for the reasons stated above and the University may pass appropriate orders on the said application on such terms and conditions as it deems fit. That in case a course is suspended/withdrawn by the University for the reasons stated hereunder and subsequently the College / Institute is desirous of starting the course again, the application will be processed as if the same is for Starting a New Course which requires AICTE approval and State Government permission.</p>
3.31	<p>Inspection Fee</p> <p>The College / Institute while submitting the application for affiliation of academic program(s) shall remit the inspection fee, as approved by the University from time to time, along with the application towards processing and inspection charges. In case of recommendation of re-inspection by Appellate Committee / any other relevant statutory body, the institution shall pay the inspection fee / processing fee once again. Details are given in Annexure-6.</p>
3.32	<p>Affiliation, Common service and other Fee</p> <p>All the Colleges / Institutes (including Autonomous Colleges / Institutes) shall remit the affiliation fee, Common service fee etc., at the rates approved by the University from time to time. It is mandatory that the College / Institute shall strictly clear all the pending dues pertaining to Affiliation fee, Common Service fee or any other fee. Renewal of grant of affiliation will be subject to the clearing of all the pending dues. Late fee if any shall be levied as decided by the University. There will not be any scope for receiving any undertaking of pending fees under any circumstances. In the event of withdrawal of affiliation as per the regulations the College / Institute shall remit fresh affiliation fee as prescribed above for seeking re-affiliation of the same academic program. Details are given in Annexure-6. However, the University also empowers the Telangana State</p>

		Council of Higher Education (TSCHE), Social Welfare department and the State Government authorities to assist the University to recover all the pending dues.
3.33	NOC for UGC Autonomy:	To encourage Colleges / Institutes to evolve into an autonomous mode, Colleges / Institutes with satisfactory affiliation record and accredited by NAAC or having programs accredited by NBA are eligible for issue of NOC by the University for applying to UGC for autonomous status. The autonomous status of the College / Institute does not in any manner mean that the Colleges / Institutes need not apply for Affiliation every year. All the norms and regulations applicable for other Colleges / Institutions are applicable to these autonomous Colleges / Institutions also and they shall apply for grant of Affiliation every year. More details are given in Annexure-7.
3.34		The University will inspect the College / Institute every academic year before counseling for admissions to UG and PG programs (including College / Institute which have been granted autonomous status by UGC). All the Colleges / Institutes have to submit the applications for all existing academic program(s) along with the supporting documents and pay the inspection fee, as approved by the University from time to time towards processing and inspection charges. In case, it is found that the College / Institute has not fulfilled the requirements of grant of affiliation (during regular / surprise inspection) , the University shall take punitive action.
3.35	Interpretation	Any question arising out of the interpretation of these regulations, shall be decided by the University and the decision of the University shall be final and binding.
3.36	Steps Involved in Affiliation Process	The following steps are involved in granting affiliation to a College / Institute after the clearance of all pending dues: <ol style="list-style-type: none"> 1. Submission of online application for affiliation along with all relevant and supporting documents and by remitting necessary application and inspection fees. 2. Inspection of College / Institute by Fact Finding Committee for Affiliation (FFCA) either by way of regular or Surprise inspections. 3. Review of report of FFCA will be done by the Standing Committee for Affiliation (SCA). The SCA will also Scrutinize the documents submitted by the

	<p>College / Institute online, the Biometric attendance of the staff, the Academic Performance of the College / Institute and any other document(s) while making recommendations.</p> <p>4. The recommendations of SCA will be communicated to the respective College / Institute.</p> <p>5. College / Institute may Appeal Online for reconsideration of the recommendations of the SCA along with supporting documents/clarifications.</p> <p>6. Review of appeal / compliance report by Appellate Committee</p> <p>7. If the Appellate Committee recommends for re-inspection of the College / Institute, then the College / Institute should pay the requisite fee for the same.</p> <p>8. Final communication of grant/rejection of application for affiliation</p> <p>9. Communication of List of approved Colleges / Institutes along with courses for admissions to State Council for Higher Education and respective admission Conveners for Counseling.</p>
4.	Procedure for Submission of Application for Grant of Affiliation
4.1	All Colleges / Institutes including the Colleges/Institutes which are permitted for Progressive Closure till all admitted students have completed their Course and shall apply online along with all the relevant and supporting documents for affiliation / recognition of the University annually.
4.2	The College / Institute shall require prior approval of the AICTE for Courses like B.Tech, M.Tech, MBA, MCA etc.; and Pharmacy Courses like B.Pharmacy, M.Pharmacy, Pharma-D, Pharma-D(PB) etc. for the courses as listed in the application for the grant of affiliation by the University.
4.3	College /Institute shall submit an application online to the University in the prescribed form and within the time schedule along with the processing fee as prescribed by the University every year for grant of affiliation of courses offered by it.
4.4	The application submitted to AICTE (Part I and II and Deficiency Report (if any)) / PCI / Other Statutory Authorities as the case may be for seeking approval is to be enclosed along with the application for affiliation. Faculty information uploaded to AICTE shall also be uploaded to University in Excel format.
4.5	An affidavit signed by the Secretary /Management and the Principal of the College / Institute confirming to the authenticity of the information submitted is to

		be submitted by the College / Institute along with the application as given in Annexure-8
	4.6	At any stage, if it is found that the information furnished by the College / Institute in its application is false /incorrect, appropriate punitive action will be initiated by the University including action under the penal law.
	4.7	Processing and Inspection fee as approved by the University (Annexure-6) shall be paid by the College / Institute by the cutoff date.
	4.8	Submission of an application for grant of affiliation by the cutoff date is mandatory for all the existing Colleges / Institutes . No individual relaxation in this matter will be given to any College / Institute under any circumstances.
5.		Procedure for Reduction in intake /Change of site or location/ conversion of Women’s College / Institute to co-educational College / Institute, Grant of Affiliation to New Colleges / Institutions and/or New Programs / Courses, Increase in intake, etc.
	5.1	Financial stability of the Institution, the affiliation of programs / courses in the same College / Institute or any other College / Institute, run by the same Management shall be taken into consideration.
	5.2	The Financial Statement of the College / Institute shall contain the details of allocation of funds for all the necessary academic infrastructure / class rooms and additional space required, faculty recruitment etc.,
	5.3	The College / Institution shall submit the resolution of the Governing Body for the Reduction in intake for a Program / Course.
	5.4	The University will not issue NOC or grant of affiliation for courses/programs not listed in the Annexure-5.
	5.5	The existing College / Institute after obtaining approval/awaiting approval from AICTE, has to obtain the requisite permission from the State Government. Later, the College / Institute can apply for affiliation to the University on or before the cut-off date prescribed by the University through online application for the academic year annually. No application for grant of affiliation will be considered after the cut-off date. However, the Grant of Affiliation by the University is subjected to approval from AICTE / PCI / State Government as the case may be.

5.6	The permission for establishing Colleges and starting of new programs in the existing Colleges shall be considered by the University as per the priority/ policy of the State Government if any. Hence, the College / Institute shall obtain prior permission from the State Government to start a new Program / College.
6	Procedure for issue of NOC for New Courses / Increase in Intake / Closure of Course or/and College/Institution/ Change of Name / Change of Site/Location or any other matter where University NOC is required.
6.1	The applications for issue of NOC for Increase in Intake/ Closure of Course or College/Institution / Change of Name / Change of Site/Location or any other matter where University NOC is required shall be accompanied by the resolution from Society / Management. Further, for starting a new Course / Increase in intake / Change of Site/Location of the existing College/Institute, prior permission from the State Government is mandatory.
6.2	The same may be placed before the Governing Body and the minutes of the Governing Body shall be enclosed with the application.
6.3	The details of number of students on rolls in the previous years and those who are trailing due to failures / detention, shall be clearly provided in the said application.
6.4	An undertaking on stamp paper as per the format given in Annexure-9 shall be given by the College/Institute Management for continuation of infrastructural and other facilities for existing students and scheme for protecting the services of faculty as per service rules framed by the College / Institute in case of Closure of Course / College / Institution/ or any other matter where University NOC is required in which termination of faculty is involved.
7	Procedure for Evaluation of Application for the grant of Affiliation
7.1	The applications submitted online shall be verified by an FFCA constituted by the University by selecting the members using transparent random selection process. The Committee shall have a minimum of two members preferably from among the senior faculty members of the University Colleges / Institutes, or former faculty members of the University Colleges / Institutes or experts from Industries / Government Organizations.

7.2	For regular inspection of the College / Institute by the Fact Finding Committee shall be purely selected on random basis by the Standing Committee for Affiliation (SCA) and intimated about the Inspection with a prior notice of 48 hours. In case of surprise inspection, prior notice will not be given to the College / Institution.
7.3	The University may also conduct from time to time surprise inspections without any prior notice and also take photographs of faculty, staff, Lab facilities, verify documents etc., and may document the inspection by taking videograph.
7.4	The College / Institute shall place relevant records and documents before the FFCA and also allow the FFCA to verify the availability of academic and other Infrastructural facilities. The availability of equipment, its working condition, make, model of the equipment and relevant documents with regard to purchase of equipment shall be verified. The roll call of faculty and the documents relating to recruitment of the faculty and other documents relating to the norms shall be verified.
7.5	The College / Institute shall also make necessary arrangements for video coverage with date and time of the entire proceedings of the FFCA visit and provide a copy of the video footage in duplicate to the FFCA by the end of the visit. The committee shall submit its report on the same day.
7.6	The observations of the FFCA are updated and the computerized/ decoded, deficiency reports are generated course wise and placed before the Standing Committee for Affiliation. The Standing Committee for Affiliation will not only verify the reports submitted by the FFCA but also any other documents deemed necessary for validation of the application for affiliation. SCA will also verify the qualifications of the faculty and if it is found that the faculty members identified are not having the requisite qualification for the post which they are appointed or holding, or they do not have the minimum required Biometric attendance then the Standing Committee for Affiliation will not take into consideration such faculty members and pass appropriate orders. If upon verification of the records and data, it is found that the faculty is working in some other College / Institution or identified by some other College / Institute for the purpose of grant of affiliation, then punitive action shall be initiated against such faculty and College / Institute.
7.7	Based on the recommendations of the Standing Committee for Affiliation the University shall communicate deficiencies if any to the College / Institute as stated

		in the time schedule. The list of deficiencies shall be posted in the AAC web portal for information, the tentative format of which is given in Annexure-10 along with the scanned copy of FFCA reports.
	7.8	The University may grant affiliation course wise based on the recommendations of the Standing Committee for Affiliation.
	7.9	In the event of rejection of application for affiliation for that academic year the College / Institute shall not be considered for admission of fresh batch of students.
	7.10	The University shall not grant any conditional affiliation to any College / Institute for an academic year / new batch.
8		Procedure for Appeal before Appellate Committee
	8.1	Any College / Institute aggrieved by the recommendations of the Standing Committee for Affiliation of the University will be permitted only one opportunity to file an appeal before the Appellate Committee, within ten days from the date of receipt of letter/ order/ decision of the University. The appellate committee shall be constituted by the Vice-Chancellor with the members other than SCA members.
	8.2	The College / Institute shall submit its appeal online in the format prescribed in Annexure-11 by paying a requisite fee prescribed in Annexure-6. Any supporting documents which are also needed to be submitted along with the appeal shall be uploaded online. In case the Appellate Committee recommends for re-inspection, the institution has to pay the inspection fee again as given in Annexure-6.
	8.3	If a College / Institute wish to appeal for reconsideration they can do so by rectifying the deficiencies indicated by the University. In such a case they need to pay the application processing fee once again. Appeal for reconsideration shall be in online proforma as in Annexure-11 . If computers, books, lab equipment, furniture etc., have been purchased for overcoming the deficiencies pointed out by FFCA, the original bills and demand draft payment photo copies have to be uploaded along with bank transaction proofs. The appeal shall include the copy of SCA recommendations which indicates the deficiencies. Appeal for reconsideration shall be made within ten days from the date of communication of SCA recommendations in case the institution wants it to be considered for the same academic year. During appeal period, the College / Institute may be allowed

		to recruit a maximum of TWO faculty members per Department in compliance of the deficiency pointed out by SCA. However, if any existing faculty is disqualified due to any discrepancy in uploading the certificates/documents, it can be rectified by re-verification process upon the request by the College / Institute.
8.4		During re-inspection, the FFCA will conduct inspection of all courses and the re-inspection will not be restricted to appealed courses.
8.5		The Appeal will be considered by the Appellate Committee of the University within a period of 15 days from the date of receipt of Appeal.
8.6		The report of the FFCA shall be placed before the Appellate Committee for review.
8.7		If any differences are found with the FFCA reports they shall be deliberated by the University and the decision of the University shall be final and binding.
8.8		The office of the Directorate of the Academic Audit Cell shall place the records before the appellate committee. The Principal of the College / Institute may be invited to give any clarification before the Appellate Committee if necessary
8.9		The recommendations of the Appellate Committee shall be placed before the Vice-Chancellor whose decision shall be final. The decision shall be communicated within a period of 10 days from the date of receipt of recommendations of the Appellate Committee.
8.10		The Final Letter of affiliation or letter of rejection shall be issued after final decision.
8.11		In case of rejection of the application, no further reconsiderations are allowed for the current academic year.
8.12		In the event of withdrawal of affiliation for the existing courses, the University shall recommend to the State Government for transfer of the students of the College / Institute whose affiliation to programs/courses has been withdrawn by the University till the completion of the program/course.
8.13		Affiliation powers shall be delegated to the Vice - Chancellor of the University. The Vice - Chancellor may in exceptional cases, for removal of any hardship or such other reasons to be recorded in writing, relax any of the provisions of these regulations in respect of any class or category of institutions, after approval of the Executive Council of the University.

9		Procedure for Suspension of Affiliation
		The University may suspend the affiliation of any academic program in a College / Institute, if any complaints are received or if the University finds that the College / Institute has not complied with the conditions stipulated in Clause 3.29 , provided the University verifies the authenticity of the complaints received against the College / Institute and / or non-compliance of statutory regulations or provisions pending the final decisions regarding withdrawal of affiliation. The preliminary investigations shall be made by the University authorized enquiry committee to verify. During the period of suspension of any such academic program the College / Institute shall not admit fresh students to the said program.
10		Procedure for Withdrawal of Affiliation
		If any College / Institute contravenes any of the provisions of these regulations, the University may withdraw the affiliation granted by the University, after making such inquiry, as it may consider appropriate and after giving the College / Institute concerned an opportunity of being heard.
11		Procedure for Faculty Direct Recruitment/Promotion under Career Advancement Scheme(CAS):
		The College / Institute shall adopt the following steps for direct recruitment/ promotion under Career Advancement Scheme (CAS) for faculty positions.
	11(a)	Notification regarding recruitment of new faculty positions in various Departments duly approved by the Governing Body shall be published in two reputed News Papers of which, at least one should be an English National daily. A copy of the same shall be placed in the College / Institute website. In case of CAS an internal circular directing the faculty to apply for promotion along with the format is to be circulated twice in a year.
	11(b)	For direct recruitment, after Scrutiny of applications based on the eligibility criteria and depending on the number of eligible applicants, if necessary, screening test may be conducted and the shortlisted candidates in the ratio of 1:4 shall be called for interview in the form of call letter either by post or by email. Further, if the faculty member selected through University selection (SCM) is willing to move from one College / Institute to another College/ Institute and in

		<p>such circumstances if the break of service is more than one year, he / she has to attend before the duly constituted Selection Committee with University nominees.</p> <p>The responsibility of verification of eligibility of the candidates applied (as per AICTE/PCI norms and genuineness of their certificates) solely lies with the respective College / Institute. In case it is found, at a later date that a faculty recruited is not qualified as per AICTE/PCI norms or his / her certificates are not genuine, the College / Institute is liable for punitive action. An undertaking to this effect is to be given by the College / Institute to the University along with the request for University selection committee nominees (Format of Undertaking is given in Annexure-I).</p> <p>In case all the shortlisted applicants (<u>For the post of Assistant/Associate Professors only</u>) are previously selected through a duly constituted Selection Committee(with University nominee) and working in the same post and same Department in any institution under JNTUH, the Institute may recruit such faculty through the College/Institute Internal Selection Committee without requesting for a University nominee. The relaxation of exempting University nominee in Selection Committee is not applicable to the applicants who are not in service in any of the affiliated College / Institutes of JNTUH as on the date of their interview. However, the College / Institute has to upload the notification for recruitment, College / Institute Internal Selection Committee minutes, previous University Selection Committee Minutes, relieving order from the previous College / Institute, new appointment order and joining report of the concerned faculty in the College / Institute portal. (Constitution of faculty Selection through Internal Selection Committee is given in Annexure-I).</p> <p>The selection Process for the Professors and Principal shall remain as set out in Annexure-I item VI</p>
11(c)		<p>In respect of candidates who apply for the post of Associate Professor, the College / Institute shall send the copy of the relevant documents and API Score calculations if any, to the University for confirmation of eligibility of promotion under CAS/Direct recruitment as per norms.</p>
11 (d)		<p>Candidate Selection shall be as per the norms by a duly constituted Selection Committee, University / Internal as the case may be shown in Annexure-1&3.</p>
11(e)		<p>The recommendations of the Selection committee and selected candidates must be</p>

		listed in the prescribed format and duly signed by all the members of the Selection committee.
	11(f)	All selection procedures outlined above shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with recommendations made on the basis of merit and duly signed by all members of the selection committee.
	11(g)	The appointment letters clearly stating the scale of pay and pay fixation shall be issued to the selected candidates along with the service conditions and rules of the College / Institute with due acknowledgement. The College / Institutes may have a waiting list of selected candidates to address any contingency requirements.
	11(h)	Any candidate having prescribed qualifications as per AICTE/PCI norms and seeking faculty position in any of the affiliated Colleges of JNTUH, has to register in the faculty registration portal of the University by uploading clearly visible Scanned original qualification Certificates, PAN & Aadhaar Cards and obtain a unique registration number, which shall be used for further correspondence. With the aforesaid faculty registration number, he / she can apply for faculty position as per qualifications and notification issued by any of the affiliated Colleges/Institutes to undergo University Selection Process as per the requirement of the respective affiliated College/Institute. Once the candidate gets selected through a duly constituted Selection Committee, he/she is required to upload the appointment order and joining letter. However, if a faculty member shifts from one College / Institute to the other, he / she has to obtain relieving letter and service certificate from the previous College / Institute and upload at new College / Institute portal. , experience certificate(s) if any, additional qualifications (if any) acquired after obtaining the faculty registration number, in the faculty portal with the same faculty registration number obtained earlier.
	11(i)	The list of faculty members joined/relieved from the College / Institute shall be updated by the College / Institute in the College / Institute website from time to time. A) In the case of Faculty working with the College / Institute, the College / Institute shall maintain service registers of faculty members updating it from time to time i) The salary must be paid periodically through Bank indicating the basic Pay,

AGP, DA, HRA, CCA, PT, TDS, and PF Deduction etc.

- ii) Annually Form-16 must be issued to the faculty after remitting the tax amount to the Income Tax Department.
- iii) All the records of Selection procedure from notification to service registers updated from time to time **and** shall be made available to the University committee/ University scrutiny any time as desired by the University.

B) In case of mobility of Faculty members:

If a faculty member joins a College / Institute through the prescribed procedure, the faculty member and the concerned College / Institute are required to upload the particulars of their details along with copies of the joining letter and relieving letter of the previous Institute (if applicable). The College / Institute has to take necessary steps to add the particulars of that faculty member in the corresponding College / Institute portal within a period of one month, failing which the University will take appropriate action.

If a faculty member resigns from a College / Institute through a prescribed procedure, the College / Institute has to take necessary steps to delete the particulars of that faculty member from the corresponding College / Institute portal within a period of one month failing which the University will take appropriate action.

The responsibility of intimation to the University in case of mobility of a faculty member rests on both the faculty member and the College / Institute. In case of any violation in this process the decision of the University shall be final.

C) In case of ineligible faculty members on rolls:

- i) Non-Qualified faculty members, (for example the candidates with B.Tech qualification only or Candidates with B.Tech second class and M.Tech second Class) must not be recruited/ appointed.
- ii) The students who are pursuing Masters Programme on regular basis in the same College / Institute or any other College / Institute shall not be permitted to work as regular faculty during the same time/period.
- iii) Faculty registering with fraudulent identity proofs such as wrong / invalid / duplicate PAN / AADHAAR Proofs are liable for punitive action including legal **proceedings under the penal laws.**

12		Non Fulfillment of Norms and Requirements
	12.1	<p>Non fulfillment of Laboratory Equipment Requirements</p> <p>College / Institute that do not maintain prescribed laboratory equipment's in working condition throughout the academic year shall be liable to following punitive actions by the University</p> <ol style="list-style-type: none"> 1. Rejection of application for grant of affiliation for new batch of students in the Course. 2. Suspension of affiliation for the Course / College / Institute 3. Withdrawal of affiliation for the course 4. Withdrawal of affiliation for the College / Institute
	12.2	<p>Non fulfillment of requirement of qualified Principal / Director</p> <p>Colleges / Institutes that do not appoint Principal/Director as per norms and without due intimation to the University, recruiting non-qualified Principal / Director and recruiting Principal/Director by improperly constituted selection Committee, are liable to following punitive actions by the University</p> <ol style="list-style-type: none"> 1. Rejection of application for grant of affiliation for the ensuing Academic Year 2. Suspension of affiliation for the College / Institute 3. Withdrawal of affiliation for the College / Institute
	12.3	<p>Non fulfillment in Faculty - Student ratio, not adhering to pay-scales and / or qualifications prescribed for teaching staff</p> <p>College / Institute that do not maintain adequate student /faculty ratio as per norms throughout the year, possessing non-qualified faculty, faculty claimed with fraudulent certificates and pursuing PG on full time basis, not adhering to pay scales are liable for following punitive actions by the University:</p> <ol style="list-style-type: none"> 1. Rejection of application for grant of affiliation for new batch of students in the course. 2. Suspension of affiliation for the Course / College / Institute 3. Withdrawal of affiliation for the course 4. Withdrawal of affiliation for the College / Institute 5. Fraudulent faculty members are liable for legal action and / or blacklisting from the University affiliation system.

12.4	<p>Non fulfillment of Library books and journals</p> <p>College / Institute that do not maintain prescribed library books and journals shall be liable to following punitive action(s) by the University:</p> <ol style="list-style-type: none"> 1. Rejection of application for grant of affiliation for new batch of students in the course. 2. Suspension of affiliation for the Course / College / Institute 3. Withdrawal of affiliation for the course 4. Withdrawal of affiliation for the College / Institute
12.5	<p>Non fulfillment of AICTE/PCI/Other Statutory Bodies requirements as the case may be based on which Approval is granted</p> <p>If the information provided by the College / Institute to AICTE / PCI/ Other Statutory Bodies is found to be false during FFCA inspection or there is a large discrepancy between the data uploaded to the University and the one uploaded to the statutory authorities by the College / Institute, they shall be liable to the following action by the University</p> <ol style="list-style-type: none"> 1. The University may reject the application for grant of affiliation for that particular course or program. 2. Appraisal to AICTE/ PCI/Other Statutory Bodies and the concerned program/ course shall be recommended for admission in the current academic year only after clearance from AICTE is obtained by the College / Institute before the completion of admissions.
12.6	<p>Non Submission of Application for the annual grant of Affiliation.</p> <p>Existing Institutions who do not apply for annual grant of affiliation before the scheduled date, shall be liable for the following punitive action(s) by the University:</p> <ol style="list-style-type: none"> 1. Suspension of affiliation for the College / Institute till clearance from AICTE is obtained after appraisal to the AICTE. 2. Permanent Withdrawal of affiliation for the College / Institute 3. Initiation of Legal action against the College / Institute and / or its Society and individuals associated as the case may be.
12.7	<p>Non- payment of affiliation fee / other dues</p> <p>Any College / Institute (including Autonomous) which are not remitting affiliation fee and other dues to the University as per norms for more than one year from the</p>

		<p>date of grant of affiliation, shall be liable for the following punitive action(s) by the University:</p> <ol style="list-style-type: none"> 1. Rejection of application for grant of affiliation for new batch. 2. Suspension/Withdrawal of affiliation for the College / Institute
12.8	Termination of Staff	<p>Every College / Institute shall frame service rules for the Teaching and Non-teaching staff of the College / Institute. A copy of the same shall be provided to the staff on appointment after obtaining the due acknowledgement of same. Any termination of the staff in violation of the agreed conditions of service and on receipt of a complaint, the College / Institute is liable for the following punitive action(s) by the University:</p> <ol style="list-style-type: none"> 1. Penalty 2. Suspension of affiliation for the College / Institute
12.9	Fraudulent Faculty	<p>The faculty member will be treated as fraudulent and blacklisted by the University under the following circumstances:</p> <ol style="list-style-type: none"> 1. Appearance in more than one College / Institute during FFCA 2. Moving from one College / Institute to another College / Institute without proper relieving and joining letters and no intimation to the University 3. Not uploading the scanned copies of the original certificates in the faculty Registration portal 4. Uploading incorrect/ improper/ambiguous certificates in the faculty Registration portal 5. Uploading certificates of Unrecognized Institutes/Universities 6. Having multiple registrations in faculty portal 7. Claiming of Service as faculty while pursuing any regular course of study 8. The faculty who are frequently changing the College / Institute. <p>In all the above cases the University will initiate appropriate action including blacklisting of the fraudulent faculty, imposition of penalty and legal action.</p>
12.10	Punitive Action against misrepresentation of Finances	<p>College / Institute submitting false financial statements to the University shall be liable to punitive actions including:</p> <ol style="list-style-type: none"> 1. Penalty

		<ol style="list-style-type: none"> 2. Suspension of affiliation for the College / Institute 3. Withdrawal of Affiliation for the College / Institute 4. Legal Action
12.11	<p>Failure to Curb Ragging by the College / Institute</p> <p>Every College / Institute shall ensure compliance with the provisions of these regulations as well as provisions of any law, for the time being in force concerning ragging and prevent ragging in the institution. Any College / Institute not complying the same shall be liable to the following punitive action(s) by the University:</p> <ol style="list-style-type: none"> 1. Penalty 2. Suspension of affiliation for the College / Institute 3. Withdrawal of Affiliation for the College / Institute 4. Legal Action 	
12.12	<p>Faculty recruited after the last date of appeal shall not be taken into consideration for grant of affiliation for that academic year.</p>	
12.13	<p>The College / Institute and/or Educational Society who do not respond / comply in time to the Letters/ Circulars / Notices issued by the University from time to time, shall attract Punitive Action.</p>	
12.14	<p>Violation of Regulations</p> <p>Any College / Institute found running in violation of these regulations either on receipt of a complaint, shall be liable for punitive action including withdrawal of affiliation and /or legal action against the College / Institute and / or its Society and individuals associated as the case may be.</p>	

ANNEXURE-1

CONSTITUTION & FUNCTIONS OF VARIOUS COMMITTEES

I. FACT FINDING COMMITTEE ON AFFILIATION (FFCA)

Fact Finding Committees for Affiliation of academic program(s) shall be constituted by the Vice - Chancellor for regular, surprise and re-inspections. The Fact Finding Committee shall visit the College / Institute and verify the correctness of the particulars furnished by the College / Institute in the application and also verify whether all the affiliation conditions laid down by the University are satisfied. The Committee shall submit a report to the University in the prescribed format. The Committee shall have a minimum of 2 members, preferably from among regular faculty members of the University / College / Institutes, or former faculty members of the University / College / Institutes, or experts from the industries / organizations. On receipt of the online application from the College / Institute for affiliation, a Fact Finding Committee for Affiliation (FFCA) shall be constituted by the University. In addition to scheduled visits, FFCA's are empowered to conduct surprise inspections and also take photographs of faculty, staff, Laboratory facilities, verify documents etc. The FFCA shall inspect and then submit a report to the University in the format specified by the University. The FFCA report shall include the following:

1. GRIEVANCE REDRESSAL MECHANISM

The College / Institute shall have a duly constituted 'Grievance Redressal Committee', to maintain harmony and discipline in the College / Institute campus including the hostel premises and to redress all grievances of students and of staff. **Some of the common grievances received by the University like withholding of Certificates pertaining to student(s) and faculty member(s) by the College / Institute, forcing the students (who wish to discontinue studies) to pay the extra tuition fees, withholding / non-payment of salaries and termination of faculty member(s) without valid reason by the College / Institute.**

a) **General Grievance Committee (Academic/Ragging) Composition**

The complaints cum redressal/ General Grievance Committee shall be headed by senior Faculty member, All Heads of Departments, A senior lady staff member from each Department (if available) A senior member from BC., SC., or ST categories (if available)

Functions

- i) To enquire into complaints received from the aggrieved students or staff of the College / Institute including complaints of ragging.
- ii) To recommend to the principal of the College / Institute, the penalty to be imposed.

b) Committee on Grievances on Sexual Harassment

The Committee shall consist of

- i) A presiding officer who shall be a women faculty member employed at a senior level at the educational institution.
- ii) Not less than two teaching employees and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- iii) Not less than three students, who shall be enrolled at the undergraduate, masters and research scholar levels respectively.
- iv) One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

Any kind of misbehavior / abuse / assault on student / teaching or non-teaching staff in the College / Institute premises will be viewed very seriously and may attract punitive action by the University against the concerned involved.

The University has made provision for Online Grievance Redressal, wherein the various stake holders can register their grievances through online mode at the AAC portal. The College / Institute shall respond to the grievance within a week time, failing which College / Institute has to appear before the University Grievance Redressal Committee and the information about the default College / Institute shall be communicated to the apex bodies for further action.

c) Anti Ragging Committee

Every College / Institute 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 terms of level as well as gender.

It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

d) Anti-Ragging Squad:

Every College / Institute shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times, provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning

the incidents of ragging, and considerations such other relevant information as may be required.

e) **Mentoring Cell:**

Every College / Institute shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

The Principal upon receipt of the report from the committee shall, after giving an opportunity of being heard to the person complained against, submit the case with the committee's recommendation to the Governing Body of the College / Institutes.

The Governing Body shall confirm with or modify the penalty recommended after duly following the prescribed procedure.

2. MALPRACTICE PREVENTION COMMITTEE

A malpractice Prevention Committee shall be constituted to examine and punish the students who indulge in malpractice/ behave in a undisciplined way in examinations.

Members of the Committee The committee shall consists of:

- i) Principal
- ii) Head of the Department of concerned subject paper, faculty of the concerned subject
- iii) Head of the department of the concerned discipline to which the student belongs
- iv) Faculty In-charge Examination branch of the College / Institute

Duties of the Committee

To conduct the meeting on the same day of examination or latest by next working day of the incidence and punish the student as per the guidelines prescribed by the University from time to time.

II. STANDING COMMITTEE FOR AFFILIATION (SCA)

The Standing Committee for Affiliation (SCA) shall be constituted by the University. It shall consist of members as detailed below:

1. Director Academic and Planning

2. Director Academic Audit Cell
3. Director of Evaluation
4. Director of Admissions
5. Principal of one of the Constituent College / Institutes of the University.

The Chairman of the committee shall be nominated from among the members by the Vice - Chancellor.

The Standing Committee for Affiliation shall scrutinize the applications received from

- i) The College / Institute, ii) the reports received from the Fact Finding Committee for Affiliation, iii) the Biometric attendance iv) Academic performance of the college and v) any other relevant data and consolidate its recommendations. The SCA may seek further clarification, if necessary, from the Fact Finding Committee and may make appropriate recommendations on affiliation as per regulations. The Committee shall submit its recommendations to the Vice-Chancellor whose decision shall be final.

III. APPELLATE COMMITTEE

The Appellate Committee shall be constituted by the Hon'ble Vice Chancellor from time to time. The Committee shall scrutinize the appeals received online from the Institutions along with supporting documents. The Committee may seek further clarification, if necessary, by inviting the Principal of the College / Institute and/or recommend for a re-inspection of the College / Institute by an FFCA. After scrutiny of the documents and re-inspection report if any, the Committee shall make appropriate recommendations on affiliation as per regulations. The Committee shall submit its recommendations to the Vice-Chancellor whose decision shall be final.

IV. GOVERNING BODY OF A COLLEGE / INSTITUTE

The Governing Body shall be duly constituted by the College / Institute with the following composition and functions.

1. Composition

The Members of the Governing Body of a College / Institute shall be:

- i) Chairman – A technical expert either an entrepreneur or an industrialist or an educationist of repute
- ii-v) Members to be nominated by the Registered Society / Trust

- vi & vii) Two eminent professionals from the area of Engineering & Technology
/Pharmacy/ Management
- viii & ix) Two academicians of excellence.
- x) University Nominee
- xi) Member Secretary – Principal (ex-officio)

In case of autonomous College / Institutes, additional members, if any, as per UGC shall be included in the constitution of Governing Body.

2. Term

The term of the members, except the ex-officio member, shall be for a period of three years.

3. Meeting and its Venue

The Governing Body shall meet at least twice a year. All such meetings shall be held within the respective College / Institute campuses. In the absence of the Chairman, the members can elect a pro-term Chairman from amongst the members present for that meeting. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and the minutes are recorded. *The presence of the University nominee for the meetings is mandatory.*

4. Quorum

The quorum for the meeting shall be 40% of the total members of the Governing Body and the University nominee.

5. Functions

The Governing Body besides being the supreme administrative authority of the College / Institute, shall have the following additional functions:

- i) To monitor the academic and other related activities of the College / Institute.
- ii) To consider the recommendations of the Staff Selection Committee.
- iii) To consider the important communications, policy decisions received from the University, Government, AICTE/PCI, etc., from time to time.
- iv) To monitor the students' Performance and faculty development programs.
- v) To consider the recommendations of the Planning and Monitoring Board of the College / Institute for implementation.
- vi) To pass the annual budget of the College / Institute (including clearance of all University dues).
- vii) To check the audited income and expenditure accounts and approve the same for the College / Institute annually.

- viii) To approve the reduction of intake, courses, and closure
 - ix) Approval of performance appraisal of faculty
 - x) To monitor and advice for Industry Institute Interactions
 - xi) To monitor the steps taken for Students' Training and Placement Activities
- Any other relevant matter.

In case of Autonomous College / Institutes, the Governing Body shall have powers laid down by UGC in addition to the functions mentioned above.

V. COLLEGE / INSTITUTE ACADEMIC COMMITTEE

(1) Composition

The College / Institute Academic Committee (CAC) shall have a minimum of seven members, including the Chairman. All other members will be nominated by the Chairman. The constitution of the CAC will be as follows:

- i) Principal of the College / Institute – Chairman
- ii) All Heads of the departments- Members
- iii) Two other senior faculty members of the College / Institute-Members
- iv) Officer-In-Charge Examination Branch-Member

The College / Institute Academic Committee meeting shall be convened not less than four times a year and the interval between two consecutive meetings should not be more than three months.

(2) Quorum

The quorum for the meeting shall be 40% of the total members.

(3) Functions

- To review the academic and other related activities of the College / Institute
- To review the students and faculty development programs
- To visualize and formulate perspective plans for the development and growth of the College / Institute
- To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
- To draw new schemes of development for the College / Institute
- To plan for resource mobilization through industry interaction, consultancy and extra-mural funding
- To promote research and extension activities in the College / Institute campus

- To promote teaching innovations and student placement programs
- To plan for sustaining the quality of education, quality improvement and permanent affiliation of the College / Institute
- To recommend schemes to promote participation of academic departments in community development activities in the region
- To consider such other activities for furtherance of academic excellence
- To review student attendance at the end of every semester /malpractices in exams and forward the approved list if any to the University
- To resolve attendance between 65 to 75 % and send recommendations to the University
- To oversee the internal examination/evaluation/ analysis of results/ performances of Students/ plan for conduct of remedial of class

VI. FACULTY SELECTION COMMITTEE

1. Constitution of Selection Committee

The Constitution of the selection committee shall be as laid by State Govt G.O's issued/Other Statutory bodies from time to time. The extract of University selection committee norms are as follows

A) For Appointment of Assistant Professor the members of the Selection Committee shall include

1. Chairperson of the Governing Body of the College / Institute or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal of the College / Institute.
3. Head of the Department of the concerned subject.
4. Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert.
5. Two subject-experts who are not connected with the College / Institute to be nominated by the Chairperson of the governing body of the College / Institute out of a panel of five names approved by the relevant statutory body of the University concerned.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the

applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

7. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

B) For Appointment of Associate Professor, the members of the Selection Committee shall consist of

1. The Chairperson of the Governing Body or his/ her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee;
2. The Principal of the College / Institute,
3. The Head of the Department of the concerned faculty from the College / Institute.
4. Two University representatives nominated by the vice chancellor, one of whom will be the Dean of College / Institute Development Council or equivalent position in the University, and the other must be expert in the concerned subject.
5. Two subject-experts not connected with the College / Institute to be nominated by the Chairperson of the governing body of the College / Institute out of a panel of five names approved by the by the relevant statutory body of the University.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

C) For Appointment of Principal the members of the Selection Committee shall include Chairperson of the Governing Body as Chairperson.

1. Two members of the Governing Body of the College / Institute to be nominated by the Chairperson of whom one shall be an expert in academic administration.
2. One nominee of the Vice Chancellor who shall be a Higher Education expert. In case of College / Institutes notified/declared as minority educational

institutions, two nominees of the Chairperson of the College / Institute from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University of whom one should be a subject expert.

3. Three experts consisting of the Principal of a College / Institute, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College / Institute) out of a panel of six experts approved by the relevant statutory body of the University concerned.
4. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.
5. At least five members, including two experts, should constitute the quorum.

It is the responsibility of the College / Institute to retain the Principal for atleast one Academic Year to ensure smooth administration and effective Academic activity. Further, the Principal of the College / Institute has equal moral responsibility in working at a College / Institute for atleast one Academic Year. However, in case of emergency if the College / Institute appoints a qualified Principal (as per norms) without the selection process as prescribed by the University (i.e., without University Nominees), the College / Institute may appoint the Principal with due intimation to the University mentioning ***“appointment to the post of Principal is purely on temporary basis and subject to final selection by the Committee duly constituted by the University”*** in the appointment letter of Principal.

The term of appointment of the College / Institute Principal shall be FIVE years with eligibility for reappointment for one more term only. After the completion of the term of the Principal, he/she can be reappointed in the same College / Institute by extending his/her service for one more term, subject to satisfying the age limit, Biometric attendance and AICTE norms without any further selection **but** with due permission from the University. However, if he/she moves to other College / Institute as Principal, he/she has to undergo the prescribed Selection Process.

(D) The appointment of **Professors and Adjunct faculty** will be done at the University level duly following the norms and guidelines stipulated by the respective statutory councils from time to time

The selection process for Professor and will be at the University level by a selection committee with the following constitution:

S. No	Role	Designation
1.	Chairman	Vice- Chancellor
2.	Member	Nominee of the Vice-Chancellor other than subject expert
3.	Member	Director Academic & Planning
4.	Member	Head of the affiliated College / Institute - Principal
5.	Subject Expert-1	BOS Chairperson of Concerned faculty of the University
6.	Subject Expert-2	Nominated by Vice Chancellor
7.	Member	Senior Professor of the concerned subject of the University
8.	Member	Chairman of the College / Institute Management
9.	Member Convener	Registrar

The quorum should have at least five members including two subject experts. The regular Selection Committee nominees are not empowered to do the selections for Professors.

(E) The selection process for **adjunct faculty** and will be at the University level by a selection committee with the following constitution:

S. No	Role	Designation
1	Chairman	Vice- Chancellor
2	Senior faculty of the University	Nominee of the Vice-Chancellor other than subject expert
3	Subject Expert-1	BOS Chairperson of Concerned faculty
4	Subject Expert-2	Nominated by Vice Chancellor
5&6	Head of the affiliated College / Institute	Chairperson and Principal of the concerned College / Institute
7	Member	Director, University Academic Audit Cell
8	Member	Director Academic & Planning
9	Member Convener	Registrar

The quorum should have at least five members including two subject experts. The regular Selection Committee nominees are not empowered to do the selections for adjunct faculty.

2.

A. Appointment of University nominees for Faculty Selection Committees:

The affiliated College / Institutes are required to make online request to the University for appointment of University nominees for faculty selection committees through respective College / Institute portals (links given in the respective dash boards). While making online request it is mandatory to upload the following details.

1. Copy of notification for recruitment in News Papers.
2. The total number of faculty required as per AICTE norms, number of available faculty and the number of faculty to be recruited cadre wise and department wise.
3. Faculty Registration IDs of candidates who have applied and shortlisted as per the eligibility criteria prescribed by AICTE/PCI/University.

Based on the above information the University will provide the University nominees for various programs for the selection process. Information of the nominees will be sent to the registered mail IDs of the respective College / Institutes and to the respective University nominees.

B. Minority Institutions:

The relaxation for minority institutions can be availed as prescribed by UGC/ State Govt from time to time. The present relaxation of Vice-Chancellor nominee as per UGC regulations 2010 is as follows.

In case of College / Institutes notified / declared as minority educational institutions, two nominees of the chairpersons of the College / Institute, from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University from the list of experts suggested by the relevant statutory body of the College / Institute, of whom one should be a subject expert.

The minority Institution shall upload the certificates of qualification, experience and appointment letters in the faculty registration portal of the University along with their joining report and obtain a registration number which shall be used for further correspondence. It is open for the University to verify qualification and experience of the appointed faculty including verification of genuineness of the certificates.

C. Internal Selection committee Constitution by the College / Institute:

For Appointment of **Assistant/Associate Professor**, the Internal Selection Committee shall include:

1. Chairperson of the Governing Body of the College / Institute or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal of the College / Institute.
3. Head of the Department of the concerned subject.
4. Three subject-experts who are not connected with the College / Institute to be nominated by the Chairperson of the governing body of the College / Institute.
5. An academican representing SC/ST/OBC/ Minority/Women/Differently- abled categories **is to be nominated by the Chairperson of the governing body of the College / Institute**, if any of candidates representing these categories is the applicant, if any of the above members of the selection committee do not belong to that category.

The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

3. Selection Committee Proceedings:

All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with scoring proforma and recommendation made on the basis of merit with the list of selected & waitlisted candidates/ Panel of names in order of merit, duly signed by all members of the selection committee.

College / InstituteThe University nominee shall submit a record of the faculty selected along with their qualifications to the University along with the dissent note if any. The decision of the University on inquiry based on dissent note if any and after taking due explanation from the College / Institute, shall be final. The College / Institute/Institution shall be liable for further action by the University.

ANNEXURE-2
ACADEMIC INFRASTRUCTURE REQUIREMENTS

1. Land and Building Requirements:

The College / Institute shall have its own adequate land and building space for running the Institutions as per the norms prescribed by AICTE /PCI /other statutory bodies from time to time. The land area shall cover hostel facilities if any and shall be in one continuous piece. The Land use certificate, approved building plan approved by competent authority shall be made available in original for verification by the FFCA. The land must be on absolute ownership basis and in possession of the applicant registered Society / Trust through a sale deed. **No College / Institute will be permitted to run from a rented premises.**

The College / Institute shall have boundary walls clearly defining the area of the Institute.

2. Built-up area Requirements:

The College / Institute/ shall have instructional area, Administrative area, Amenities area as per the norms laid down by AICTE/ PCI/ other statutory bodies from time to time.

For details refer regulations of existing AICTE / PCI / Other statutory Bodies.

3. Examination Branch:

The College / Institute shall maintain a separate hall for Printing / Distribution of exam papers and maintain examination records. The minimum carpet area of the exam branch shall be 30 sq.m. In addition, the institution shall maintain adjoining to the Examination branch, an additional space of 66 sq.m for housing EDEP equipment and distribution and receiving of question paper/ answer scripts and for maintaining records. The location of the room shall be close to Principal's chambers with secured accessibility to maintain confidentiality of examination branch.

4. ELCS Lab:

The College / Institute/ shall maintain a centralized facility for English language communication skills labs (ELCS) for the use of students and staff of the College / Institute. The lab shall have a minimum carpet area of 66 sq.m for housing computers. In addition, the institution shall maintain discussion rooms, audio visual equipment etc., required for lab practice, adjoining the lab for regular lab practice.

The ELCS lab shall have computer systems with respect to students in the ratio of 1:4.

All computer systems shall be equipped with headphones, software etc., for lab practice.

The details of individual equipment/ software is annexed in the Equipment List **of the Application form.**

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5. Books, Journals and library facilities:

Programme	Total number of Divisions	Titles	Volumes	National Journals	International Journals	E Journals	Reading Room seating	Multimedia PCs for Digital Library/Internet Surfing in reading room
		Number					% of total students	% of total students
Engineering/ Technology (UG)	B	100 [#] All Text books Prescribed as per Syllabus of relevant Regulations 50*/Course yearly increment (Reference books as per syllabus)	500xB* 250 per course /yearly increment	6xB	Desirable	Required- (DELNET, IEEE, ELSEVEIR, SPRINGER, TAYLOR,	15 % (Max 150)	1 % (Max 10) NPTEL
Pharmacy** (UG)	B	100 [#] All Text books Prescribed Syllabus of relevant Regulations 50*yearly increment (Reference books as per Syllabus)	500xB* 500xB/yearly increment	6xB				
MBA / MCA	B	100 [#] All Text books Prescribed Syllabus of relevant Regulations 50*yearly increment (Reference books as per Syllabus)	500xB* 500xB/yearly increment	12xB				
Engineering/ Technology/ Pharmacy (PG)	B	50 [#] As ^s required	200 ⁺ 100/yearly increment	5xB(IEEE, ELSEVEIR, SPRINGER, TAYLOR & FRANCIS)			25 % (Max 100)	

* At least 5 copies each of the text books prescribed as per the syllabus and one copy each of reference book

+ At least 2 copies of books prescribed as per syllabus and one copy each of reference book

**The number of titles, volumes and journals shall be as per PCI norms in case of B. Pharm, M.Pharm and Pharm D programs.
The library shall have adequate number of computer systems and Wifi facility for students to utilise the digital library.

1 [#]	Book titles and volumes required at the time of starting new Institution.
2*	Yearly increment.
3 ^{\$}	Component for additional division / course.
4.	Total number of titles and volumes shall be increased in continuation till 15 years, which shall be the minimum stock of books. Colleges/Institutions shall have to add annual increment of books based on the changes in curriculum and syllabus from time to time by the affiliating University/Board.
5	Hard Copy International Journals is desirable to procure. However subscription to E-Journals and National Journals as per AICTE norms is essential.
6	Journals and Books may also include subjects of Science & Humanities.
7	Digital Library facility with multimedia facility is essential.
8	Reprographic facility in the library is essential.
9	Document scanning facility in the library is essential.
10	Document printing facility in the library is essential.
11	Library books/non books classification as per standard classification methods is essential.
12	Availability of NPTEL facility at the library is essential.
13	Computerized indexing with bar coded / RF tagged book handling is desired.
14	25% of total number of titles and volumes each can be in the form of e-books.
15	Institution should be a member of National Digital Library (NDL)

6. Laboratory Equipment and Experiments

Every College / Institute shall provide necessary laboratories and equipment prescribed for offering their programmes as stipulated by the university. This will be based on the recommendations of the respective Board of Studies (BOS) of the University. The minimum equipment required as per BOS course wise is annexed in the Equipment list. All lab equipment shall have unique equipment ID / manufacturer's ID, make and model. The unique ID shall be the manufacturer's ID of the equipment. Individual Departments shall have their own computer laboratories with computer requirements as per AICTE /PCI/ other statutory bodies from time to time.

While counting the number of computers in the College / Institute the computers available in all laboratories will be counted excepting the computers dedicated for machines such as data logger etc. The computers shall be identified by their unique MAC ID / Hardware address, make and model. The software as recommended by the BoS or any equivalent open source software approved by BOS shall be available. The College / Institute shall make permanent/ unique identification mark of the College / Institute (in the form of institute name or symbol) on all equipment and furniture of the Institution. Stock registers of all equipment should be maintained in the laboratories.

7. EDEP Equipment

The examination branch shall house equipment necessary for conduct of University EDEP examination and other examinations. Computers with good internet facilities for downloading question papers, printing along with high speed photo copying/ Xerox facility shall be available for conduct of the examination. The examination branch shall have an exclusive phone and fax facility which can be used for communication with the University. It is advised that a standby printing and photo copy facility shall be available for efficient conduct of examination process. The computers used for the examination branch shall be isolated from the general LAN of the College / Institute to maintain confidentiality.

8. Computer Centre

The minimum requirements of computers and software application / system and internet bandwidth shall be as prescribed by AICTE / PCI / Other statutory bodies from time to time.

9. Other Amenities

The College / Institute shall provide basic amenities for smooth conduct of day to day functions of the Institutions. Every College / Institute shall provide well maintained necessary amenities such as Generator (with minimum of 62.5 kVA), Standby Generator, Canteen, Students' Activity Centre, Open Air Theatre, Vehicle Parking Stands, Play Field, Guest House, Co-operative Stores, Transport Facilities for Students and Staff (wherever required), Reprographic Facilities, Telephone Facilities, Bank/ATM Facilities, Drinking Water Facilities and Toilets as stipulated in Norms.

To meet the needs of the guests visiting the institution for official work and the parents visiting their wards, it will be necessary to have a guest house.

There shall be an estate office headed by an estate officer with adequate supporting staff for carrying out the up-keep and maintenance of the campus.

To facilitate the physically challenged persons, the College / Institute shall provide a ramp in the ground floor and lift or elevator to reach to the upper floors. In addition, the wash rooms shall be provided with special facility for accessibility to such persons.

10. Financial Stability Information

The Financial Statement of the College / Institute shall contain the details of allocation of funds for all the necessary academic infrastructure / classrooms and additional space required, faculty recruitment etc., The audited financial statement shall include clearly the sources of income and expenditure giving details under the heads of Salary, Equipment, Books, Journals and other infrastructural amenities.

ANNEXURE-3 FACULTY AND STAFF QUALIFICATION

1. Types of faculty and staff

Staff Pattern

Every College / Institute shall have the following categories of staff:

- i. Principal/Director and teaching faculty
- ii. Workshop Staff
- iii. Technical Supporting Staff
- iv. Library and Computer Centre Staff
- v. Physical Director (Desirable)
- vi. Administrative Staff
- vii. Maintenance staff and other miscellaneous staff

Faculty Cadre

The faculty cadres shall be as follows:

- i. Assistant Professor
- ii. Associate Professor
- iii. Professor
- iv. Adjunct faculty
- v. Principal/Director

In order to cater to instructional requirements, particularly in specialized subjects, visiting faculty may be appointed. However, the College / Institute shall not depend on visiting / part-time faculty on continuous basis in lieu of essential regular faculty.

In respect of the requirement of number of professors, the principal can be shown as a professor in the concerned discipline.

The visiting faculty should not be included for the calculation of number of faculty available in the Department concerned.

2. Faculty Qualification and Cadre ratio

The qualifications for faculty recruitment, pay scales, and service conditions for faculty shall be as prescribed by AICTE / PCI/ other statutory body from time to time. The faculty requirement norms and cadre ratio shall be as prescribed by AICTE / PCI/ G.O. MS No. 14 and their amendments from time to time. Faculty recruited/identified for the PG program shall be considered for UG programs in case there is deficiency of faculty for UG programs Dept wise.

Any ambiguity in the requirement of educational qualifications pertaining to recruitment of faculty in affiliated College / Institutes of JNTUH a particular course, the respective BOS committees will finalize the eligibility criteria.

For claiming experience in any cadre the candidate should possess regular / ratified experience with valid selection committee norms in vogue of any University / Organization along with valid API scores where ever applicable as per AICTE Guidelines. Appointment order should have the reference of the selection Committee minutes. Further, service certificate issued by the earlier organization should indicate the details of period and scale of pay.

For considering industrial experience AICTE guidelines are to be followed which are as follows:

- i) Working experience in public sector undertaking is preferred. However, private sector can also be considered provided the Industry has a successful continuous standing of at least 10 years.
- ii) The experience can be considered only after production of certificate (experience) issued by the competent authority.
- iii) The area of operation of the industry shall be related to relevant field of discipline.

In addition to the faculty norms prescribed by AICTE, the industrial experience in cadre can be considered only if the candidate has experience in the relevant area and is drawing equivalent scale of pay. A Committee will be constituted by the University to decide on the equivalence and eligibility.

ANNEXURE-4

LIST OF REGISTERS AND RECORDS TO BE MAINTAINED BY THE INSTITUTION

1. AICTE approval letter.
2. Land registration document.
3. Master plan of the campus.
4. Approved building plans.
5. Government Orders (GO) from the State Government
6. Minority Certificate from the Concerned State Government Department or State Minority Welfare Department
7. Laboratory occupancy time table for each lab.
8. Notification for Principal appointment, selection committee minutes, appointment orders, joining report and Principal certificates (UG/ PG/ Ph. D).
9. Notification for faculty members appointment, selection committee minutes, appointment orders, joining report of faculty members in the same order as per the list furnished.
10. List of journals in the library.
11. Payment of salary through bank for the last one year for the Principal and Faculty along with PAN card numbers and Form16.
12. Service Rule and Service Registers of Faculty members and Staff.
13. Compliance of deficiencies if any, in the last 3 years
14. Court cases if any, in the last 3 years
15. Stock Registers for laboratory equipment, invoices and delivery challans of equipment, Consumables, furniture, computers, printers, library reference and text books, LRs, Software, Audio-Visual Aids, Sports and Games Facilities, Medical Facilities, Vehicles etc. and any other related items.
16. Adequate Biometric machines shall be linked to University BAS portal.

ANNEXURE-5
LIST OF COURSES FOR AFFILIATION BY THE UNIVERSITY

B.Tech, M.Tech, B.Pharm, Pharm D, M.Pharm, MCA, MBA

The List of JNTUH approved specializations in UG and PG courses for which the affiliation is being granted is presented below:

Bachelors and Masters Degree Courses Approved by JNTUH for Affiliation

(a) List of Bachelors Degree Specializations:

1. Aeronautical Engineering
2. Automobile Engineering
3. Bio-Medical Engineering
4. Bio-Technology
5. Chemical Engineering
6. Civil Engineering
7. Computer Science and Engineering
8. Electrical and Electronics Engineering
9. Electronics and Communication Engineering
10. Electronics and Computer Engineering
11. Electronics and Instrumentation Engineering
12. Electronics and Telematics Engineering
13. Information Technology
14. Instrumentation and Control Engineering
15. Mechanical (Mechatronics) Engineering
16. Mechanical (Production) Engineering
17. Mechanical Engineering
18. Mining Engineering
19. Petroleum Engineering
20. Metallurgy and Material Technology
21. B.Pharmacy
22. Pharmaceutical Engineering
23. Artificial Intelligence
24. Computer Science & Information Technology
25. Computer Science & Business Systems
26. Information Technology & Engineering

(b) List of M. Tech Specializations:

- 1) Advanced Manufacturing Systems
- 2) Aerospace Engineering

- 3) Automation
- 4) Bio-Technology
- 5) CAD/CAM
- 6) Chemical Engineering.
- 7) Communication Systems
- 8) Computer Networks
- 9) Computer Networks and Information Security
- 10) Computer Science
- 11) Computer Science and Engineering
- 12) Computers and Communication Engineering
- 13) Control Engineering
- 14) Control Systems
- 15) Design for Manufacturing / Design and Manufacturing
- 16) Digital Electronics and Communication Engineering
- 17) Digital Electronics and Communication Systems
- 18) Digital Systems and Computer Electronics
- 19) Electrical Power Engineering
- 20) Electrical Power Systems
- 21) Electronics and Communication Engineering
- 22) Electronic Design Technology
- 23) Electronics & Instrumentation
- 24) Embedded Systems
- 25) Embedded Systems and VLSI Design
- 26) Geo-Technical Engineering
- 27) Heating Ventilation & Air Conditioning
- 28) Highway Engineering
- 29) Image Processing
- 30) Industrial Engineering and Management
- 31) Information Technology
- 32) Machine Design
- 33) Mechatronics
- 34) Neural Networks
- 35) Parallel Computing
- 36) Power and Industrial Drives
- 37) Power Electronics
- 38) Power Electronics and Electrical Drives
- 39) Power Engineering and Energy Systems
- 40) Power Systems with Emphasis H.V Engineering/H.V Engineering

- 41) Real Time Systems
- 42) Systems & Signal Processing
- 43) Software Engineering
- 44) Structural Engineering
- 45) Thermal Engineering
- 46) VLSI
- 47) VLSI and Embedded Systems
- 48) VLSI Design
- 49) VLSI Systems Design
- 50) Web Technologies
- 51) Wireless and Mobile Communications
- 52) Artificial Intelligence
- 53) Data Sciences

(c) List of M. Pharmacy Specializations:

- 1) Industrial Pharmacy
 - 2) **Pharmacy Practice**
 - 3) Pharmaceutics
 - 4) Pharmaceutical Chemistry
 - 5) Pharmacognosy
 - 6) Pharmacology
 - 7) **Pharmaceutical Analysis.**
 - 8) **Pharmaceutical Regulatory Affairs.**
 - 9) **Pharmaceutical Quality Assurance.**
- **Pharma-D (6 years)**
 - **Pharma-D (Post Baccalaureate)**
 - **MBA**
 - **MCA**

and any other course approved by the University from time to time.

ANNEXURE-6

FORM A-520: JNTUH FEE STRUCTURE FOR AFFILIATION FROM THE A.Y. 2020-21

a) Application Processing Fee: (To be paid along with application)		
UG Programs:	Rs. 750/- per application	
PG Programs:	Rs. 750/- per application	
UG and PG Programs together	Rs.1000/- per application	
b) Inspection Fee (To be paid along with application)		
UG Programs :	Rs. 25,000/- per inspection for 4 courses Rs. 4,000/- for each additional course	
PG Programs (M.Tech, MBA & MCA, M.Pharmacy, Pharm.D) :	Rs. 12,000/- per course/ inspection	
Dual Degree Programs:	Rs. 40,000/- per course / inspection	
c) Re-inspection fee (if any)	Rs. 25,000/- per inspection	
d) Appeal fee (if any)	Rs.5000/- per application	
e) Affiliation Fee		
(1) UG Programs (B.Tech., B. Pharmacy) The Affiliation fee per candidate per year	0.5 % of the tuition fee as recommended by TAFRC	
Note: (i) For 1st year students, Affiliation fee shall be paid as per full sanctioned Intake. (ii) From 2nd year onwards Affiliation fee shall be paid as per the following calculation: $\text{Percentage of the seats filled to the sanctioned strength} = \frac{\text{No. of Students on roll}}{\text{Sanctioned strength}} \times 100$		
Slab	Percentage of Seats filled with respect to Sanctioned Intake	Amount shall be paid
1.	< 25 %	25% of the Affiliation fee
2.	> 25% ≤ 50%	50% of the Affiliation fee
3.	> 50 ≤ 75%	75% of the Affiliation fee
4.	> 75 %	100% of the Affiliation fee
f) Affiliation fee for PG Programme:		
	Rs. 30,000/- per year per each specialization	
g) Affiliation fee for Dual Degree Programs:		
	Rs. 40,000/- per year per each specialization	
<u>NOC FEE</u>		
h) Change of Location of the College / Institute:	Rs. 75,000/-	
i) Change of Name of the College / Institute:	Rs. 75,000/-	
j) Change of Name of the Society	Rs. 75,000/-	
k) Conversion of women College / Institute into Co-education Institute or vice-versa	Rs. 75,000/-	
l) Conversion of existing Institution into Integrated Campus	Rs. 75,000/-	
m) Change of Affiliation of the College / Institute from other University to JNTUH.	Rs. 75,000/-	
n) To Establish New College and Affiliation to JNTUH	Rs. 75,000/-	
o) To start Additional Course UG/PG (each)	Rs. 25,000/-	
p) To Establish Attached Hostel	Rs. 25,000/-	
q) Closure of Courses(s) UG/PG (each)	Rs. 25,000/-	
r) Increase / Decrease in Intake each course	Rs. 25,000/-	
s) Closure of College / Institutes	Rs. 45,000/-	
r) NOC for applying to UGC for Autonomous status	Rs. 2,00,000/-	

ANNEXURE-7

Issue of NOC to apply for UGC Autonomy:

Any College / Institute shall be considered for issue of NOC by the University for applying to UGC for autonomous status, only after completion of all the eligibility requirements as stated below.

1. “All Colleges / Institutes (of any discipline) under section 2(f) of the UGC act whether aided, partially aided and unaided / self financing are eligible to apply for autonomous status”
2. The College / Institute shall have a total **existence** of 10 years
3. Shall have all courses affiliated **during** the last 5 consecutive years.
4. Shall have accreditation by NAAC or at least 50% of the programs accredited by NBA.
5. The College / Institute shall have Faculty/Infrastructure strictly as per AICTE / PCI / JNTUH / Government norms.
6. The College / Institute shall maintain the required **cadre** ratio of faculty for all the courses / programs.
7. All the faculty members including Principal / Director should be either ratified or selected through a proper Selection process as prescribed by the University.

Grant of NOC for applying to UGC for grant of 2(f) &12(b) status:

All affiliated Colleges / Institutes may be considered for recommendation to UGC on receipt of an Undertaking on non-judicial stamp paper about their limiting collection of fees as per the Govt. Norms.

* All the Colleges/Institutes will apply for Affiliation every Academic Year after complying with all the requirements of the approving body and that of the University and pay the required fees as prescribed in Annexure No 6 every year.

ANNEXURE-8
AFFIDAVIT TO BE SUBMITTED ALONG WITH THE APPLICATION FOR THE
GRANT OF AFFILIATION

Affidavit

(Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs.100/-)

I/We, <Name>, Chairman/ Secretary, name of the Trust/Society, son of _____, aged _____ years and, resident of _____ name, Principal / Director, name of the Institution, son of _____, aged _____ years and, resident of _____, in connection with our application dated _____ made to JNTUH for grant of Affiliation for the A.Y. _____.

Hereby solemnly affirm and declare as under:

1. That the information given by us in the application made to JNTUH is true and complete. Nothing is false and nothing material has been concealed.
2. That if any of the information is found to be false, incomplete, misleading and / or that have failed to disclose all the information and / or suppressed any information and / or misrepresent the information, we are liable to be prosecuted by the University.
3. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

We further certify that:

- The Institute is not offering any academic programme, which is not approved by JNTUH.
- No other University has been approached for affiliation of the institute/courses mentioned in this application.
- All Courses are conducted as per norms; standards and guidelines approved by JNTUH and all the rules and regulations of the university are being followed as specified from time to time.
- All the physical deficiencies stated in the last approval letter for UG & PG programmes have been rectified (for existing institutions).
- The AICTE / PCI scales of pay and allowance have been granted to the teaching faculty and other staff.
- The admissions are made strictly on merit basis and as per JNTUH admission guidelines and capitation fee or donation of any kind has not been charged for admission.
- The teaching faculty and staff have been recruited as per qualification and experience as laid down by the AICTE / PCI.

- The tuition and the other fee are charged within the criteria prescribed by the Competent Authorities.
- The accounts of the institution are being maintained as per the provisions of relevant statutes and certified by a Chartered Accountant.
- The intake in any of the JNTUH approved courses has not been increased beyond the sanctioned intake, without prior approval from the University.
- The building and premises in which the institution is functioning is not being utilized for any other courses/ Programmes which are not approved by the AICTE.

We understand that:

- Liabilities if any on this count shall be the sole responsibility of the applicant's Society/Trust and shall be settled as per the rules and regulations as applicable.
- The Grant or Rejection of this affiliation application does not in any way absolve the Society/Institution from the final outcome of the Court cases pending in the High Court or any other court or any other action that may be initiated by the University or Government against the Management/Institution for the previous academic years.
- The mere submission of this Application does not guarantee an Affiliation. (Affiliation is purely based on satisfaction of norms and criteria as laid down by AICTE/PCI/University from time to time.)
- If any conditional affiliation is given to the Institution or College / Institute, then the University has absolute right to cancel the affiliation without prior notice if the Institution/ College / Institute does not comply with the conditions of affiliation within the time stipulated in the conditional affiliation order.

We solemnly declare that all the information provided in this application form is true and if any information is found to be incorrect or false, we are liable for rejection of the application and further prosecution and legal action by the University as per University regulations.

Date:

Place:

**Name and Signature of the
Chairperson/Secretary of the Society**

**Name and Signature of the
Head of the Institution**

ANNEXURE-9

UNDERTAKING BY THE MANAGEMENT IN CASE OF REDUCTION OF INTAKE / CLOSURE OF COURSE / PROGRAMME / COLLEGE / ANY OTHER MATTER, REQUESTING UNIVERSITY NOC UNDERTAKING (on Rs.100 stamp paper) (Retain Paragraph(s) / Table(s) as applicable)

Submitted to the Registrar, Jawaharlal Nehru Technological University Hyderabad by the College / Institute Management for Closure of Course(s)/Program(s) or Institution for the Academic Year _____

I, Smt. / Sri / Dr. _____ Chairperson / Secretary on behalf of the _____ Society sponsoring the Institution named _____ situated at _____

solemnly affirm as follows:

1. I / we undertake to provide all necessary infrastructure facilities, faculty, labs, Library, Class rooms, and equipment for the existing students until they pass out in the same College / Institute (in case of Progressive Closure) / redistribute the students as per the detailed scheme in the table given below along with the NOC from the College / Institute to which students are redistributed (which may be approved by the University). In case the Society fails to do this, the University may take any disciplinary action against the College / Institute and Society.
2. I / We confirm for progressive closure/closure of the following course(s)/program(s) or the institution from the Academic Year _____ and shall make provision for the rearrangement of the existing students / faculty.
3. We also confirm reduction in intake of the course(s)/program(s) as given in the table below.
4. We are enclosing the following: a). The Minutes of Governing Body Meeting with resolution for closure of the course(s)/program(s) or the institution or reduction in intake. b). The Minutes of the Society / Trust Committee Meeting of the College / Institute with resolution for closure of the course(s)/program(s) or the Institution or reduction in intake. The details are as follows:

Table-a: Alternative arrangement for faculty members if opted for reduced intake or closure of course/program/College / Institute.

Course(s) recommended for closure/reduction in intake	Total Number of students currently on rolls in this course	List of faculty associated with this course	* Details of Rearrangements of faculty
		1. 2.	

* Note: Type-1: Adjusted with other related depts. of this College / Institute. Type-2: Terminated with 3 months notice / 3 months advance salary paid and terminated without notice.

Table-b: Alternative arrangement for students if opted for closure of course/program/College / Institute.

Sl No:	Name of the Program like B.Tech, M.Tech, MBA etc.	Name of the course like Civil, CSE etc.	Existing students year-wise for the A.Y 2020-21		Name of the Institute from which NOC Obtained #
			Year of study	No. of students	
1.			II year		
			III year		
			IV year		
2.					
3.					

Note: Re-arrangement of current students / students who were admitted in these courses in the previous years and who are trailing due to failures, etc. in the following table. Course requested for closure subject to the norms of available seats and fee structure.

Signature of the Chairperson / Secretary:
Name & Address:

Mobile:
E-mail Id:

ANNEXURE-10
FORMAT OF DEFICIENCY REPORT COURSE WISE
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
KUKATPALLY, HYDERABAD, TELANGANA, INDIA - 500 085
TENTATIVE FORMAT OF DEFICIENCY REPORT

College Name:

CC:

Principal Deficiency: Yes No If Yes Reason:

Deficiencies in Faculty (Department/ Specialization Wise):

SNo	Dept	Degree	Specialization	Intake of Previous Three A.Y			Proposed Intake	Total Department Faculty	Specialization Wise Faculty		PG Specialization	Faculty with Ph.D		Remarks
				Sanctioned	Admitted	#Divisions			Required	Available		Required	Available	
				II Year	II Year	II Year	I Year							
				III Year	III Year	III Year								
				IV Year	IV Year	IV Year								

* II, III & IV Year for B.Tech; I & II Year for M.Tech # Every 60 or part there of admitted is considered as one division for UG.

Deficiencies in Laboratory (Department/ Specialization Wise):

S.No	Degree	Department	Specialization	Year & Sem.	Names of the Labs with Deficiency (Details Annexed)

LIST OF EQUIPMENT NOT AVAILABLE

S.No	Program/Branch	Year & Sem.	Lab Name	Equipment Name

ANNEXURE-11
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
KUKATPALLY, HYDERABAD, TELANGANA, INDIA - 500 085
FORMAT FOR SUBMISSION OF ONLINE APPEAL

College Name:

CC:

Principal:

Deficiency: Yes No If Yes Reason:

Appeal for Consideration of Compliance Appeal for re verification

Deficiencies in Faculty (Department/ Specialization Wise):

SNo	Department	Degree	Specialization	Total Intake *	Specialization Wise Faculty Required	Specialization Wise Faculty Available	Deficiency	Deficiency of Ph.D faculty	Compliance/ Re verification	Supporting Documents
									Appointment of new faculty <input type="checkbox"/>	Selection committee minutes <input type="checkbox"/>
									Appeal for re-verification <input type="checkbox"/>	Joining Report <input type="checkbox"/>
										Physical Presence on Day of Inspection <input type="checkbox"/>
* II, III & IV Year for B.Tech; I & II Year for M.Tech										

LIST OF EQUIPMENT NOT AVAILABLE

S.No	Lab Name	Equipment Name	Compliance/ Re verification	Supporting Documents
			Procured New Equipment <input type="checkbox"/> Appeal for Re verification <input type="checkbox"/>	Delivery Challan <input type="checkbox"/> Bank Statement showing payment Transaction <input type="checkbox"/> Photograph of Installed Equipment Set up <input type="checkbox"/> Stock Register Entry <input type="checkbox"/>



APPROVAL PROCESS HANDBOOK

2020 - 21

**ALL INDIA COUNCIL
FOR TECHNICAL EDUCATION**

**All India Council for Technical Education
Approval Process Handbook
(2020–21)**

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 29th 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 5th December, 2012 and amended on 3rd 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 14th December, 2017

and

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

and

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

and

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

and

All India Council for Technical Education (Open and Distance Learning Education) Guidelines for Standalone Institutions, 2019 Notified on 10th October, 2019

and

All India Council for Technical Education (Open and Distance Learning Education) Guidelines for Institutions - Deemed to be Universities, 2019 Notified on 10th October, 2019

and

All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations, 2020 Notified on 4th February, 2020



FOREWORD

The aim of higher Education in India is to provide access, equity, quality with accountability at affordable cost to all aspiring Citizens with utmost transparency to ensure sustainable economic development of the nation. It is achieved through creation, dissemination and application of knowledge. The All India Council for Technical Education (AICTE) has been in existence since November 1945 as a national Level Apex Advisory Body and as a statutory body through an Act of Parliament in 1987 with its mission of developing and promoting quality Technical Education in the Country in a coordinated and integrated manner. The Council's constant 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/2020 of AICTE dated 4th February, 2020. 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 Start-up 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, Start-ups for supporting students and Institutions in getting internship opportunities. The Introduction of National Academic Depository for storing all students' Educational Certificates, all Fee collections and scholarship 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 D. Sahasrabudhe
Chairman, AICTE



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Abbreviations	
ACA	Access and Circulation Area
AICTE	All India Council for Technical Education
AIU	Association of Indian Universities
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
BoG	Board of Governors
BoM	Board of Management
BOT	Built Operate and Transfer
B.Sc.	Bachelor of Science
B.Tech.	Bachelor of Technology
B.Voc.	Bachelor of Vocation
CABE	Central Advisory Board of Education
CAT	Common Admission Test
CBSE	Central Board of Secondary Education
CCTV	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
DME	Directorate of Medical Education
DPR	Detailed Project Report
DTE	Directorate of Technical Education
D.Skill.	Diploma of Skills
D.Voc.	Diploma of Vocation
EC	Executive Committee of AICTE
EoA	Extension of Approval
ERP	Enterprise Resource Planning
EVC	Expert Visit Committee
EWS	Economically Weaker Section
FAR	Floor Area Ratio
FDR	Fixed Deposit Receipt
FSI	Floor Space Index
GATE	Graduate Aptitude Test in Engineering
GMAT	Graduate Management Aptitude Test
GoI	Government of India
GPAT	Graduate Pharmacy Aptitude Test
GPS	Global Positioning System
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 ²	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
M.HMCT.	Master of Hotel Management and Catering Technology
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
NIRF	National Institutional Ranking Framework
NIT	National Institute of Technology
NITTTR	National Institute of Technical Teachers Training and Research
NOC	No Objection Certificate
NPTTEL	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
PCI	Pharmacy Council of India
PF	Provident Fund
PG	Post Graduate
PGCM	Post Graduate Certificate in Management
PGDBM	Post Graduate Diploma in Business Management
PGDCA	Post Graduate Diploma in Computer Application
PGDM	Post Graduate Diploma in Management
Ph.D.	Doctor of Philosophy
PIO	Persons of Indian Origin
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
PMSSS	Prime Minister's Special Scholarship Scheme
PPP	Public Private Partnership
PwD	Persons with Disability
QP	Qualification Packs
R&D	Research and Development
RBI	Reserve Bank of India
RC	Regional Committee
RF	Radio Frequency
RO	Regional Office
RPGF	Refundable Performance Guaranty Fund
RPS	Research Promotion Schemes
SAC	Standing Appellate Committee
SAGY	Saansad Adarsh Gram Yojana



SAMVAY	Skills Assessment Matrix for Vocational Advancement of Youth
SCSC	Standing Complaint Scrutiny Committee
SHC	Standing Hearing Committee
SKP	Skill Knowledge Providers/ Trainers
SWAYAM	Study Webs of Active-Learning for Young Aspiring Minds
TDS	Tax Deduction at Source
TELNET	Terminal Emulation Programme for TCP/ IP Networks
TER	Technical Education Regulatory
TFW	Tuition Fee Waiver
UA	Urban Agglomeration
UG	Under Graduate
UGC	University Grants Commission
UT	Union Territory
Wi-Fi	Wireless Fidelity
XAT	Xavier's Aptitude Test



Definitions	
1	“Academic Year” means academic activities of the concerned affiliating University/ Board/ Technical Institution in a Year (Odd Semester followed by Even Semester).
2	“Act” means the All India Council for Technical Education Act, 1987 (52 of 1987).
3	“Adjunct Faculty” means resource person as per the guidelines given in Annexure 9 of the Approval Process Handbook.
4	“Advocate” means an Advocate registered with the Bar Council of India.
5	“Affidavit” is a written sworn statement of fact voluntarily made by a deponent under an oath or affirmation administered by a person authorized to do so by Law. Such statement is witnessed as to the authenticity of the deponent's signature by a taker of oaths, such as a Notary Public or Commissioner of Oaths.
6	“AICTE Web-Portal” means the Web site hosted by the Council at URL www.aicte-india.org .
7	“Applicant” is the one who makes an application to the Council for seeking any kind of approval under these Regulations.
8	“Approval Process Handbook (APH)” is a Handbook published by AICTE, prescribing norms and procedures for processing of applications submitted for grant of various approvals from time to time.
9	“Approved Institution” means an Institution offering Technical Programmes approved by the Council.
10	“Approved Intake” means the maximum number of students that can be admitted in a Course (excluding the Supernumerary Seats) as approved by the Council.
11	“Architect” means an Architect registered with the Council of Architecture established under the Architects Act, 1972.
12	“Autonomous Institution” means an Institution to which autonomy is granted by UGC and is designated to be so by the Statutes of affiliating University/ Board or by AICTE to Standalone Institutions.
13	“Bandwidth Contention” means the contention ratio, the ratio of the potential maximum demand to the actual bandwidth.
14	“Break in EoA” means break in obtaining Extension of Approval by an Institution on their own in the previous year(s).
15	“Build-Operate-Transfer (BOT)” means a project financing, wherein a private entity receives a concession from the public sector to finance, design, construct and operate 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 UGC Act, 1956.
19	“Company” means a Company established/ registered under Section 8 of the Companies Act, 2013.
20	“Competent Authority for Admission” means an Organization that has, the legally delegated authority, capacity, or power to do admission to Technical Institutions in the State Government/ UT concerned.
21	“Compliance Report” means the Report submitted by the Technical Institution complying with the requirements as specified in the Approval Process Handbook for the deficiencies observed by Expert Visit Committee/ issues mentioned in the Show Cause Notice/ Speaking Order.
22	“Constituent College” means an Institution/ Department/ College/ School which forms a part of the University.
23	“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	“Division” means <ul style="list-style-type: none"> • A batch of a maximum of Sixty (60) seats in Diploma/ Under Graduate Degree Courses in Engineering and Technology/ Hotel Management and Catering Technology/ Post



	<p>Graduate Courses in MCA/ PGDM/ MBA Programme, excluding supernumerary seats, if any;</p> <ul style="list-style-type: none"> • A batch of a maximum of Sixty (60) seats in Diploma/ Under Graduate Degree Courses and restricted to Hundred (100) seats in Under Graduate Degree Course in Pharmacy Programme, excluding supernumerary seats, if any; • A batch of a maximum of Forty (40) seats in Diploma/ Under Graduate Degree Courses in Architecture/ Planning Programme, excluding supernumerary seats, if any; • A batch of a maximum of Thirty (30) seats in Diploma/ Under Graduate Degree Courses in Applied Arts and Crafts Programme, excluding supernumerary seats, if any; • A batch of a maximum of Thirty (30) seats in Diploma/ Under Graduate Degree Courses in Design Programme, excluding supernumerary seats, if any; • 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; • A batch of a maximum of Twenty (20) seats in Post Graduate Courses in Architecture Programme, excluding supernumerary seats, if any; • A batch of a maximum of Fifteen (15) seats in Post Graduate Courses in Design Programme, excluding supernumerary seats, if any; • 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; • 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; • A batch of a maximum of Forty (40) seats in an Integrated Degree Course in Planning Programme, excluding supernumerary seats, if any; and • A maximum of Twenty (20) seats per year in Fellow Program in Management Programme.
26	<p>“EoA” means Extension of Approval granted by AICTE for the conduct of Technical Programme(s)/ Course(s) to an Institution for that Academic Year. “Extended EoA” means Extension of Approval granted by AICTE for the conduct of Technical Programme(s)/ Course(s) to an Institution for more than one Academic Year.</p>
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 specified in the Approval Process Handbook to verify physically the availability of Infrastructural facilities of an Institution.</p>
29	<p>“Faculty member” means an individual qualified as per AICTE Regulations, working on Full Time basis in an Institution/ University.</p>
30	<p>“First Shift timing” means educational activities of the Technical Institution are conducted from 8 am to 3 pm.</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 UGC Act, 1956.</p>



36	“Lateral Entry” means admission of students into the second year of Diploma/ Under Graduate Degree Courses as per Chapter VII of the Approval Process Handbook.
37	“Level” means Diploma, Post Diploma Certificate, Under Graduate Degree, Post Graduate Diploma and Post Graduate Degree Programmes.
38	“Minority Institution” means an Educational Institution established and administered by a minority Trust/ Society/ Company and recognized by Competent Authority as Minority Institution upto the duration specified.
39	“NBA” means the National Board of Accreditation, an autonomous body initially 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	“Open and Distance Learning (ODL)” mode means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, MOOCs, online and occasional interactive face-to-face meetings arranged by an Institution through Learner Support Services to deliver teaching-learning experience, including practical or work experience.
42	“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.
43	“Part Time timing” means educational activities of the Technical Institution are conducted from 5.30 pm to 9.30 pm 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 the Courses conducted in Regular Shift timing.
44	“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.
45	“Private University” means a University duly established through a State/ Central Act by a sponsoring body viz., a Society registered under the Societies Registration Act 1860, or any other corresponding Law for the time being in force in a State or a Public Trust or a Company registered under Section 8 of the Companies Act, 2013.
46	“Programme” means the field of Technical Education, i.e. Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts and Crafts, Design, Hotel Management and Catering Technology, MCA, Management (PGCM/ PGDM/ MBA) and such other Programmes/ areas as notified by the Act.
47	“Public Private Partnership (PPP)” means a Partnership based on a contract or concession agreement, between a Government or Statutory entity on the one side and a Private Sector enterprise on the other side.
48	“Regional Committee (RC)” means a Committee established for each region under Section 14 of the Act.
49	“Regular Shift timing” means educational activities of the Technical Institution are conducted from 9 am to 5 pm.
50	“Restoration of Intake” means restoring back to the “Approved Intake” of the Institution that was existing prior to any penal action.
51	“Second Shift timing” means educational activities of the Technical Institution are conducted from 12 Noon to 7 pm.
52	“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.
53	“Society” means a Society registered under Societies Registration Act, 1860.
54	“Standalone Institutions” means those Institutions which are not affiliated to any of the University/ Board, but are imparting education by means of conducting regular Courses leading to Diploma/ Post Diploma Certificate/ Post Graduate Certificate/ Post Graduate



	Diploma Levels in Management, Travel and Tourism, Innovation and Entrepreneurship, Computer Applications and Design.
55	“Standing Appellate Committee (SAC)” means a Committee constituted by the Chairman as per the composition specified in the Approval Process Handbook for considering the appeals of the Technical Institutions.
56	“Standing Complaint Scrutiny Committee (SCSC)” means a Committee constituted by the Chairman as per the composition specified in the Approval Process Handbook for the Scrutiny of Complaints received against the Technical Institutions.
57	“Standing Hearing Committee (SHC)” means a Committee constituted by the Chairman as per the composition specified in the Approval Process Handbook to review the Reports of the Expert Visit Committee/ replies received for Show Cause Notices.
58	“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.
59	“Supernumerary seats” means Intake over and above the “Approved Intake” which includes TFW, OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries, Lateral Entry, PwD and PMSSS seats notified from time to time.
60	“Technical Institution” means an Institution set up by the Government or Trust/ Society/ Company for conducting Course(s)/ Programme(s) in the field of Technical Education, Training and Research in Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA, Management, and such other Programmes and areas as notified by the Act.
61	“Total Approved Intake” includes Intake approved in all the Programme(s)/ Course(s) of an Institution.
62	“Trust” means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts.
63	“University Department” means a Department established and maintained by the University.
64	“University” means a University defined under Clause (f) of Section 2 of the UGC Act, 1956.
65	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-19th 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 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 AICTE Act, 1987

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

3 Important Provisions of AICTE Act, 1987 in Approval Process

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



4 Vision

To be a World Class Organization leading Technological and 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.

5 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.

6 Objectives

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

7 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

8 Functions and Quality Initiatives of AICTE

- 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

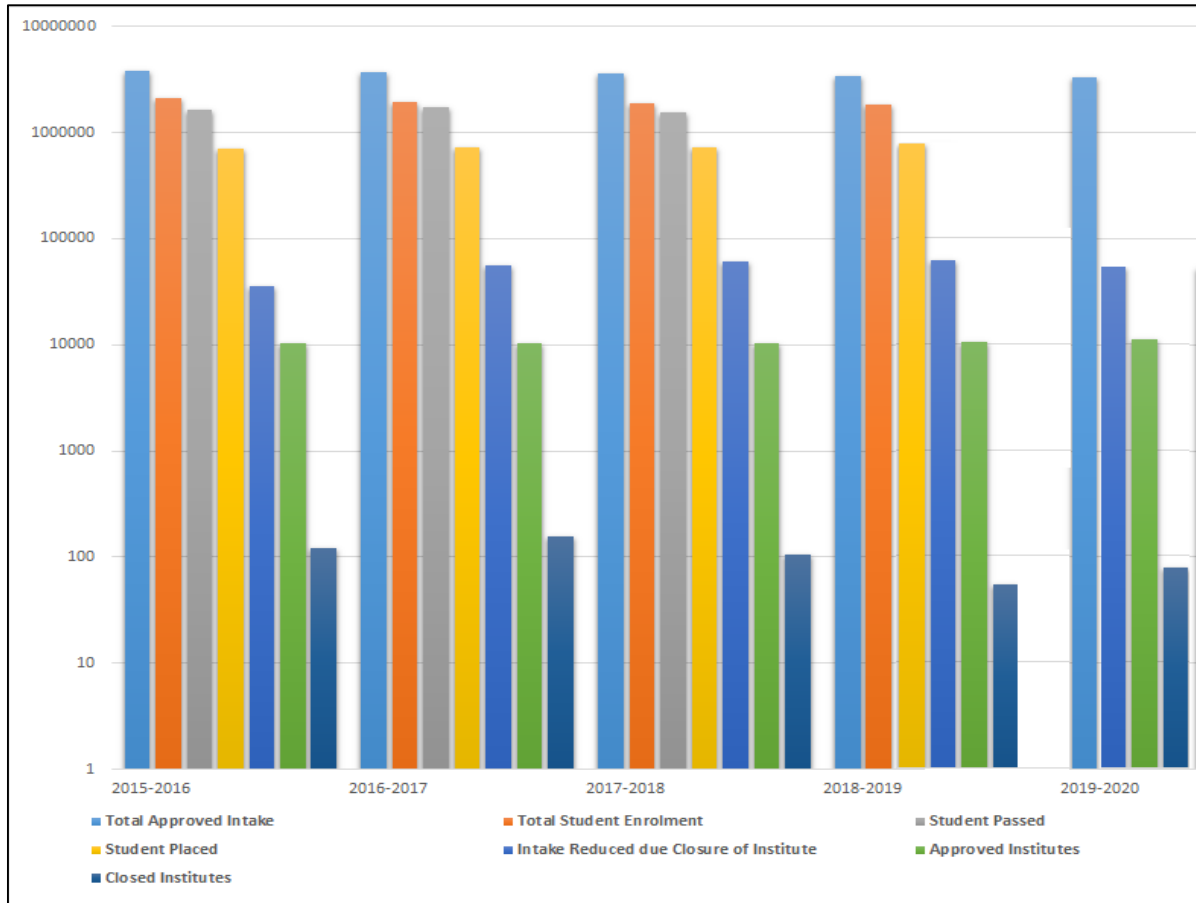
9 Status of Technical Education

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 2019-20

Region/State/UT	Approved Institutions			Approved Intake			Approved Institutions	Approved Intake
	Diploma	UG	PG	Diploma	UG	PG		
Chhattisgarh	97	65	43	14105	18024	4323	136	36452
Gujarat	153	203	222	66100	64149	23167	415	153416
Madhya Pradesh	290	323	387	44181	83484	53961	629	181626
Central Total	540	591	652	124386	165657	81451	1180	371494
Andaman and Nicobar Islands	2	1	0	480	90	0	2	570
Arunachal Pradesh	8	1	2	918	360	228	10	1506
Assam	29	23	25	4425	5170	1939	60	11534
Jharkhand	59	22	18	14998	6710	3189	85	24897
Manipur	3	1	1	360	150	36	4	546
Meghalaya	3	1	2	370	420	150	6	940
Mizoram	3	2	3	240	180	122	5	542
Nagaland	9	2	1	555	420	30	12	1005
Odisha	165	109	132	46852	39394	15854	302	102100
Orissa	0	0	1	0	0	90	1	90
Sikkim	2	4	2	525	840	225	6	1590
Tripura	7	3	3	1150	623	120	13	1893
West Bengal	189	115	104	42260	37090	9867	302	89217
Eastern Total	479	284	294	113133	91447	31850	808	236430
Bihar	85	66	42	18893	15385	2901	162	37179
Uttar Pradesh	1252	607	522	172633	123430	60251	1688	356314
Uttarakhand	146	57	64	18286	11910	5694	201	35890
Northern Total	1483	730	628	209812	150725	68846	2051	429383
Chandigarh	5	7	11	960	1821	1055	16	3836
Delhi	20	24	55	5654	10427	11239	79	27320
Haryana	201	180	184	43477	39193	18858	382	101528
Himachal Pradesh	39	36	25	6215	5408	1338	70	12961
Jammu and Kashmir	30	11	19	5245	3600	1464	53	10309
Punjab	225	151	163	48961	36315	14986	384	100262
Rajasthan	226	157	136	38428	44110	12037	387	94575
North-West Total	746	566	593	148940	140874	60977	1371	350791
Andhra Pradesh	318	422	582	72430	165749	86088	784	324267
Telangana	187	340	519	46905	123357	80112	627	250374
South-Central Total	505	762	1101	119335	289106	166200	1411	574641
Puducherry	10	17	10	2482	7393	1433	25	11308
Tamil Nadu	507	596	694	188231	287842	81214	1316	557287
Southern Total	517	613	704	190713	295235	82647	1341	568595
Karnataka	333	296	378	82610	116327	50211	754	249148
Kerala	108	217	223	25152	57224	20768	386	103144
South-West Total	441	513	601	107762	173551	70979	1140	352292
Dadra and Nagar Haveli	1	1	2	390	60	90	3	540
Daman and Diu	2	1	0	660	180	0	3	840
Goa	9	8	5	2896	1610	735	17	5241
Maharashtra	804	690	703	140857	161818	81023	1610	383698
Western Total	816	700	710	144803	163668	81848	1633	390319
Grand Total	5527	4759	5283	1158884	1470263	644798	10935	3273945



Approved Institutions Deemed to be Universities with Intake in 2019-20

Region/State/UT	Institutions Deemed to be Universities			Approved Intake			Approved Institutions Deemed to be Universities	Approved Intake
	Diploma	UG	PG	Diploma	UG	PG		
Chhattisgarh	1	2	1	60	400	150	2	610
Gujarat	2	3	1	360	1260	264	4	1884
Madhya Pradesh	4	5		240	360		5	600
Central Total	7	10	2	660	2020	414	11	3094
Assam	1	1	1	180	530	199	1	909
Jharkhand		1	1		300	60	1	360
Nagaland		1			300		1	300
Odisha		2	3		3660	1266	3	4926
West Bengal	2	6	3	360	2350	300	8	3010
Eastern Total	3	11	8	540	7140	1825	14	9505
Bihar	1		1	300		120	1	420
Uttar Pradesh	4	4	3	240	3000	990	7	4230
Uttarakhand	1	2	1	60	1050	480	2	1590
Northern Total	6	6	5	600	4050	1590	10	6240
Delhi		1	2		420	480	2	900
Haryana	1	4	4	60	2180	824	4	3064
Punjab		4	2		3025	620	4	3645
Rajasthan	2	5	3	600	3660	822	6	5082
North-West Total	3	14	11	660	9285	2746	16	12691
Andhra Pradesh		3	4		8340	2369	4	10709
Telangana		3	3		3130	1636	3	4766
South-Central Total		6	7		11470	4005	7	15475
Tamil Nadu	8	32	28	360	48435	12903	34	61698
Southern Total	8	32	28	360	48435	12903	34	61698
Karnataka		13	20		13990	8218	21	22208
Kerala		3	3		900	1180	3	2080
South-West Total		16	23		14890	9398	24	24288
Maharashtra	3	10	9	100	3525	4443	13	8068
Western Total	3	10	9	100	3525	4443	13	8068
Grand Total	30	105	93	2920	100815	37324	129	141059

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

Year	Diploma/ Post Diploma Certificate	Engineering and Technology	Pharmacy	Architecture	Hotel Management and Catering Technology	MCA	Management	Approved Intake
2015-16	1310414	1844642	139622	10986	6430	103048	350161	3765303
2016-17	1293843	1752296	130926	9936	6109	94159	329273	3616542
2017-18	1261059	1662488	130903	9187	6031	85104	393055	3547827
2018-19	1199401	1586341	137322	10587	5883	73851	371813	3385198
2019-20	1158884	1496139	163384	10555	6638	64084	370310	3273945



1.1 Introduction

- a. A new Technical Institution shall be established by providing Infrastructure and other requirements as per the norms specified in the Approval Process Handbook.
- b. New Technical Institution offering Technical Course(s)/ Programme(s) shall not be established without prior approval of the Council.
- c. Admission Authority/ Body/ Institution shall not admit students to any Technical Programme of an Institution, which do not have requisite prior approval of the Council.
- d. The applications received shall be processed as per the norms and procedures specified in the Approval Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws and norms of other Regulatory Body, if applicable.
- e. In view of the large number of vacant seats in various Programmes during the last few years and the likely future demand, the Council shall not grant approval to the new Technical Institutions at the Diploma/ Under Graduate/ Post Graduate Level in Engineering and Technology in line with the recommendations of the Committee (Annexure 1) set up by AICTE to provide the National Perspective Plan for Technical Programmes. However, establishment of new Technical Institutions in Engineering and Technology shall be permitted only in cases where
 - Government of India is providing financial assistance to State Government/ UT in un-served/underserved Districts where no Government/ Government Aided Technical Institution offering the same Level in Engineering and Technology is already available.
 - Institutions established through State Legislature where no Government/ Government Aided Technical Institution offering the same Level in Engineering and Technology is already available.
 - Applicants whose application were rejected and issued Final LoR in the previous year i.e. 2019-20.
- f. Establishment of New Pharmacy Institutions for offering Diploma/ Degree Courses in Pharmacy shall not be permitted for a period of Two years beginning from the Academic Year 2020-21. This moratorium shall not be applicable to
 - Government Institutions/ North Eastern region.
 - State or Union Territory (Arunachal Pradesh, Assam, Bihar, Chandigarh, Chhattisgarh, Delhi, Dadar & Nagar Haveli, Goa, Jammu & Kashmir, Manipur, Mizoram, Meghalaya, Pudducherry, Sikkim, Tripura and Himachal Pradesh) where the number of D.Pharm. and B.Pharm. Institutions (both combined) is less than 50.
 - The applications submitted for establishing New Pharmacy Institutions/ Existing Institutions applied to start New Programme/ Level (in Pharmacy) in 2019-20 either to the Pharmacy Council of India or to the AICTE and rejected.
 - In view of the orders dated 16.12.2019 and 7.1.2020 passed by the High Court of Delhi to PCI, AICTE also shall allow the applicants to submit applications for New Pharmacy

Institutions which thereafter shall be processed. However, no final decision shall be taken till the Court gives the final Order in this matter.

- g. In compliance to the order dated 08.11.2019 passed by the Hon'ble Supreme Court of India in CA No.364/ 2005, for the Institutions intending to offer Courses in Architecture Programme, approval by the Council of Architecture is mandatory, however interested Institutions may apply to the AICTE for approval.

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 categories and processing thereof. **The time schedule mentioned in the Public Notice shall be final and binding.** To grant approval for establishment of a Technical Institution, 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

Setting up a new Technical Institution proposed to offer a Programme in

- a. Engineering and Technology/ Architecture and Planning/ Applied Arts, Crafts and Design/ Hotel Management and Catering Technology (Diploma/ Under Graduate Degree Level)
- b. Pharmacy (Diploma/ Under Graduate Level or for both Levels)
- c. MCA
- d. Management (Post Graduate Certificate/ Post Graduate Diploma/ Post Graduate Degree Level)

1.3.2 Eligibility of the Promoter

- a. A Society, registered under the Societies Registration Act, 1860 through the Chairman/ Secretary of Society or
- b. A Trust, registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts through the Chairman/ Secretary of the Trust or
- c. A Company established under Section 8 of the Companies Act, 2013 or
- d. Central/ State Government/ UT Administration or by a Society/ Trust registered with them.
- e. The above bodies shall apply individually or under Public Private Partnership (PPP)/ Build-Operate-Transfer (BOT) mode through an Officer authorized by Central/ State Government/ UT.
- f. A Company having any foreign equity directly or indirectly as shareholding shall not be permitted to apply for setting up a Technical Institution.

1.3.3 New Institutions are not eligible to apply for the Introduction of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries/ Twinning/ Fellow Programs. However, the Applicants shall be eligible to apply for the same, on fulfilment of the requirements as per the respective Clauses of the Approval Process Handbook.



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 the 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 the Approval Process Handbook. If any of the mentioned Districts are carved out administratively, then those carved out Districts shall also be considered under the Educationally Backward (Aspirational) Districts/ Left Wing Extremism Scheme.
- c. The concerned State Government/ UT, seeking approval of AICTE for these Institutions under the above mentioned schemes is required to apply individually online on AICTE Web-Portal. Applications shall be processed by way of obtaining an undertaking from the Chief Secretary of the respective State Government/ UT that the Land has been transferred in the name of the proposed Institutions, sufficient funds have been allotted to start the construction of the permanent Campus and that these proposed Institution(s) are being established in the respective State/ UT under the 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 the 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 fulfil 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 by the Promoter

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.
- b. If any existing Institution has forgotten the Password, the Institution shall apply online. A Technical Education Regulatory (TER) Charges of ₹5000/- (Five Thousand Only) shall be made through the payment gateway on AICTE Web-Portal. The proof of payment and an Affidavit¹ for “Forgotten Password” shall be submitted to the concerned Regional Office. Regional Officer shall verify and upload on the Web-Portal for allotment of Password to the Applicants.
- c. Using the USER ID, the application in the prescribed Format shall be filled and submitted on AICTE Web-Portal 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 Technical Education Regulatory (TER) Charges

- 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) and (iii) whose applications were rejected and issued Final LoR in the previous year i.e. 2019-20*	3.0
v	Existing Institutions seeking approval for the first time from AICTE under Clause 1.3.5.a, b and c	2.0
vi	ALL Applicants issued LoI and rejected for LoA in the previous year i.e. 2019-20*	2.0

* Not applicable for Application which was rejected in 2019-20 and TER Charges refunded under Clauses 1.4.2.h and 1.4.7.b of this Chapter.

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

- b. In an extraordinary circumstance, if an additional Scrutiny Committee has to be conducted **(inclusive of the Court directions to any type of Institutions)**, then the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
- c. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted **(inclusive of the Court directions to any type of Institutions)**, the Applicant has to remit ₹2.0 Lakh through online as an additional TER Charges.



- d. In an extraordinary circumstance, if an additional Standing Hearing Committee/ Standing Appellate Committee has to be conducted **based on the Court directions to any type of Institutions**, then the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
- 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, if rejected at the Level of Scrutiny/ Re-Scrutiny without availing the appeal provision, the TER Charges after a deduction of ₹50000/- (Rupees Fifty Thousand only) shall be refunded to the Applicant/ Institution.
- i. Applicants issued Letter of Intent (LoI), if not interested in processing for Letter of Approval, shall submit the resolution of the Trust/ Society/ Company to that effect for consideration of the Council. Such applicants are eligible for a refund of TER Charges after a deduction of ₹ 50,000/- (Rupees Fifty Thousand only).
- j. In case of rejection of an application submitted under Clause 1.5.2, if opted for the issue of Extension of Approval of the existing Programme(s), refund shall be made after deducting the applicable TER Charges.

1.4.3 All Applicants shall ensure that the data entered/ edited 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 Affidavit² 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 Applicant shall submit a copy of the application to the State Government/ UT and affiliating University/ Board and get a receipt with the Official Seal from the authorized signatory for the same.

1.4.6 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 the 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.

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 its Lawful possession with clear title in the name of the Promoter Trust/ Society/ Company on or before the date of submission of application.
- b. Requirements for Technical Institution shall be as per the norms specified in Chapter VII of the Approval Process Handbook.
- c. Building Plan for the entire duration of the Programme(s) of the Institution shall be prepared by an Architect registered with Council of Architecture/ Licensed Surveyor and shall be approved by the Competent Authority as designated by concerned State Government/ UT. 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 shall apply for a different Programme.

However, the Applicant has to make Material/ Non-Material amendment of the Building Plan, Site Plan, etc. duly approved by the concerned Competent Authority to suit the requirements of the new Programme.

- In case of such application being approved, the existing Institution shall be considered as CLOSED (Progressive/ Complete Closure, as applicable) and the liabilities, if any, arising out of this, shall solely be that of Trust/ Society/ Company/ Technical Institution.
- 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/ 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 Technical Institution and other names as prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the Technical Institution is established by the Government of India or its name is approved by the Government of India.
- 1.5.5** Applicants shall not use the names of the existing Institutions within the State. The existing Institutions having the same names run by the same/different Society/Trust/Company within the State/UT shall at least add the name of the Village/ Town/ City where it is located as an integral part of the name of the Institution.
- 1.5.6** All Institutions shall use the same font and size for the full name of the Institutions, wherever it is displayed.
- 1.5.7** The Courses as per Appendix 2 of the Approval Process Handbook shall be approved for a new Technical Institution at Diploma/ Under Graduate/ Post Graduate Level, a combination of Diploma, Under Graduate and Post Graduate Levels shall not be approved. However, the “Maximum Intake allowed” for the Programmes shall be as per Appendix 3 of the Approval Process Handbook.
- 1.5.8 Procedure**
- The application shall be processed as per the Procedure of Scrutiny/ Re-Scrutiny Committee as per Clause 1.6 and thereon of this Chapter for the issue of Letter of Intent (LoI)/ Letter of Rejection (LoR).
 - The application under Clause 1.5.2 of this Chapter shall be processed first for Closure of the existing Institution by Scrutiny/ Re-Scrutiny Committee, if found in order, then only the application shall be processed further for the establishment of new Technical Institution following the respective procedures specified in the Approval Process Handbook.



1.6 Evaluation of the application by the Scrutiny/ Re-Scrutiny Committee

- a. The applications submitted under this Chapter shall be evaluated by a Scrutiny/ Re-Scrutiny Committee constituted as per Appendix 13.4 of the Approval Process Handbook by the Regional Officer by the selection of members through the automated selection process provided on AICTE Web-Portal. However, if any member of the Scrutiny/ Re-Scrutiny Committee is unable to attend or refuses or incapacitated to take part in the Committee, then Regional Officer with prior or post-facto approval of the Competent Authority, AICTE, shall opt to choose another expert from the approved panel of the experts manually. Under extraordinary circumstances, the Scrutiny/ Re-Scrutiny Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman.
- b. The date and time for Scrutiny/ Re-Scrutiny Committee shall be informed by the concerned Regional Office.
- c. The concerned Regional Officer or an Officer of the Council shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings, however, he/ she shall not be part of the Committee.
- d. Two representatives of the Applicant (Chairman/ Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Self-attested Photo ID proof shall present their case along with the supporting documents before the Scrutiny/ Re-Scrutiny Committee.
- e. Applicants shall present their application and **ALL** original documents along with self-attested copies as per Appendix 16 of the Approval Process Handbook, before the Scrutiny Committee. Applicants shall adhere to Scrutiny/ Re-Scrutiny schedule and not to remain absent at the time of Scrutiny/ Re-Scrutiny.

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/ Re-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. The attested copies of original documents shall be retained by the Regional Office.

1.7 Evaluation of the application by the Expert Visit Committee

- a. The Expert Visit Committee shall be constituted as per Appendix 13.6 of the Approval Process Handbook by the Regional Officer by the selection of members through the automated selection process provided in AICTE Web-Portal. However, if any member of an



Expert Visit Committee is unable to attend the scheduled visit or refuses or incapacitated to take part in such scheduled visit, then Regional Officer with prior or post-facto approval of the Competent Authority, AICTE shall opt to choose another expert from the approved panel of the experts manually. Under extraordinary circumstances, the Expert Visit Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman. The Expert Visit Committee shall verify physically the Infrastructural facilities of the 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 the Approval Process Handbook, i.e. Instructional, Administrative and Amenities area requirements for the First Year of the Technical Institution as per the Building Plan duly accepted and counter-signed by the Scrutiny/ Re-Scrutiny Committee members.
 - Readiness with respect to Appendix 5 of the Approval Process Handbook, i.e. Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals and Library facilities of the Technical Institution.
 - Readiness with respect to Appendix 6 of the 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. Experts shall carry the Identity Card of their Organization.
- e. The Expert Visit Committee shall have access to the Report of the Scrutiny/ Re-Scrutiny Committee.
- f. The Expert Visit Committee shall verify actual availability of Equipment as per the Curriculum and Syllabus of the affiliating University/ Board and Computers, Software, Internet, Printers, Book Titles, Book Volumes, subscription of National and International Journals and entry in the Stock Registers as specified in the Approval Process Handbook. The mere presentation of Purchase Orders/ Payment records for subscription, etc. without actual availability shall not be considered.
- g. The Expert Visit Committee shall also verify documents in original as mentioned in Appendix 16 of the Approval Process Handbook with respect to actual Infrastructure visited.
- h. 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 with briefing by one of the Experts for not less than 30 minutes shall cover the entry and exit of the Committee with time, the Building Plan approved and signed by the Scrutiny/ Re-Scrutiny Committee, GPS Coordinates at the entrance of the main Building, Class rooms, Laboratories, Workshops, Office Room, Barrier free environment facilities such as ramp/ lift/ toilets, Library, Computer Centre, meeting with Students and Faculty members (in case of existing Institutions), in addition to the recording of other details.



- 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 the 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.

1.8 Evaluation of the application by Regional Committee

- a. The Reports of Scrutiny/ Re-Scrutiny Committee and Expert Visit Committee, as applicable, shall be made available to the Regional Committee. The Regional Committee shall consider these Reports along with the views of concerned State Government/ UT and affiliating University/ Board, if any, and 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. Applications which are found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee ONLY be recommended for the issue of Letter of Intent (LoI) and the rest be recommended for the issue of Letter of Rejection (LoR).
- c. Applications which are found to have NIL deficiencies in the Expert Visit Committee ONLY be recommended for the issue of Letter of Approval (LoA) and the rest be recommended for the issue of Letter of Rejection (LoR).
- d. 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 Headquarters 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.
- e. The Approval Bureau at AICTE Headquarters shall also verify that the procedures and parameters prescribed under these Regulations and Approval Process Handbook are followed. The concerned Officer in Approval Bureau shall ensure 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.

1.9 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 two 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 1.8 and 1.9.a of the Approval Process Handbook.
- f. Applicants for starting new Technical Institutions other than Government/ Government aided Institutions whose applications are recommended for Letter of Approval (LoA) by the Executive Committee shall be informed for the creation of Security Deposit.
 - 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.
 - Applicants, whose applications (under Clause 1.5.2) are recommended for starting new Technical Institutions shall create the Security Deposit for the balance amount of the Security Deposit created earlier, as per the requirements of the Approval Process Handbook for the remaining period of 10 years, as applicable. No deposit is required where NOC was already issued to the Institution for the release of the earlier FDR.
 - The Applicant shall submit the payment proof of the Security Deposit along with an Affidavit³ within 15 days from the date of intimation to the concerned Regional Office, else a penalty of 10% and 50% of the value of the Security Deposit shall be imposed upto 31st May and 31st July of the Calendar Year respectively, beyond which the approval shall be withdrawn.
 - In case of the Technical Institutions granted Letter of Approval that failed to admit the students in the current Academic Year due to Non-affiliation by the University/ Board or Non-Fulfilment of State Government/ UT requirements shall submit an Affidavit for the same within 7 days from the date of intimation to the concerned Regional Office. Such Applicants are permitted to pay the Security Deposit in the next Academic Year as per the above deadlines.
 - Applicants shall deposit the prescribed amount in AICTE's bank account as applicable to the category of the Institutions indicated below:



Security Deposit applicable for Institutions under different Programmes ₹ in Lakh

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 Institutional Development activities, Quality Improvement Programme for Faculty, giving Scholarships to students, etc.
- h. The Principal amount shall be returned to the Trust/ Society/ Company on completion of the term. However, the term of the deposited amount could be extended for a further period as shall be decided on a case to case basis and/ or forfeited in case of any violation of norms, conditions, and requirements/ Non-Performance by the Institution/ Complaints against the Institution.
- i. **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 or otherwise.**

On expiry of the validity of two years, the LoA issued stands cancelled, if no students were admitted in the Institution and the Applicant shall make a fresh application for the issuance of Letter of Intent.

- j. An Expert Visit Committee may be conducted any time before the first batch of students has passed out, to verify the fulfilment of the norms as specified in the Approval Process Handbook.
- k. **The Council shall normally not grant Conditional Approval to any Institution.**
- l. Applications for an existing Institution for the Closure of the Institution and starting a new Technical Institution in the same premises in the same year rejected by Council shall be



processed for the Closure of the Programme/ Institution (as applicable)/ Extension of Approval, as per the choice mentioned in the application following the procedure specified in Chapter II of the Approval Process Handbook. **However, it is the responsibility of the Institutions to inform the rejection of the Council to the concerned authorities who had given the NOC for the Closure of the Institution in view of their application.**

- m. 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 30th April of the Calendar Year.
- n. An Institution/ Applicant, if aggrieved by the decision of the Executive Committee, shall **appeal** as per Clause 1.10 of this Chapter and the final decision of the Council shall be uploaded on or before 30th April of the Calendar Year.
- o. LoI/ LoA shall not be granted after 30th April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA No.9048/ 2012.

1.10 Appeal Procedure

- a. As per the provision laid down in Clause 1.9.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 in case of short notice.
- d. The Report of the Scrutiny/ Re-Scrutiny Committee and Expert Visit Committee (as applicable) shall be placed along with the observations of the Approval Bureau, before the Standing Appellate Committee on the date and time scheduled by AICTE. An Officer of the Council concerned shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings; however, he/ she shall not be a part of the Committee.
- e. Two representatives of the Applicant (Chairman/ Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Self-attested Photo ID proof shall present their case along with the supporting documents before the Scrutiny/ Re-Scrutiny Committee.
- f. The Standing Appellate Committee shall either Recommend/ Not Recommend the case to the Council or recommend for Scrutiny (in case of LoI)/ Expert Visit Committee (in case of LoA). Accordingly, Scrutiny/ Expert Visit Committee shall be conducted as per Clause 1.6/ 1.7 of this Chapter and the reports of the same shall be placed before another Standing Appellate Committee inviting the representatives of the Institution along with the compliance and supporting documents for taking a final decision as to Recommend/ Not Recommend.
- 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 Affidavit³ as per Clause 1.9.f of this Chapter.

1.11 Appointment of Principal/ Director and Faculty in newly approved Institution/ Programme

- a. New Technical Institutions granted Letter of Approval shall comply with the appointment of Faculty/ Principal/ Director as the case may be, as per Policy regarding minimum qualifications pay scales etc., as specified in the Approval Process Handbook.
- b. Institutions shall appoint Faculty/ Principal/ Director, other Technical Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the concerned affiliating University/ Board, State Government/ UT and Hon'ble Court directions, if any, and as applicable in the case of selection procedures and Selection Committees.
- c. The information about these appointments of 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.

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

- 1.13** Applicants issued Letter of Intent (LoI) but rejected after the Expert Visit Committee shall inform the Council about their readiness of infrastructure after making the payment of TER Charges as per Clause 1.4.2 of this Chapter through online for the conduct of another Expert Visit Committee, the same shall be processed for the next Academic Year as per Clause 2.29 of Approval Process Handbook. However, One EVC per year ONLY shall be permissible within the validity period of Letter of Intent (LoI).



Grant of Approval through online application for the following:

- Extension of Approval based on Self-Disclosure
- Introduction/ Continuation of seats for Non Resident Indian(s)
- Change of Site/ Location
- Conversion of Diploma Level into Degree Level and vice-versa
- To start new Programme/ Level in the existing Institutions
- Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus
- Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake
- To start Diploma/ Degree in Pharmacy in existing Institutions
- 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
- Conversion of Women's Institution into Co-ed Institution and vice-versa
- Increase in Intake/ Additional Course(s)
- Introduction of Integrated/ Dual Degree Course
- Closure of the Institution
- Conversion of PGDM Course(s) into MBA Course(s) and vice-versa
- Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa
- Conversion of Courses into allied Vocational Courses
- Introduction/ Continuation of Fellow Program in Management
- Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)
- Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University)
- Change in the Minority Status of the Institution
- Change in the Name of the Bank
- Change in the Name of the Trust/ Society/ Company
- Extended EoA

2.1 Introduction

- a. Institution offering Technical Programme(s)/ Course(s) shall not admit students without prior approval of the Council.
- b. Each Institution offering Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level shall submit an application to the Council every year for Extension of Approval of Course(s).
- c. **In view of the National Perspective Plan, the existing Institutions applying for New Programme/ Level/ Increase in Intake/ Additional Course(s) in Engineering and Technology shall be permitted ONLY in EMERGING AREAS.**
- d. **Existing approved Institutions offering Pharmacy Programme ONLY shall be permitted to apply for Increase in Intake/ additional Pharmacy Courses as per the norms specified in the Approval Process Handbook.**
- e. In compliance to the order dated 08.11.2019 passed by the Hon'ble Supreme Court of India in CA No.364/ 2005, for the existing Institutions offering Courses in Architecture



Programme, approval by the Council of Architecture is mandatory, however interested Institutions may apply to the AICTE for approval.

- f. The applications received shall be processed as per the norms and procedures specified in the Approval Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws and norms of other Regulatory Body, if applicable.
- g. In case of Institutions having Lease agreement for Land, the Council shall not issue EoA from the Year in which the Live Lease is equal to the number of years of the Course having the maximum duration. However, if such Institutions submit the Lease extended for further 30 years with atleast 25 years of Live Lease, EoA shall be considered.

2.2 Time Schedule for processing of applications

- a. AICTE shall notify through a Public Notice in the leading newspapers and through AICTE Web-Portal from time to time inviting applications with cut-off dates for various categories 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 of TER Charges shall not be later than the last date as notified in the Public Notice.

2.3 Submission of application by the Promoter

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.
- b. If any existing Institution has forgotten the Password, the Institution shall apply online. A Technical Education Regulatory (TER) Charges of ₹5000/- (Five Thousand Only) shall be made through the payment gateway on AICTE Web-Portal. The proof of payment and an Affidavit¹ for “Forgotten Password” shall be submitted to the concerned Regional Office. Regional Officer shall verify and upload on the Web-Portal for allotment of Password to the Applicants.
- c. The existing Institutions using their Login credentials shall enter/ edit data as required.

The application in the prescribed Format shall be submitted on AICTE Web-Portal and a unique identification number is allotted to each application for further reference.

The status of the application shall be tracked at various stages of processing.

2.3.2 Seeking approval of the Council for

- a. Extension of Approval based on Self-Disclosure
- b. Introduction/ Continuation of seats for Non Resident Indian(s)
- c. Change of Site/ Location
- d. Conversion of Diploma Level into Degree Level and vice-versa
- e. To start new Programme/ Level in the existing Institutions



- f. Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus
- g. Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake
- h. To start Diploma/ Degree in Pharmacy in existing Institutions
- i. 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
- j. Conversion of Women's Institution into Co-ed Institution and vice-versa
- k. Increase in Intake/ Additional Course(s)
- l. Introduction of Integrated/ Dual Degree Course
- m. Closure of the Institution
- n. Conversion of PGDM Course(s) into MBA Course(s) and vice-versa
- o. Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa
- p. Conversion of Courses into allied Vocational Courses
- q. Introduction/ Continuation of Fellow Program in Management
- r. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)
- s. Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University)
- t. Change in the Minority Status of the Institution
- u. Change in the Name of the Bank
- v. Change in the Name of the Trust/ Society/ Company
- w. Extended EoA



2.3.3 Technical Education Regulatory (TER) Charges

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

Type of Institution	Extension of Approval based on Self-Disclosure			Penalty for Late Submission	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 per Course	Introduction of Fellow Program in Management
	per Division							
	All Programmes (except PGDM/ MBA)	PGDM / MBA	Vocational Courses					
Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD	0.10	0.25	0.05	2.0	2.0	4.0	0.25	1.0
Government/ Government aided Institutions/ Central State University/ University**	Nil	Nil	Nil	0.10	Nil	Nil	Nil	Nil
All other Institutions	0.15	0.30	0.05	2.0	2.0	5.0	0.25	1.0

Type of Institution	Change in Site/ Location/ Conversion of Diploma Level into Degree Level/ To start new Programme/ Level in the existing Institutions/ Diploma in Degree Pharmacy and vice-versa/ 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 Degree Level into Diploma Level/ Conversion of Women's Institution into Co-ed Institution and vice-versa/ Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa/ Introduction or Continuation of NRI seats/ Increase in Intake/ additional Course(s) including "Maximum Intake Allowed"/ Introduction of Integrated/ Dual Degree Course(s)	Closure of the Institution/ Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Change in the Name of the Institution/ affiliating University/ Board* or Type of Institution (Institution(s) converted into a University)/ Change in the Minority Status of the Institution/ Conversion of Courses into allied Vocational Courses
Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD	2.0	0.75	0.40
Government/ Government aided Institutions**	Nil	Nil	Nil
All other Institutions	3.0	1.0	0.50

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

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

No TER Charges shall be levied for Conversion of PGDM Course(s) into MBA Course(s) and vice-versa/ if the applicant is intending to offer PGDM Course as a new Technical Institution with the same "Approved Intake". However, if the applicant is intending to apply for increase in Intake, the applicable TER Charges shall be paid. Further, if the applicant is intending to offer PGDM Course as a new Technical Institution with an increase in Intake, TER Charges to be paid is ₹ 3 Lakh (Rupees Three Lakh only).

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



** If self-financing Courses are offered at Government aided Institutions, TER charges as per the number of Divisions of self-financing Courses shall be paid.

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

Note:

- TER Charges for Change in the Name of the Bank is ₹ 5000/-.
 - Above TER Charges (other than EoA based on Self-Disclosure and Continuation of OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats) are applicable irrespective of number of Divisions/ Courses. No TER Charges shall be levied for Post Graduate Courses other than MCA and Management.
 - TER Charges shall not be refunded in any case, if the application is processed and rejected as specified in the 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 Institutions)**, then the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
 - c. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted **(inclusive of the Court directions to any type of Institutions)**, the Applicant has to remit ₹2.0 Lakh through online as an additional TER Charges.
 - d. In an extraordinary circumstance, if an additional Standing Hearing Committee/ Standing Appellate Committee has to be conducted **based on the Court directions to any type of Institutions**, then the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
 - 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.
 - g. Applications submitted under Change of Site/ Location/ Conversion of Diploma Level into Degree Level/ To start new Programme/ Level in the existing Institutions/ Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, if rejected at the Level of Scrutiny/ Re-Scrutiny without availing the appeal provision, the TER Charges after a deduction of ₹ 50000/- (Rupees Fifty Thousand only) shall be refunded to the Applicant.
- 2.3.4 All Applicants shall ensure that the data entered/ edited are correct. Facility to edit the data is available until the 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, Headquarters along with the Resolution of the Trust/ Society/ Company, duly signed by the Chairman/ Secretary to that effect in the Format³, 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 Penalty for Late Submission, 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, Headquarters along with the Resolution of the Trust/ Society/ Company, duly signed by the Chairman/ Secretary to that effect in the Format³, 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(s)/ Programme(s)/ Institution is revoked as per the approval of the Council, the necessary TER Charges for Extension of Approval along with the Penalty for Late Submission, as applicable, shall be paid.

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

- 2.3.9** An Affidavit² 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.

- 2.3.10** All Institutions shall upload the documents as per Appendix 17 of the Approval Process Handbook in the Web-Portal. **HARD COPIES OF THE APPLICATION/ ADDITIONAL DOCUMENTS NEED NOT BE SUBMITTED TO THE REGIONAL OFFICE.**

Applications other than Extension of Approval to be processed by the Scrutiny/ Re-Scrutiny Committee shall present their application and **ALL** original documents along with self-attested copies before the Committee.

- 2.3.11** Institution/ Trust/ Society/ Company or a member belonging to these, if charge-sheeted, Extension of Approval to such Institution shall not be withheld on the basis of charge-sheet filed by the CBI. AICTE shall consider the grant of Extension of Approval on its merit after looking into material collected by CBI in the investigation and shall conduct Scrutiny of documents, Expert Visit Committee and Standing Appellate Committee as required.

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

The applications received shall be processed as per the norms and procedures specified in the Approval Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws.

- 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 fulfilment of the norms of the Approval Process Handbook.



2.3.14 If any document submitted is found to be fraudulent, criminal case shall be filed against the Principal of the Institution and 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 fulfil the criteria of “Zero Deficiency” based on Self-Disclosure, for processing the application, as applicable.

2.5 Extension of Approval based on Self-Disclosure

2.5.1 Requirements and Eligibility

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

2.5.2 Procedure

a. Grant of Extension of Approval is based on Self-Disclosure of required facilities and Infrastructure availability as submitted online on AICTE Web-Portal. The Council shall grant the desired approval, only after confirming that the Applicant had fulfilled all the norms and standards specified in the Approval Process Handbook.

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

c. In case of The Technical Institutions granted Letter of Approval that failed to admit the students due to Non-affiliation by the University/ Board or Non-Fulfilment of State Government/ UT requirements, the deficiency/ requirement of Faculty and infrastructural facilities shall be calculated from the year of the admission of the students.

2.6 Introduction/ Continuation of seats for Non Resident Indian(s)

2.6.1 Requirements and Eligibility

a. The existing Institutions are eligible to apply for the Introduction of NRI after one batch of students pass out.

b. The existing Institution seeking approval for admitting Sons/ Daughters of Non Resident Indian(s), Institutions shall apply on AICTE Web-Portal.

c. Five percent (5%) of seats within “Approved Intake” shall be allowed for admission under NRI category.

d. The Institution shall have “Zero Deficiency” based on Self-Disclosure as per the Report generated.

e. The existing Institutions seeking approval for the Introduction of Non Resident Indian(s) shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of the Approval Process Handbook.

2.6.2 Procedure

a. Grant of Approval for admission under NRI is based on Self-Disclosure of required facilities and Infrastructure availability as submitted online on AICTE Web-Portal.

b. In the event of non-availability of students in NRI seats, the seats shall be given to general candidates as per merit. However, regular Fee shall be applicable to these candidates thus admitted against vacant NRI seats.



2.6.3 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.

2.6.4 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.

2.7 Change of Site/ Location

2.7.1 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 17 of the Approval Process Handbook.
- c. The Change of Site/ Location shall be allowed within the jurisdiction of the affiliating University/ Board. For PGDM Institutions, the Change in Site/ Location shall be allowed within the City/Town. However, the convenience/ approachability of all stakeholders of the Institution to the new Site/ Location shall also be taken care.

2.7.2 Procedure

- a. The application shall be processed as per Clause 1.6 of the Approval Process Handbook (Scrutiny/ Re-Scrutiny Committee) followed by an Expert Visit Committee. The date of visit shall be communicated through e-mail. It shall be necessary to provide Built-up area as per norms required for the conduct of all the existing Programme(s) and Course(s) at the new Site/ Location. The Expert Visit Committee shall verify the completeness of Infrastructure ONLY to ensure that academic and other activities be initiated at the new Site/ Location.
- b. The Equipment, Library and other movable property in the existing Institution shall be shifted to the new Site/ Location, only after approval by the Council for Change of Site/ Location.
- c. After shifting of the Equipment, Library and other movable property from the existing Institution to the new Site/ Location another Expert Visit Committee shall be conducted before the start of academic session of the current Academic Year again to verify the availability of facilities at the new Site/ Location.



- d. The Change of Site/ Location shall be effected only on receipt of final approval in respect of new Location and approval for activities at previous Location shall cease.
- e. On approval of new Location, all activities of the Institution shall necessarily be carried out at newly approved Location only.
- f. Any violation in this respect shall lead to Withdrawal of Approval and Institution shall not be allowed to continue its activities in either of the Locations.
- g. Request for approval for partial shifting of the Programme(s) and Course(s) in the Institution shall not be considered.

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

2.8 Conversion of Diploma Level into Degree Level and vice-versa

2.8.1 Requirements and Eligibility

- a. The existing Institutions shall be eligible for Conversion of Degree Level into Diploma Level and vice-versa in the same Specialization in ONE Programme only.
- b. The Institutions which are in existence for a minimum period of 5 years ONLY are eligible.
- c. The existing Institutions applying for Conversion of Degree Level into Diploma Level and vice-versa in any Programme shall have to apply for Progressive/ Complete Closure of ALL the existing Courses including Post Graduate Course(s) in the corresponding discipline, if any.

If the application for Conversion is being rejected, the same shall be processed for the Closure of the Institution/ issue of Extension of Approval as per the choice mentioned in the application.

- d. The additional documents to be submitted for Conversion of Diploma Level into Degree Level and vice-versa shall be as per Appendix 17 of the Approval Process Handbook.
- e. **Merger of the Courses is not permitted.**
- f. The Conversion shall be permitted for all the Courses in the said Level, however, partial conversion of few Courses in the said Level is not permissible. In case, closest available nomenclature does not exist in Annexure 3 or 4 of the Approval Process Handbook, then such Course(s) shall not be permitted for Conversion.
- g. Applicant shall submit a copy of the application to the affiliating University/ Board and their views on the same shall be forwarded to the concerned Regional Office, not later than one week from the last date of submission of application as per the Public Notice.

In the absence of the receipt of the views from the affiliating University/ Board on the application, the Council shall proceed for further processing.

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

2.8.2 Procedure

- a. The existing Institution seeking approval for Diploma Level into Degree Level and vice-versa shall apply for the Course(s) corresponding to the existing one as per Annexure 3 or 4 of the Approval Process Handbook (as applicable) on AICTE Web-Portal as per the norms. In



case, the closest available nomenclature does not exist as per Annexure 3 or 4 of the Approval Process Handbook, then such Course(s) shall have to be applied for Closure.

The application for Conversion of Diploma Level into Degree Level shall be processed as per Clause 1.6 of the Approval Process Handbook (Scrutiny/ Re-Scrutiny Committee) followed by an Expert Visit Committee. The date of visit shall be communicated through e-mail.

Conversion of Degree Level into Diploma Level shall be processed through Scrutiny/ Re-Scrutiny Committee only.

- b. It shall be necessary to provide adequate Infrastructural facilities as specified in the Approval Process Handbook to conduct all Programme(s) and Course(s).
- c. 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 Courses.
- d. If the application for Conversion of Diploma Level into Degree Level and vice-versa is not approved, EoA to the Institution shall be issued, however, the deficiencies noted by the Scrutiny/ Re-Scrutiny/ Expert Visit Committee shall be fulfilled before the issue of EoA for the next Academic Year.

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

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

2.9 To start new Programme/ Level in the existing Institutions

2.9.1 Requirements and Eligibility

- a. The existing Institutions seeking approval to start new Programme/ Level shall apply on AICTE Web-Portal along with the Extension of Approval for the existing Programme(s) and Course(s) with the additional documents as per Appendix 17 of the Approval Process Handbook. However, the Institutions shall be permitted to apply for the same only after one batch of students pass out.

New Course(s) in Under Graduate Degree in Engineering and Technology shall be permissible in EMERGING AREAS ONLY.

Existing Institutions shall be permitted to start Degree/ Diploma Level in Engineering and Technology/ Pharmacy Programme, ONLY if the Institution is already conducting Diploma/ Degree Level in the same.

- b. The Institutions applying under Break in EoA/ Restoration of Intake are not eligible to apply.
- c. The Institutions applying under this category shall not be eligible to apply for other categories listed under Chapter II/ III of the Approval Process Handbook except Extension of Approval/ Continuation of NRI/ supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ 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 Degree) 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 2.15 of the Approval Process Handbook wherever corresponding/ allied Under Graduate Level is available. However, the Constituent Colleges of State/ Central Universities shall be permitted to start Post Graduate Level without corresponding/ allied Under Graduate Level.
- f. The Built-Up area requirement for the entire duration for all the Programme(s)/ Level(s) shall be fulfilled in all respects and shall maintain Faculty: Student ratio as specified in the Approval Process Handbook. Common facilities shall cater the need of the total “Approved Intake” with total Built-up area equal to the sum total of the area requirement of each Programme(s)/ Level(s).
- g. The total Land 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) preferably corresponding to the Programme having the maximum “Approved Intake”.
- i. The Institution may also seek for change in the Name of the Institution.

2.9.2 Procedure

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

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

Parent Institution - An Institution where prospective learning takes place after Merger.

Child Institution(s) - Institution(s) from which the Courses are to be shifted to the Parent Institution and cease to exist upon approval of merger of the Institutions.

2.10.1 Requirements and Eligibility

- a. The existing Institutions of the same Trust/ Society/ Company operating in the same location within an aerial distance of 2km shall be permitted to merge into a single Institution with all the facilities at the proposed Parent Institution and/ or part/ full facilities of the Child Institution(s), if necessary.
- b. If all the required facilities are available exclusively in the Parent Institution (without depending on the facilities of the Child Institution(s)), then the distance of 2km shall be waived off, as the Child Institution(s) shall be considered for Complete Closure. However, the convenience/ approachability of all stakeholders of the Child Institution(s) to the Site/ Location of the Parent Institution shall also be taken care.
- c. The Institution shall also select the Parent Institution’s PID and may seek change in the Name of the Institution.



- d. 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.
- e. The total Land after the Merger 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.
- f. The Institutions shall apply on AICTE Web-Portal along with their individual application for Extension of Approval as per the norms, with the additional documents as per Appendix 17 of the Approval Process Handbook. However, the norms of the concerned Regulatory Authorities shall also be fulfilled.
- g. All or selected Courses of Child Institution(s) shall be merged with the Parent Institution. However, the rest of the AICTE approved Courses, if any, in the Child Institution(s) shall be considered as closed and due procedure for closure of the same shall be followed.
- h. The Parent Institution shall have all infrastructure and other facilities to run ALL the Courses for the entire duration of both Parent and Child Institution(s).
- i. If Merger of Institutions is approved, the (Child) Institutions that are merged with the (Parent) Institutions are considered as **cease to exist** and the liabilities, if any, arise out of this merger for the Child Institution(s), shall solely be that of Trust/ Society/ Company/ Parent Institution ONLY.
- j. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) preferably corresponding to the Programme having the maximum “Approved Intake”.
- k. In case of Merger of Institutions is approved, eligible refund/ additional TER Charges may be refunded/ collected, as applicable.

2.10.2 Procedure

- a. The application shall be processed as per Clause 1.6 of the Approval Process Handbook (Scrutiny/ Re-Scrutiny Committee) followed by an Expert Visit Committee. The date of visit shall be communicated through e-mail.
- b. The application shall be processed as per Clause 1.6 of the Approval Process Handbook (Scrutiny/ Re-Scrutiny Committee), if the Parent and Child Institution(s) are located in the same Campus within an aerial distance of 1km and fulfil the Land (without any relaxation as above, Clause 2.10.1.e), Built-Up area requirement and Faculty: Student ratio for the entire duration for all the Programmes as specified in the Approval Process Handbook.

Affidavit² shall be submitted to the effect that the Land and Built-up area remains the same before/ after the merger of the Institutions and shall not be utilized for other purposes.

- c. If anyone of the Institution is Women’s Institution, then the application shall be processed first for the Conversion of Women’s Institution into Co-ed Institution by Scrutiny/ Re-Scrutiny Committee, if found in order, then only the application shall be processed further for Merger of Institutions following the respective procedure specified in the Approval Process Handbook.
- d. The intake shall be fixed as that of the “Approved Intake” of the Course. “Approved Intake” for the Courses of the Institution after the merger shall be based on the admission status of the last five years of all the Institutions that are to be merged, rounded off to the size of the Division. In any case, the total number of Divisions after merger per Course shall not exceed THREE Divisions or as per Appendix 3 of the Approval Process Handbook.



- e. If the application for merger of Institutions is not approved, EoA of the individual Institutions shall be issued.

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

Disclaimer:

It is the responsibility of the Promoter to take approval from the other Regulatory Bodies, if applicable, in view of merger of the Institutions.

2.11 Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake

2.11.1 Requirements and Eligibility

- a. The Institution seeking approval for Break in EoA/ Restoration of Intake shall apply on AICTE Web-Portal along with the documents as per Appendix 17 of the Approval Process Handbook. However, Institutions that have not applied for EoA for SIX YEARS consecutively shall not be eligible to apply under Break in EoA and such Institutions shall apply as a new Technical Institution following appropriate procedure for Closure of the Programmes/ Courses approved.
- b. The Institutions applying under this category shall not be permitted to apply for other categories listed under Chapter II/ III/ V/ VI of the Approval Process Handbook.

2.11.2 Procedure

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

2.12 To start Diploma/ Degree in Pharmacy in existing Institutions

2.12.1 Requirements and Eligibility

- a. The existing Institutions offering Diploma in Pharmacy shall **ONLY** 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 Institutions shall apply on AICTE Web-Portal along with their individual application for Extension of Approval as per the norms, with the additional documents as per Appendix 17 of the Approval Process Handbook. However, the norms of the concerned Regulatory Authority shall also be fulfilled.



2.12.2 Procedure

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

2.13 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

2.13.1 Requirements and Eligibility

- a. The existing Institution having at least 50% of **eligible Course(s)** accredited by NBA, and if the valid accreditation period is beyond 10th April of the next Calendar Year, seeking approval for the Introduction of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ 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 the Approval Process Handbook.
- 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. 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.
- h. Any vacant seat in a given Course, out of 1/ 3rd seats reserved for Children of Indian Workers in the Gulf Countries shall be reverted to the seats of 2/ 3rd meant for OCI/ 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 fulfilment of requisite norms as specified in the Approval Process Handbook.**
- i. **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 fulfilment of requisite norms as specified in the Approval Process Handbook.

2.13.2 Procedure

- a. The Institution having at least 50% of **eligible Course(s)** accredited by NBA with valid accreditation period beyond 10th April of the next Calendar Year, availability of adequate Infrastructural facilities and other requirements as per the Norms of the Approval Process Handbook shall be verified by Expert Visit Committee.
- b. Foreign Nationals/ Overseas Citizen of India (OCI)/ 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.

2.13.3 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.

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

2.13.5 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.

2.13.6 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.

2.14 Conversion of Women's Institution into Co-ed Institution and vice-versa

2.14.1 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 17 of the Approval Process Handbook.
- c. The Institution may also seek change in the Name of the Institution.

2.14.2 Procedure

- a. The Scrutiny/ Re-Scrutiny Committee (as per Clause 1.6 of the Approval Process Handbook) shall verify the additional documents as per Appendix 17 of the Approval Process Handbook submitted for Conversion of Women's Institution into Co-ed Institution and vice-versa.



- b. It shall be necessary to provide Built-up area as per the norms required to conduct all the existing Course(s). However, all the exclusive facilities for Women only Institution shall also be maintained.
- c. If the application for Conversion of Women’s Institution into Co-ed Institution and vice-versa is not approved, EoA to the Institution shall be issued, however, the deficiencies noted by the Scrutiny/ Re-Scrutiny Committee shall be fulfilled before the issue of EoA for the next Academic Year.
- d. The Conversion of Women’s Institution into Co-ed Institution and vice-versa shall be effected only after the grant of approval by the Council.

2.15 Increase in Intake/ Additional Course(s)

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

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

2.15.2 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. **Increase in Intake/ Additional Course in Under Graduate Degree/ Post Graduate Degree Level in Engineering and Technology shall be permissible only in EMERGING AREAS.**
- d. The Institution seeking approval for Increase in Intake/ Additional Course(s) shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of the Approval Process Handbook.
- e. The Institution shall have “Zero Deficiency” based on Self-Disclosure as per the Deficiency Report generated through Web-Portal.
- f. No punitive action is pending against the Institution or FIR is filed by CBI or any other agency.
- g. Action taken on those Institutions based on the Chapter VIII for the non-fulfilment of the norms specified in the Approval Process Handbook shall not be eligible for **Increase in Intake/ Additional Course(s), even if the Course(s) are having valid NBA accreditation.**

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

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



- b. New Diploma/ Under Graduate Degree Course(s) in the same Programme with only ONE Division shall be allowed at the respective Level. Further increase in intake of such Course(s) shall be permissible, if the Course(s) are accredited.
- c. New Post Graduate Course(s) in the same Programme with only ONE Division shall be allowed in specializations where corresponding or relevant Under Graduate Degree Course(s) is accredited (except MCA and Management).
- d. The existing Institutions offering Degree Pharmacy Programme shall only be permitted to introduce Pharm.D. Course based on a valid NBA accredited Course. However, for the Institutions already offering Pharm.D. with the approval of PCI (prior to 2018), the same shall be processed without NBA accreditation.
- e. 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.
- f. 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.
- g. 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 fulfilment of norms of the Approval Process Handbook.
- h. **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.

- i. 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.

2.15.4 For an Institution, atleast two batches of students (three batches for Management Programme) shall have graduated for a Course to be eligible for NBA accreditation.

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

Increase in Intake/ Additional Course in Under Graduate Degree in Engineering and Technology shall be permissible only in EMERGING AREAS.



- c. However, in lieu of ONE Course with 60 Intake, TWO Courses in the same Level each with 30 Intake shall also be permitted.
- d. Under any circumstances, new Post Graduate Degree Course(s) (except MCA and Management) shall not be permitted in the above Clauses (a), (b) and (c).
- e. NBA accredits the Courses in Engineering and Technology, Pharmacy, Hotel Management and Catering Technology, MCA and Management Programmes. Further, Part Time Courses and Courses in Architecture, Applied Arts and Crafts and Design are not considered for accreditation.

The Institutions offering the Courses in Architecture, Applied Arts and Crafts and Design shall be eligible to apply for new Course(s) at the Post Graduate Level only after two batches of students pass out and the same shall be permitted for a maximum of FIVE Courses/ Divisions, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal. However, for every Post Graduate Course, there should be at least one Professor with Ph.D. qualification. In case of non-availability of qualified Professor, an Associate Professor may be considered.

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

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

2.15.5 Procedure

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

2.15.6 Institutions having an “Approved Intake” less than a Division size in any of the 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.

2.16 Introduction of Integrated/ Dual Degree Course

2.16.1 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 the Approval Process Handbook.



- b. Five Years Integrated Degree in Planning leading to Master of Planning.
- c. Five Years Integrated Degree in Computer Applications leading to Master of Computer Application.
- d. Five Years Integrated/ 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.

2.16.2 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.

Not eligible for the Introduction of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries/ Twinning Programmes. However, the Applicants shall be eligible to apply for the same as per respective Clauses of the Approval Process Hand book.

- c. Collaboration and Twinning Programme shall not be permitted for these Course(s).
- d. Applicants shall submit relevant documents as per Appendix 17 of the Approval Process Handbook to the Regional Office along with the application.
- e. University affiliation for these Course(s) shall be necessary before effecting admission.
- f. Only one Division of 60 students (40 students in case of Planning) shall be approved for Institutions applying for Integrated Degree in Engineering and Technology/ Planning/ Management/ MCA where University affiliated Course(s) in Engineering and Technology/ Planning/ Management/ MCA Programme respectively are already 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.

2.16.3 Procedure

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

2.17 Closure of the Institution

2.17.1 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 Affidavit⁴ by the Institution.

- c. In case of Complete Closure, the Institution shall be closed completely in one instance.
- d. Progressive Closure or Complete Closure is subject to no pending Court case filed against the Institution by AICTE and no Charge sheet filed against the Institution.
- e. The Institutions shall not be eligible to apply for other categories listed under Chapter II/ III/ V/ VI of the Approval Process Handbook.
- f. The additional documents to be submitted for Closure of the Institution shall be as per Appendix 17 of the Approval Process Handbook.
- g. For Closure of PGCM/ PGDM Institution, NOC from affiliating University/ Board/ State Government/ UT is not applicable.

2.17.2 Procedure

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of the Approval Process Handbook.
- b. The Closure of the Institution shall be effected only on receipt of approval by the Council.

2.17.3 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.

2.17.4 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.

2.18 Conversion of PGDM Course(s) into MBA Course(s) and vice-versa

Institutions offering both PGDM and MBA Courses could not be considered as Standalone Institutions, as some of the Courses are being offered with the University affiliation. Further, in some States, while fixing the Fee by the State Regulatory authorities, autonomous Courses and Courses affiliated to a University/ Board are considered to be the same.

The Council shall not permit the conduct of PGDM and MBA Courses in the same Institution, instead the Institutions are permitted to run all the Courses as either PGDM or MBA completely. Further the Trust/ Society/ Company intending to run both the Courses shall apply for a new Technical Institution to offer PGDM Course under Chapter I of the Approval Process Handbook.



2.18.1 Requirements and Eligibility

- a. The Institution shall have to apply for Progressive/ Complete Closure of the existing PGDM/ MBA Course(s).
- b. Conversion of PGDM Course(s) into MBA Course(s) and vice-versa is permissible, provided that the Intake after conversion shall not exceed the total “Approved Intake”, subject to the fulfilment 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 and vice-versa shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of the Approval Process Handbook.
- d. In case of the application being rejected, the same shall be processed for the Closure of the PGDM/ MBA Course(s) (as applicable).
- e. No TER Charges shall be levied for Conversion of PGDM Course(s) into MBA Course(s) and vice-versa/ if the applicant is intending to offer PGDM Course as a new Technical Institution with the same “Approved Intake”. However, if the applicant is intending to apply for increase in Intake, the applicable TER Charges shall be paid. Further, if the applicant is intending to offer PGDM Course as a new Technical Institution with an increase in Intake, TER Charges to be paid is ₹ 3 Lakh (Rupees Three Lakh only).

2.18.2 Procedure

- a. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as per Appendix 17 of the Approval Process Handbook submitted for Conversion of Management Institutions offering 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 Course and the same shall not exceed “Total Approved Intake”.

2.18.3 An Expert Visit Committee may be conducted, any time before the first batch of students has passed out, to verify the fulfilment of the norms as specified in the Approval Process Handbook.

2.19 Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa

2.19.1 Requirements and Eligibility

- a. The Institution shall have to apply for Progressive/ Complete Closure of the existing MCA/ MBA/ PGDM (as applicable) Course(s).
- b. Institutions offering MCA Course shall be permitted to introduce MBA/ PGDM 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 fulfilment of the Built-up area, Faculty: Student ratio and other requirements based on the “Approved Intake” as specified in the Approval Process Handbook.

The Council shall not permit the conduct of PGDM and MBA Courses in the same Institution.

- c. The existing Institution seeking approval for Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of the 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/ PGDM/ 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.

2.19.2 Procedure

- a. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as per Appendix 17 of the Approval Process Handbook submitted for Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa.
- b. The Closing of MCA Course and Introduction of MBA/ PGDM Course 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 Course and the same shall not exceed “Maximum Allowed Intake”.

2.19.3 An Expert Visit Committee may be conducted, any time before the first batch of students has passed out, to verify the fulfilment of the norms as specified in the Approval Process Handbook.

2.20 Conversion of Courses into allied Vocational Courses

2.20.1 Requirements and Eligibility

- a. The Institution shall have to apply for Progressive/ Complete Closure of the existing Course(s).
- b. Institutions shall be permitted to conduct Vocational Course within the “Approved Intake”, subject to the fulfilment 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 the Conversion of Courses into allied Vocational Courses shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of the 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 Course(s), as applicable, as per the choice mentioned in the application.

2.20.2 Procedure

- a. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as per Appendix 17 of the Approval Process Handbook submitted for Conversion of Courses into allied Vocational Courses.
- b. The Conversion of Courses into allied Vocational Courses 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 Course and the same shall not exceed “Maximum Allowed Intake”.

2.20.3 An Expert Visit Committee may be conducted, any time before the first batch of students has passed out, to verify the fulfilment of the norms as specified in the Approval Process Handbook.

2.21 Introduction/ Continuation of Fellow Program in Management

- a. The existing Institutions are eligible to apply for the Introduction of Fellow Program in Management after one batch of students pass out.



- b. The approval shall be granted for the complete duration of the Fellow Program in Management.
- c. 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.

2.21.1 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 Fellow Program in Management. It is mandatory for the existing Management Course (as applicable) to be accredited by NBA to start Fellow Program in Management.
- b. The Institution should have a valid accreditation by NBA.
- c. The existing Institution seeking approval for Introduction of Fellow Program 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 offering 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 Program) 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 Fellow Program shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of the Approval Process Handbook.

2.21.2 Procedure

- a. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as per Appendix 17 of the Approval Process Handbook submitted for Introduction of Fellow Program in Management.
- b. The eligible Institution shall be allotted a maximum of 20 seats for Fellow Program 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 2.31 of the Approval Process Handbook.

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



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

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

2.22.1 Requirements and Eligibility

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

Illustration for Reduction/ Reinstatement in Intake

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

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

2.22.2 Procedure

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



in such Courses for the current Academic Year. However, the Institution shall not be eligible for any refund of TER Charges.

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

2.23 Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University)

2.23.1 Requirements and Eligibility

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

In the absence of the receipt of the views from the affiliating University/ Board on the application, the Council shall proceed for further processing.

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

2.23.2 Procedure

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

However, in the application submitted for Change of Type of Institution (Institution(s) converted into a University), if the Institution(s) applying for additional Intake than the “Approved Intake”, the requirements, eligibility and procedure shall be as per the concerned Clauses of Chapter II/ III of the Approval Process Handbook.

2.24 Change in the Minority Status of the Institution

2.24.1 Requirements and Eligibility

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

2.24.2 Procedure

- a. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as per Appendix 17 of the Approval Process Handbook submitted for Change in the Minority status of the Institution.



- b. The Institution may also seek for Change in the Name of the Institution.
- c. The Change in the Minority status of the Institution shall be effected only after the grant of approval by the Council.

2.24.3 Refund of TER Charges/ Security Deposit in excess shall not be allowed for Institutions applying for the Change in the Minority status of the Institution.

2.25 Change in the Name of the Bank

2.25.1 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 the Approval Process Handbook.
- b. The Change in the Bank shall be applicable, only if it is a Scheduled Bank.

2.25.2 Procedure

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

2.26 Change in the Name of the Trust/ Society/ Company

2.26.1 Requirements and Eligibility

- a. The existing Institution seeking approval for Change in the Name of the Trust/ Society/ Company including merger of the Trusts/ Societies/ Companies shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of the Approval Process Handbook.
- b. The merger/ conversion shall be permitted only for those Trusts/ Societies/ Companies having the same common objects of education, etc. and either of which have not been disqualified by 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 is complete, the Trust/ Society may be dissolved and the ownership may be transferred to the Company. Such viability shall vary depending on the jurisdiction and context.

2.26.2 Procedure

- a. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as per Appendix 17 of the Approval Process Handbook submitted for Change of Trust/ Society/ Company.



- b. Composition of the Scrutiny/ Re-Scrutiny Committee for Change of Trust/ Society/ Company shall be as per Chapter I of the 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 2.31 of the Approval Process Handbook.

2.26.3 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.

2.27 Extended EoA

2.27.1 Requirements and Eligibility

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

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

(OR)

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

- b. The Institution seeking approval for Extended EoA shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of the 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.

2.27.2 Procedure

- a. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as per Appendix 17 of the Approval Process Handbook submitted for Extended EoA.
- b. Institutions approved for extended EoA are waived from paying TER Charges for Extension of Approval (EoA) ONLY for the extended years. However, such Institutions are required to submit the application for EoA and maintain ALL the norms and standards as specified in the Approval Process Handbook.
- c. The Council shall monitor for fulfilment of all norms by the Institution and in the event of Non-Fulfilment, the Council shall initiate penal action as per Regulations and the extended approval shall be withdrawn. In such eventuality, the Institution needs to apply afresh and remit the TER Charges in the subsequent years.

2.28 Evaluation of the application by the Scrutiny/ Re-Scrutiny Committee

- a. The applications submitted under this Chapter shall be evaluated by a Scrutiny/ Re-Scrutiny Committee constituted as per Appendix 13.5 of the Approval Process Handbook Regional



Officer by the selection of members through the automated selection process provided on AICTE Web-Portal. However, if any member of the Scrutiny/ Re-Scrutiny Committee is unable to attend or refuses or incapacitated to take part in the Committee, then Regional Officer with prior or post-facto approval of the Competent Authority, AICTE, shall opt to choose another expert from the approved panel of the experts manually. Under extraordinary circumstances, the Scrutiny/ Re-Scrutiny Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman.

- b. The date and time for Scrutiny Committee shall be informed by the concerned Regional Office.
- c. The concerned Regional Officer or an Officer of the Council shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings, however, he/ she shall not be part of the Committee.
- d. Two representatives of the Applicant (Chairman/ Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Self-attested Photo ID proof shall present their case along with the supporting documents before the Scrutiny/ Re-Scrutiny Committee.
- e. Applicants shall present their application and **ALL** original documents along with self-attested copies as per Appendix 17 of the Approval Process Handbook, before the Scrutiny Committee. Applicants shall adhere to Scrutiny/ Re-Scrutiny schedule and not to remain absent at the time of Scrutiny/ Re-Scrutiny.
- f. The Scrutiny Committee shall verify the 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.

2.29 Evaluation of the application by the Expert Visit Committee

- a. The Expert Visit Committee shall be constituted as per Appendix 13.6 of the Approval Process Handbook by the Regional Officer by the selection of members through the automated selection process provided in AICTE Web-Portal. However, if any member of an Expert Visit Committee is unable to attend the scheduled visit or refuses or incapacitated to take part in such scheduled visit, then Regional Officer with prior or post-facto approval of



the Competent Authority, AICTE, shall opt to choose another expert from the approved panel of the experts manually. Under extraordinary circumstances, the Expert Visit Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman. The Expert Visit Committee shall verify physically the Infrastructural facilities of the Applicant Institution.

- b. Expert Visit Committee wherever applicable, shall verify actual availability of Faculty, Equipment, Computers, Software, Internet, Printers, Book Titles, Book Volumes and subscription of National and International 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. Experts shall carry the Identity Card of their Organization.
- c. Additional experts, if required, may be co-opted in any of the Committee for processing of applications, Complaints, etc.
- d. The concerned Regional Officer shall make necessary arrangements for the conduct of the Expert Visit Committee, however, he/ she shall not be a part of the Committee.
- e. The Expert Visit Committee shall have access to the Report of the Scrutiny/ Re-Scrutiny Committee, if applicable.
- f. The Applicant shall arrange for Video recording at his/ her own expense with the date and time of the entire proceedings of the Expert Visit Committee and shall hand over the same to the Committee which shall form a part of the Expert Visit Committee Report.
- g. The video recording with briefing by one of the Experts for not less than 30 minutes shall cover the entry and exit of the Committee with time, the Building Plan approved and signed by the Scrutiny/ Re-Scrutiny Committee, GPS Coordinates at the entrance of the main Building, Class rooms, Laboratories, Workshops, Office Room, Barrier free environment facilities such as ramp/ lift/ toilets, Library, Computer Centre, meeting with Students and Faculty members (in case of existing Institutions), in addition to the recording of other details.
- 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 the 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.

2.30 Verification of Compliance through Standing Hearing Committee

- a. Two representatives of the Applicant (Chairman/ Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Self-attested Photo ID proof shall present their case along with the compliance and supporting documents before the Standing Hearing Committee.
- b. The recommendations of the Standing Hearing Committee shall be placed before the Executive Committee for approval. The decision of the Executive Committee shall be uploaded in the Web-Portal by a detailed Speaking Order.
- c. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to **appeal once** as per Clause 2.31 of the Approval Process Handbook.

2.31 Appeal Procedure

- a. As per the provision laid down in Clause 2.30.c of this Chapter, an Institution/ Applicant, if aggrieved by the decision of the Executive Committee shall have the right to **appeal once** to the Council **within 7 days from the date of uploading of the decision of the Council**.
- b. The Appeal of the Institution shall be considered by the Standing Appellate Committee. The appeal schedule shall be notified on the Web-Portal.
- c. Applicants should adhere to the given schedule of Standing Appellate Committee and not to remain absent in view of the stern time limit given by the Hon'ble Supreme Court. Hence, the Applicants are instructed to be prepared with the supporting documents in proof of the compliance of deficiencies and present the same to the Committee, even in case of short notice.
- d. The Report of the Standing Hearing Committee shall be placed along with the observations of the Approval Bureau, if any, before the Standing Appellate Committee on the date and time scheduled by AICTE. An Officer of the Council concerned shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings; however, he/ she shall not be a part of the Committee.
- e. Two representatives of the Applicant (Chairman/ Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Self-attested Photo ID proof shall present their case along with the compliance and supporting documents before the Standing Appellate Committee.
- f. The concerned Officer in Approval Bureau shall ensure and certify that all the fields of all the Reports are filled completely.
- g. The recommendations of the Standing Appellate Committee shall be placed before the Council whose decision shall be final and the same shall be uploaded on the Web-Portal.

2.32 Grant of Approval

- 2.32.1** The applications submitted under Clause 2.3.2 of the Approval Process Handbook shall be processed as per the procedure specified in the Approval Process Handbook. The consolidated list of all the Institutions with the "Approved Intake" shall be placed by the Approval Bureau before the Executive Committee/ Council for the grant of Extension of Approval as applicable for the Technical Institutions to continue to conduct Technical



Programme(s) and Course(s). The decisions taken by the Executive Committee are ratified by the Council.

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

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

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

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

Existing **Pharmacy Institutions** offering Diploma/ Degree in Pharmacy starting Degree/ Diploma Level shall not require to create Security Deposit.

2.32.4 Applicants shall deposit the prescribed amount to AICTE as applicable as per Clause 1.9.f of the Approval Process Handbook. The Applicant shall submit the payment proof of the Security Deposit along with an Affidavit³ within 15 days from the date of intimation to the concerned Regional Office, else a penalty of 10% and 50% of the value of the Security Deposit shall be imposed upto 31st May and 31st July of the Calendar Year respectively, beyond which the approval shall be withdrawn.

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

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

2.32.5 All approvals shall be uploaded by 30th 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 15th May of the Calendar Year.

2.32.6 **Extension of Approval shall not be granted after 30th April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon’ble Supreme Court of India in CA No.9048/ 2012.**

2.32.7 Institutional information shall be updated on AICTE Web-Portal by the Institution for downloading the Extension of Approval letter.

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



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

2.32.10 Student enrolment details shall be uploaded in the Web-Portal before 30th September of the Calendar Year.

2.33 Submission of applications

Category	Submission of Application
Extension of Approval based on Self-Disclosure	Public Notice
Introduction/ Continuation of seats for Non Resident Indian(s)	Public Notice
Change of Site/ Location	Year round
Conversion of Diploma Level into Degree Level and vice-versa	Public Notice
To start new Programme/ Level in the existing Institutions	Public Notice
Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus	Public Notice
Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake	Public Notice
To start Diploma/ Degree in Pharmacy in existing Institutions	Public Notice
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	Public Notice
Conversion of Women's Institution into Co-ed Institution and vice-versa	Year round
Increase in Intake/ Additional Course(s)	Public Notice
Introduction of Integrated/ Dual Degree Course	Public Notice
Closure of the Institution	Year round
Conversion of PGDM Course(s) into MBA Course(s) and vice-versa	Public Notice
Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa	Public Notice
Conversion of Courses into allied Vocational Courses	Public Notice
Introduction/ Continuation of Fellow Program in Management	Public Notice
Change in the Name of the Course(s)/ Closure of Programme(s)/ Course(s)	Year round
Merger of the Courses/ Reduction in Intake	Public Notice
Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University)	Year round
Change in the Minority Status of the Institution	Year round
Change in the Name of the Bank	Year round
Change in the Name of the Trust/ Society/ Company	Year round
Extended EoA	Year round
Introduction/ Continuation of Collaboration and Twinning Programme	Public Notice
Vocational Courses	Public Notice
Open and Distance Learning Courses	Public Notice

Note: Public Notice shall have a specified deadline for the submission of application.

Institutions Deemed to be Universities shall also submit the application as applicable.

The applications eligible to submit “Year round” shall also make payment of the TER Charges as per the Approval Process Handbook through online.

The applications submitted after the cutoff date mentioned in the Public Notice shall not be processed during the current Academic Year, but shall be processed for the successive Academic Year only.

Shifting of the Campus in case of “Change of Site/ Location” shall be done only during vacation time.

2.34 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.

2.34.1 The Council shall maintain a list of unapproved Institutions based on the information received and shall also inform the general public about the same from time to time

- 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 the 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 fulfil all the requirements for admission as prescribed by the Competent Authority for admission.

2.34.2 The Institutions conducting Course(s)/ Programme(s) in Technical Education, in temporary location or at location not approved by the Council shall be liable for action for Closure and other appropriate action as per Regulations against defaulting Trust/ Society/ Company/ associated Individuals as the case may be.

2.34.3 The Council shall inform respective State Government/ UT to initiate appropriate penal, civil/ criminal action against such defaulting Institutions/ Trust/ Society/ Company/ Associated Individuals as the case may be.

2.34.4 In case, if such Institutions make a representation, then hearing shall be given to these Institutions by the Policy and Academic Planning Bureau, AICTE and decision shall be taken as per the provisions in the Approval Process Handbook.

2.35 Annexure 14 describes the initiatives of AICTE to improve the quality of Technical Education.

2.36 Annexure 15 clarifies a few of the common doubts arising to the Stakeholders.



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 10th 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 Courses conducted in the timing of Regular/ First Shift) shall have the same nomenclature as it exists in their Parent Country. There shall not be any distinction in the academic Curriculum, mode of delivery, pattern of examination, etc. and such Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree should be fully recognized in their Parent Country.
- 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 Indian Partner Institution shall be affiliated to the University/ Board (Not applicable to PGDM Institutions).
- j. The Foreign University/ Institution and the Indian Partner Institution shall enter into a bipartite agreement/ MoU for this purpose.
- k. The Indian Institution and the concerned affiliating University/ Board shall also enter into a bipartite agreement/ MoU for this purpose.
- l. 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.
- m. **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.**
- n. 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.
- o. The Degree shall be awarded by the Foreign University/ Institution and in its Parent Country.
- p. 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 TER Charges

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

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



3.4 Procedure

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

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

3.6 The Institution shall submit 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 UGC 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 specified 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 UGC/ State jurisdiction.
- g. Applicants shall submit the application on AICTE Web-Portal www.aicte-india.org.
- h. The applications received shall be processed as per the norms and procedures specified in the Approval Process Handbook. The Applicant shall also adhere to the existing Central, State and Local Laws.

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 categories 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). University having Multiple Campuses/ Off Campuses/ Constituent Colleges shall apply separately for approval. Universities shall be processed for Letter of Approval (LoA) instead of Letter of Intent (LoI), as they are already in existence.

4.3.4 Universities in existence seeking approval for the first time from AICTE shall be processed without applying the recommendations of National Perspective Plan for Technical Programmes, as they are already functioning.

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.
- 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 online. A Technical Education Regulatory (TER) Charges of ₹5000/- (Five Thousand Only) shall be made through the payment gateway on AICTE Web-Portal. The proof of payment and an Affidavit¹ for "Forgotten Password" shall be submitted to the concerned Regional Office. Regional Officer shall verify and upload on the Web-Portal for allotment of Password to the Applicants.



- d. Using the USER ID, the application in the prescribed Format shall be filled and submitted on AICTE Web-Portal 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 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	University set up in J&K/ North Eastern States/ University set up exclusively for Women	6.0
iv	ALL Applicants under (ii) whose application was rejected and issued Final LoR in the previous year i.e. 2019-20*	3.0

* Not applicable for Application which was rejected in 2019-20 and TER Charges refunded under Clauses 1.4.2.h and 1.4.7.b of Chapter I of the 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 Institutions)**, then the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
- c. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted **(inclusive of the Court directions to any type of Institutions)**, the Applicant has to remit ₹2.0 Lakh through online as an additional TER Charges.
- d. In an extraordinary circumstance, if an additional Standing Hearing Committee/ Standing Appellate Committee has to be conducted **based on the Court directions to any type of Institutions**, then the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
- 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.

- 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 Affidavit² 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 the Approval Process Handbook) as submitted on AICTE Web-Portal, along with the proof of payment, and documents mentioned as per Appendix 16 of the Approval Process Handbook duly attested by the Chairman/ Secretary of the Trust shall be submitted on the date of Scrutiny at the Regional Office 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 the Approval Process Handbook.

4.4.7 Applications complete in all respects shall only be processed.

4.5 Grant of Approval

4.5.1 Requirements and Eligibility

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

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

b. University shall fulfil ALL the norms as specified in the Approval Process Handbook.

Further that, the Institution Deemed to be Universities shall also have to fulfil the norms as per UGC Regulations.

c. Buildings for the First Year of the Programme(s) should be completed in all respect as per the Infrastructure requirements as specified in the Approval Process Handbook. Building Plan for the entire duration of the Programme(s) of the University shall be prepared by an Architect registered with Council of Architecture/ Licensed 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 UGC for Approval.

4.5.4 Procedure

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



4.6 Evaluation of the application by Scrutiny/ Re-Scrutiny Committee

- a. The applications shall be evaluated by a Scrutiny/ Re-Scrutiny Committee constituted as per Appendix 13.4 of the 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 Competent Authority, AICTE, shall opt to choose another expert from approved panel of the experts manually. Under extraordinary circumstances, the Scrutiny/ Re-Scrutiny Committee shall also be constituted manually by the Regional Officer with prior 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/ 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.

For Category I/ II Universities applying for other domains for e.g. Medical University, applying for Engineering and Technology Programme shall be processed similar to a new Technical Institution.

- f. To consider the Off Campuses/ Constituent Colleges of Category I/ II Universities, UGC Letter mentioning to that effect shall be produced, else the applications shall be processed as per Clause 4.5.4 of the Approval Process Handbook.
- g. For Applicants falling under Category I/ II, the Scrutiny/ Re-Scrutiny Committee shall verify
 - 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 Affidavit⁵ to this effect shall be submitted to the UGC
- h. Applicants falling under Category III shall present their application and **ALL** original documents along with self-attested copies as per Appendix 16 (as applicable) of the Approval Process Handbook and UGC approval Letter(s) for the Main Campus and Off Campuses, if any, before the Scrutiny/ Re-Scrutiny Committee. Applicants shall adhere to Scrutiny/ Re-Scrutiny schedule and not to remain absent at the time of Scrutiny/ Re-Scrutiny.



- i. The Scrutiny Committee shall verify the authenticity of the documents submitted by the Applicant as mentioned above and shall countersign in all the documents that are accepted.
 - j. Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the Applicant Trust/ Society/ Company through Web-Portal.
 - k. Applicants who are communicated deficiencies or remain absent at the time of Scrutiny shall be eligible for Re-Scrutiny. The date and time for Re-Scrutiny shall be informed by the concerned Regional Office.
 - l. The Re-Scrutiny Committee shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards and shall countersign all the documents that are accepted.
 - m. The Regional Officer shall ensure and certify that all the fields of the Scrutiny/ Re-Scrutiny Committee Report are filled completely.
 - n. Applications which are found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee in case of Applicants falling under Category I/ II shall be placed before Regional Committee for issue of LoA and in case of Category III, the same shall be processed further by an Expert Visit Committee. The date of visit shall be communicated through Web-Portal.
 - o. The attested copies of original documents shall be retained by the Regional Office.
- 4.7** Application shall be processed by Expert Visit Committee as per Clause 1.7 of the Approval Process Handbook. 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.
- 4.8** Application shall be processed by Regional Committee as per Clause 1.8 of the Approval Process Handbook.
- 4.9** Grant of Approval shall be as per Clause 1.9 of the Approval Process Handbook.
- a. The Executive Committee after considering the recommendations of the Regional Committee and views of the Approval Bureau shall take decision to grant of approval or otherwise. The decisions of the Executive Committee shall be ratified by the Council.
 - b. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of a Letter of Approval (LoA) or Letter of Rejection (LoR) with the specific reasons for rejection of the application.
 - c. Applicants (except Central University/ State University/ Institution Deemed to be University (Government)) whose applications are recommended for Letter of Approval (LoA) by the Executive Committee shall be informed for submission of Security Deposit as applicable as per Clause 1.9.f of the 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, else the University shall pay the Security Deposit for 10 years as per Approval Process Handbook.
 - If any University starting a new Programme/ Level shall create the Security Deposit as per the requirements of the Approval Process Handbook, even if the University is in existence for more than 10 years with UGC.



- Universities which were granted approval from AICTE earlier as a Technical Institution and created Security Deposit and got released after the maturity period are not required to pay the Security Deposit, else the University shall pay the Security Deposit for the remaining period of 10 years, as applicable.
- d. The amount deposited by the University shall remain with the Council. The interest accrued on this deposit shall be utilized by the Council for Institutional Development activities, Quality Improvement Programme for Faculty and giving Scholarships to students.
- e. The Principal amount shall be returned to the Trust/ Society/ Company on completion of the term. However, the term of the deposited amount could be extended for a further period as shall be decided on a case to case basis and/ or forfeited in case of any violation of norms, conditions, and requirements and/ or Non-Performance by the University and/ or Complaints against the University.
- f. An Expert Visit Committee may be conducted any time before the first batch of students has passed out, to verify the fulfilment of the norms as specified in the Approval Process Handbook.
- g. If the application for the new 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 1.10 of the Approval Process Handbook and the final decision of the Council shall be uploaded on or before 30th April of the Calendar Year.
- j. Faculty shall be made available as per the norms, standards and conditions prescribed by the Council.
- k. A final Letter of Approval/ Letter of Rejection with the reasons for rejection of the application shall be issued to the University through Web-Portal, on or before 30th April of the Calendar Year.
- l. LoA shall not be granted after 30th April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA No.9048/ 2012.
- 4.10** Universities granted approval for offering Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level shall submit an application to the Council every year for Extension of Approval of Course(s) offered by the University.
- 4.11** Applications submitted for other Categories in Chapter II/ III of the Approval Process Handbook
 - a. The requirements, eligibility and procedure shall be as per the concerned Clauses of Chapter II/ III of the Approval Process Handbook. However, Expert Visit Committee for the Introduction of supernumerary seats for OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries for Category I/ II Universities shall be exempted.



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 Institutions)**, then the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
- d. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted **(inclusive of the Court directions to any type of Institutions)**, the Applicant has to remit ₹2.0 Lakh through online as an additional TER Charges.
- e. In an extraordinary circumstance, if an additional Standing Hearing Committee/ Standing Appellate Committee has to be conducted **based on the Court directions to any type of Institutions**, then the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
- f. The applications shall be processed as per the procedure specified in the Approval Process Handbook and the Executive Committee/ Council shall grant Extension of Approval as applicable for Universities to continue for conduct of Technical Programme(s) and Course(s). The decisions taken by the Executive Committee shall be ratified by the Council.
- g. The decision of the Council shall be included in the issuance of Extension of Approval and uploaded in the Web-Portal and the Universities shall download the same through their login. Speaking orders (in case of reduction in Intake, No Admission, etc.) shall be uploaded in the Web-Portal not later than 10th May of the Calendar Year.

- 4.12 Increase in Intake/ New Course shall be processed as per Clause 2.15 of Chapter II of the Approval Process Handbook. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as specified in Appendix 17 of the Approval Process Handbook.

Institutions Deemed to be Universities offering Technical Programme(s) approved by the Council, falling under Category I/ II as declared by UGC shall have to submit an application to the Council indicating the increase in Intake in the Courses/ New Course(s) in emerging areas. The Council shall be granting approval to those Courses. However, such Universities shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. The University shall annually submit Affidavit² to AICTE and Affidavit³ to UGC to this effect. 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.

- 4.13 **Extension of Approval shall not be granted after 30th April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA No.9048/ 2012.**
- 4.14 Institutional information shall be updated on AICTE Web-Portal by the Institution for downloading the Extension of Approval letter.
- 4.15 Student's eligibility for admission shall be as per Appendix 1 of the Approval Process Handbook.



- 4.16 Institutions shall follow the Academic Calendar as per Appendix 19 of the Approval Process Handbook.
- 4.17 Student enrolment details shall be uploaded in the Web-Portal before 30th September of the Calendar Year.
- 4.18 Board of Governors (BoG)/ Board of Management (BoM) shall be constituted for Institution Deemed to be University (Private)/ Private University. **BoM of Universities shall be as per Acts and Statutes of UGC.** The minutes of the meetings shall be uploaded periodically in the website of the Universities.
- 4.19 The Universities shall display in their web site the mandatory disclosure including students admitted, their Fee structure, Time schedule for payment of Fee for the entire Programme, Refund Policy etc.
- 4.20 To maintain a high standard in Technical Education, the Universities shall adopt quality measures such as revision of Curricula in tune with the changing trends in the industrial development, performing Academic Audit, conducting innovative academic and sponsored research, publishing papers in refereed journals and apply for the granting Patents.
- 4.21 Universities that have been recognized as an Institute of Eminence by the Ministry of HRD, Government of India shall be exempted from the annual approval Process and accorded approvals for offering Technical Programmes/ Courses. However, such Universities shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. The University shall annually submit Affidavit² to AICTE and Affidavit⁵ to UGC to this effect. If any complaints are received about the violation of the norms, AICTE shall inspect the University and inform the MHRD and UGC to take appropriate action. In case of Institution Deemed to be University, the action as specified in the Approval Process Handbook shall be initiated and informed to the MHRD and UGC.



5.1 Introduction

- a. All India Council for Technical Education (Open and Distance Learning Education) Guidelines for Standalone Institutions, 2019 shall apply to Standalone Institutions for all Courses of learning at the Diploma/ Post Diploma Certificate/ Post Graduate Certificate/ Post Graduate Diploma Levels in Management, Computer Applications and Travel and Tourism.
- b. All India Council for Technical Education (Open and Distance Learning Education) Guidelines for Institutions Deemed to be Universities, 2019 shall apply to Institutions Deemed to be Universities for all Courses of learning at the Diploma/ Post Diploma Certificate/ Post Graduate Certificate/ Post Graduate Diploma/ Post Graduate Degree Levels in Management, Computer Applications and Travel and Tourism.
- c. The Council shall not allow Open and Distance Learning Courses in Engineering and Technology, Pharmacy, Architecture and Planning, Hotel Management and Catering Technology, Applied Arts and Crafts, and Design Programmes.
- d. The Standalone Institution/ Institution Deemed to be University in respect of which approval for Courses in Open and Distance Learning mode has not been granted by the Council shall discontinue the Courses with immediate effect, provided that such Courses of an Institution which were approved by the UGC till 2017-18 shall be considered to be a valid Open and Distance Learning Course for the Academic Year 2018-19 and 2019-20. Accordingly, students admitted in such Open and Distance Learning Courses during the Academic Year 2017-18, 2018-19 and 2019-20 are able to complete their academic studies.

Further, the Institution shall submit an undertaking to the effect that it will attain a National Assessment and Accreditation Council (NAAC) Score of 3.26 on a 4 point scale or NBA accreditation with atleast 700 points on a scale of 1000 or equivalent before the end of the academic session July 2019 - June 2020 and which has completed five years of existence, failing which the Council shall not accord approval to the Open and Distance Learning Courses of the Institution.

- e. **Approved Standalone Institutions for Open and Distance Learning Mode with Intake for 2019-20**

Region	State	Institutions	Approved Intake in PGDM/ PGCM
Northern	Uttar Pradesh	1	4350
North-West	Delhi	4	6400
South-Central	Telangana	1	500
South-West	Karnataka	1	350
Western	Maharashtra	4	32600
Grand Total		11	44200

5.2 Norms and Requirements

- 5.2.1 The Standalone Institutions/ Institutions Deemed to be Universities intending to run Courses in Open and Distance Learning mode shall submit an application to the Council for the approval and subsequent years for the Extension of Approval for the Courses approved/ Increase/ reduction in Approved Intake in the Courses/ Introduction of new Course(s)/ Closure of Course(s).



5.2.2 No Standalone Institution/ Institution Deemed to be University shall offer a Course in Open and Distance Learning mode and admit students without the approval by the Council.

5.2.3 No NRI/ Supernumerary seats shall be allotted to Courses in Open and Distance Learning mode. However, candidates from abroad shall also register to these Courses, subject to the fulfilment of the norms specified in the Guidelines and register with the Learner Support Centre of the concerned Standalone Institution/ Institution Deemed to be University.

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

5.2.4 Academic and Administrative Requirements

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

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

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

b. The total number of Learners admitted at any Learner Support Centre shall not exceed 1000 at any time, subject to fulfilment of other conditions as described as per the respective Annexure IX of AICTE (Open and Distance Learning Education) Guidelines. In case the enrolment is higher than 1000 at a Learner Support Centre, the number of positions and Infrastructure shall be increased on prorata basis.

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

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



5.2.5 Infrastructure Requirements

The Institution has necessary infrastructure and support system for offering the Courses in Open and Distance Learning mode.

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

Note: Built-up area for toilets shall be separate.

The Institution shall use additional Laboratory facilities of the parent Institution or any other AICTE approved Institution offering similar Course/ Programme.

Each Learner Support Centre shall have a minimum Built-up area of 132 m², on the basis that it shall have at least one Class room for the interaction with the Learners.

Minimum Internet Speed required at Headquarters/ Learner Support Centre is 64 Mbps.

- a. The Institution should provide appropriate facilities to take care of the physically challenged students and elderly persons comprising of Teaching/ Non-Teaching/ Others including parents of the students visiting the Institution. Barrier Free Built Environment for disabled/ elderly persons shall be available in the Buildings, including the availability of specially designed toilets for Ladies and Gents. Refer Design Manual for a Barrier Free Environment available in AICTE Web-Portal www.aicte-india.org.

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

- All teaching-learning facilities for physically challenged Learners shall be provided in the Ground Floor itself.
 - Unisex toilets with all facilities shall be provided in each floor or atleast in the Ground Floor at Headquarters as well as Learner Support Centres as specified by the National Building Code.
- b. Safety and security measures at all the Learner Support Centres and Headquarters to safeguard Students, Staff and the general Campus community from the threat of violence, and to provide appropriate interventions to support individuals in crisis shall be ensured.



c. The minimum requirement for Built-up Area shall be fulfilled as specified in the Approval Process Handbook as amended from time to time.

5.2.6 Maintenance of infrastructural, academic and other quality standards by Standalone Institution/ Institution Deemed to be University shall be as per the respective Part III of AICTE (Open and Distance Learning Education) Guidelines.

5.2.7 Admission, Examinations and Learner Support shall be as per the respective Part IV of AICTE (Open and Distance Learning Education) Guidelines.

5.2.8 Assessment, Accreditation, Audit, Inspection and Monitoring shall be as per the respective Part V of AICTE (Open and Distance Learning Education) Guidelines.

5.2.9 Norms for Intake

The Standalone Institution shall apply for the Courses (Appendix 2 of the Approval Process Handbook) at Diploma/ Post Diploma Certificate/ Post Graduate Certificate/ Post Graduate Diploma Levels with the proposed Intake in Headquarters and/ or each Learner Support Centre.

Institution Deemed to be University shall apply for the Courses (Appendix 2 of the Approval Process Handbook) at Diploma/ Post Diploma Certificate/ Post Graduate Certificate/ Post Graduate Diploma/ Post Graduate Degree levels with the proposed Intake in Headquarters and/ or each Learner Support Centre.

The Council shall grant approval for the Courses along with their Approved Intake in each Learner Support Centre, subject to the fulfilment of AICTE (Open and Distance Learning Education) Guidelines by the Headquarters and the number of Learner Support Centres through the Procedure specified in this Chapter.

5.2.10 The Headquarters and each Learner Support Centre of Standalone Institution/ Institution Deemed to be University shall establish Online Grievance Redressal Mechanism, Anti Ragging Committee, Grievance Redressal Committee and Internal Complaint Committee (ICC) as specified in the Approval Process Handbook.

5.2.11 All Standalone Institutions/ Institutions Deemed to be Universities shall upload the Transcripts and Certificates of all students enrolled, Year wise and Course wise for all Learner Support Centres including Headquarters (if applicable), on National Academic Depository (NAD).

5.2.12 In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.

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

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

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



5.3 Documents as specified in Appendix 16.1 of the Approval Process Handbook, as applicable to the Headquarters and each Learner Supporting Centre shall be submitted at the time of the Scrutiny Committee.

5.4 Documents as specified in Appendix 16.2 of the Approval Process Handbook, as applicable to the Headquarters and each Learner Supporting Centre shall be submitted at the time of the Expert Visit Committee.

5.5 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 categories 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 of TER Charges shall not be later than the last date as notified in the Public Notice.

5.6 Seeking approval of the Council

5.6.1 Requirements and Eligibility

The Standalone Institutions/ Institutions Deemed to be Universities offering Courses in Open and Distance Learning mode in Management, Computer Applications and Travel and Tourism in pursuance of an approval granted to it till 2017-18 for the purpose by the University Grants Commission (UGC) shall make an online application to the AICTE Web-Portal

OR

Standalone Institutions/ Institutions Deemed to be Universities intending to offer a Course in ODL mode having NBA accreditation with at least 700 points on a scale of 1,000 or equivalent shall make an online application to the AICTE Web-Portal, subject to the fulfilment of the following conditions:

a. The Institution has necessary Infrastructure, Faculty and Support System for offering the Courses in Open and Distance Learning mode in Management, Computer Applications and Travel and Tourism.

b. The Institution is already offering similar Course with the approval of the AICTE in the conventional mode of classroom teaching and has completed five years of existence or from where at least two batches of students have passed out.

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

5.6.3 TER Charges

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

Sl. No.	Standalone Institutions/ Institution Deemed to be University	TER Charges ₹ in Lakh
i	New application for the conduct of Open and Distance Learning Courses from Standalone Institution/ Institution Deemed to be University (Headquarters and upto 2 Learner Support Centres for the total Intake upto 10000)	8.0
ii	Each additional Learner Support Centre (Intake upto 1000)	3.0



iii	Extension of Approval (Intake upto 1000)	0.50
iv	Increase in Approved Intake in the Courses/ Introduction of new Course(s)	2.0 for each Learner Support Centre concerned or Headquarters
v	Closure of Course(s)/ Reduction in Intake/ Change in the Name of the Course(s)	0.10 for each Learner Support Centre or Headquarters

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

- b. In an extraordinary circumstance, if an additional Scrutiny Committee has to be conducted **(inclusive of the Court directions to any type of Institutions)**, then the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
- c. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted **(inclusive of the Court directions to any type of Institutions)**, the Applicant has to remit ₹2.0 Lakh through online as an additional TER Charges.
- d. In an extraordinary circumstance, if an additional Standing Hearing Committee/ Standing Appellate Committee has to be conducted **based on the Court directions to any type of Institutions**, then the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges.
- 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 rejected at the Level of Scrutiny/ Re-Scrutiny without availing the appeal provision, the TER Charges after a deduction of ₹50000/- (Rupees Fifty Thousand only) shall be refunded to the Applicant/ Institution.

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

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

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

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

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



Support Centres, providing Learning Support Services, establishing Centre for Internal Quality Assurance, availability of the academic and other staff in the Unit and Learner Support Centres of the Institution, availability of qualified Counsellors in the Learner Support Centres meeting such standards of competence as specified in Annexure IV (AICTE (Open and Distance Learning Education) Guidelines), Examination Centres and the administrative arrangements for supportive services for effective delivery of Open and Distance Learning.

5.6.6 All Applicants shall submit an Affidavit¹³ sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner on ₹100/- Non-Judicial stamp paper/ e-stamp paper. In case of any false information, AICTE shall invoke the provisions, both civil and/ or criminal as per the Regulations in place.

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

5.6.8 Procedure

a. The application for establishment of Headquarters/ Learner Support Centres shall be processed as per Clause 1.6 (Scrutiny/ Re-Scrutiny Committee) followed by an Expert Visit Committee to as per Clause 2.29 of the Approval Process Handbook. The date of visit shall be communicated through e-mail.

Standalone Institutions and Institutions Deemed to be Universities offering Technical Programme(s) approved by the Council, falling under Category I as declared by AICTE and UGC respectively shall have to submit an application to the Council indicating the Open and Distance Learning Courses/ increase in Intake in the Courses/ New Course(s). The Council shall be granting approval to those Courses. However, such Standalone Institutions and Institutions Deemed to be Universities shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. The University shall annually submit Affidavit¹³ to AICTE and Affidavit⁵ to UGC to this effect. Standalone Institutions shall have to submit an Affidavit¹³ annually to AICTE. If any complaints are received about the violation of the norms, AICTE shall inspect the Institution/ University and the action as specified in the Approval Process Handbook shall be initiated and informed to the UGC about the Institution Deemed to be University.

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

b. Where the Standalone Institution/ Institution Deemed to be University has made an application for offering Courses in Open and Distance Learning mode, notwithstanding that in respect of such Courses the Distance Education Council (DEC) or UGC had caused the inspection of the Institution in the past or prior to coming into force of the Guidelines, the AICTE may cause an inspection, in respect of such Courses, of the Standalone Institutions/ Institution Deemed to be University at its discretion through an Expert Visit Committee.

c. The consolidated list of all the Standalone Institutions/ Institutions Deemed to be Universities with the “Approved Intake” shall be placed by the Approval Bureau before the Executive Committee/ Council for the grant of Letter of Approval/ Extension of Approval, as applicable. The decisions taken by the Executive Committee are ratified by the Council. The same shall be notified on the Web-Portal. Further, the Institution shall download the Letter of Approval/ Extension of approval letter along with “Approved Intake” through the Institution login.



- d. Applicants shall deposit the prescribed amount to AICTE as applicable as per Clause 1.9.f of the Approval Process Handbook. The Applicant shall submit the payment proof of the Security Deposit along with an Affidavit³ within 15 days from the date of intimation to the concerned Regional Office, else a penalty of 10% and 50% of the value of the Security Deposit shall be imposed upto 31st May and 31st July of the Calendar Year respectively, beyond which the approval shall be withdrawn.

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

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

Provided that while passing an order, where the AICTE does not grant approval in respect of one or more Courses, the AICTE shall specify the grounds of such refusal in the order.

Provided further that before passing an order, the AICTE shall provide a reasonable opportunity to the concerned Standalone Institution/ Institution Deemed to be University of being heard including an appeal as specified in the Clause 5.8 of the Approval Process Handbook.

- e. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of a Letter of Approval (LoA) (in case of First approval) or Extension of Approval (in case of already approved) or Letter of Rejection (LoR) with specific reasons for rejection of the application.
- f. The Council shall normally not grant Conditional Approval to any Institution.
- g. An Applicant, if aggrieved by the decision of the Executive Committee, shall **appeal** as per Clause 2.31 of the Approval Process Handbook and the same shall be processed as per the procedure specified therein.
- 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. All approvals shall be uploaded by 30th April of the Calendar Year and in case of already approved Courses, if reduction in intake, No Admission, etc. are recommended, then the detailed speaking orders shall be uploaded in the Web-Portal not later than 15th May of the Calendar Year.
- j. LoA/ EoA shall not be granted after 30th April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA No.9048/ 2012.

5.7 Penal Action in case of Violations of the Guidelines

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



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

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

- b. If a Standalone Institution/ Institution Deemed to be University offers any Course in Open and Distance Learning mode after the coming into force of the order withdrawing approval or where a Standalone Institution/ Institution Deemed to be University offering a Course in Open and Distance Learning before the commencement of the Guidelines, fails to obtain approval under the Guidelines for offering Courses in Open and Distance Learning mode for academic session immediately after the notification of Guidelines and subsequent academic sessions, the Diploma/ Post Diploma/ Post Graduate Certificate/ Post Graduate Diploma obtained pursuant to such Courses shall not be treated as a valid qualification.
- c. In the event of any Standalone Institution/ Institution Deemed to be University found offering Courses in Open and Distance Learning mode without the approval of the AICTE or in violation of any of the provisions of these Guidelines or orders made thereunder, shall be liable to any one or more of the following punitive actions by the Council.
- Issue Show Cause Notice or withdraw the approval for an Academic Year/ upto a maximum of next five Academic Years/ permanently.
 - In case an Learner Support Centre fails to adhere to the prescribed norms or guidelines, the Standalone Institution/ Institution Deemed to be University shall initiate action for closure of the centre by following due procedures, so that interest of learners is taken care through some alternative arrangement.
 - The Institution shall be declared as unapproved Institution and the same shall be displayed in the AICTE Web Portal and communicated to the respective State Government.
 - Lodge a First Information Report against the officials or management of the errant Standalone Institution/ Institution Deemed to be University to take action as per law.
 - Withhold or debar from receiving funding from AICTE.
 - In case of Institution Deemed to be University, the action as specified in the Approval Process Handbook shall be initiated and informed to UGC and MHRD.
- d. In case of any violation of the above said norms, the same shall be processed as per Chapter VIII of the Approval Process Handbook.

5.8 Appeal Procedure

- a. Any Standalone Institution/ Institution Deemed to be University aggrieved by an order of withdrawal of approval under Clause 4.1 of Guidelines may prefer an appeal to the AICTE within a period of 7 days.
- b. The Appeal of the Institution shall be considered by the Standing Appellate Committee.
- c. Two representatives of the Applicant (Chairman/ Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Self-attested Photo ID proof shall present their case along with the compliance and supporting documents before the Standing Appellate Committee.



- d. The recommendations of the Standing Appellate Committee shall be placed before the Council whose decision shall be final and the same shall be uploaded on the Web-Portal.

5.9 The Duration and Entry Level Qualifications for the Courses at Post Graduate Diploma/ Degree Levels shall be as follows:

Sl. No.	Level	Duration	Eligibility
i	Diploma	3 OR 4 years	Passed 10 th Std./ SSC examination.
ii	Post Diploma	18 Months OR 2 years	Passed Diploma examination.
iii	Post Graduate Diploma in Computer Application	2 years	Passed Bachelor's Degree of minimum 3 years duration.
iv	MCA	2 years	Passed Bachelor's Degree of minimum 3 years duration.
v	Post Graduate Certificate in Management (PGCM)	More than 1 year and not exceeding 2 years	Passed Bachelor's Degree of minimum 3 years duration.
vi	Post Graduate Diploma in Management	Not less than 21 Months	Passed Bachelor's Degree of minimum 3 years duration.
vii	MBA	2 years	Passed Bachelor's Degree of minimum 3 years duration.

Note: A candidate shall register for only ONE Course in Open and Distance Learning mode in any Learner Support Centre at a time and shall not be permitted to register for another Course until he/ she successfully completes the Course requirement/ discontinue the Course officially.

A student who is pursuing any Course in the Conventional mode shall be permitted to register for ONE Course at the Lower Level in Open and Distance Learning mode in any Learner Support Centre at a time and shall not be permitted to register for another Course until he/ she successfully completes the Open and Distance Learning Course requirement/ discontinue the Course officially.

- 5.10** The students shall be admitted twice (July and January) in an Academic Year within the Approved Intake for each Course.

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

- 5.12** The Standalone Institution/ Institution Deemed to be University shall create a separate Department/ School/ Centre as Headquarters for offering Courses in Open and Distance Learning mode.

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

- 5.13** As per the UGC (Open and Distance Learning) Regulations, 2017 dated 23rd June, 2017, the definition of "Professional Programmes" means a Programme other than Programmes in Engineering, Medicine, Dental, Pharmacy, Nursing, Architecture, Physiotherapy and Programmes not permitted to be offered in distance mode by any Statutory Councils or Regulatory Authorities to be conducted by the Higher Educational Institutions under Open and Distance Learning mode or Distance Education mode for the purpose of these Regulations, if any, should be considered **only if the same are approved by the respective Statutory Councils or Regulatory Authorities.**



Accordingly, if any State/ Central/ Private University approaches the Council for offering Technical Courses in Open and Distance Learning mode, their application shall be processed as per the norms and procedure specified in this Chapter and the All India Council for Technical Education (Open and Distance Learning Education) Guidelines for Institutions Deemed to be Universities, 2019 and the decision of the Council shall forward to the UGC.

5.14 Extension of Approval/ increase/ reduction in Intake/ Introduction of new Course(s)/ Closure of Course(s)/ Change in the Name of the Course(s)

- a. The Standalone Institution/ Institution Deemed to be University shall submit an application to the Council every year for the Extension of Approval of the Courses.

In case of increase in Approved Intake in the Courses/ Introduction of new Course(s)/ exceeding the maximum number of Learners admitted at any Learner Support Centre, the application shall be considered upon verification of adequate facilities in the concerned Learner Support Centre(s) by an Expert Visit Committee as per Clause 2.29 of the Approval Process Handbook.

In case of Closure of Course(s) at any Learner Support Centre, the application shall be considered by a Scrutiny Committee as per Clause 2.28 of the Approval Process Handbook.

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

- b. The Institutions may apply for non-zero reduction in Intake by themselves in AICTE Web-Portal and maintain the norms accordingly (No TER Charges shall be levied).
- c. The Institutions shall apply for increase in Approved Intake in the Courses/ Introduction of new Course(s) upto the maximum number of Learners permitted at any Learner Support Centre by themselves in AICTE Web-Portal and maintain the norms accordingly (No TER Charges shall be levied).

- 5.15** Provided that, if any Institution propose to start a new Course whose nomenclature is not available in Appendix 2 of the Approval Process Handbook, prior concurrence, as the case may be, by the Council for the same shall be necessary. For such concurrence, the Institution with due endorsement by the Registrar/ Director of affiliating University/ Technical Institution shall submit detailed Syllabus and Curriculum and its nomenclature to the Policy and Academic Planning Bureau, AICTE before 31st August of the Calendar Year, to process the same in the respective Board.



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

6.1 National Skills 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 learners must possess regardless of whether they are obtained through formal, Non-Formal or informal learning.
- b. Vocational Courses may be affiliated with existing University or any Skill University/ National University having jurisdiction for affiliation/ Board of Technical Education as the case may be.
- c. The D.Voc. /B.Voc. Programmes provides Diploma/ Undergraduate studies which would also incorporate specific job roles and their Qualification Packs (QFs)/ National Occupational Standards (NOSs) along with general education.
- d. The Fee for the Vocational Courses shall be regulated by the respective state bodies/ Technical Boards/ Universities or the case may be.
- e. Any AICTE approved Technical Institution which is, affiliated to respective State Technical Educational Boards and/ or Universities and which has produced at least two batches successfully **in the relevant branch (Allied domain)**, is eligible for offering the Vocational Courses.
- f. The Institution shall have to apply online on AICTE Web-Portal as per the calendar of AICTE for seeking approval.
- g. An Institution shall be allowed to seek up to 120 seats, with a Division size of 30 each. The minimum numbers of students on roll should be at least 10 to start each vocational program. Institution may choose one specialisation with four (04) Divisions or four (04) specialisations with one Division of each specialisation or such other combination.
- h. The institutions offering D.Voc./ B.Voc. Degree Courses will have to be in constant dialogue with the industry and respective Sector Skill Council(s) so that they remain updated on the requirements of the workforce for the local economy.
- i. There will be essentially credit-based modular Programmes, where the credits for skill and general education components will be permitted so as to enable multiple exit and entry. This would enable the learner to seek employment after any Level of Award and join back as and when feasible to upgrade his/her qualification/ skill competency either to move higher in his/her job or in the higher educational system.
- j. The curriculum in each of the years of the Programme would be a suitable mix of general education and skill development components. The General Education Component shall have 40% of the total credits and balance 60% credits will be of Skill Component or as amended by the MHRD/ Ministry from time to time.



- k. The Curriculum details should be developed and approved by the respective Technical Board/ University.
- l. Education component shall be taught by the Institution and the skill component shall be covered either by AICTE approved Skill Knowledge Provider (SKP) OR Training Provider/ Sector Skill Council approved by National Skill Development Corporation (NSDC) or Government Agency.
- m. If an approved SKP/ Training Provider is not located near the vicinity of College/ Institution, in such case Institution can sign a MoU with the nearby SKP/ Training Provider (TP)/ Industry.
- n. For skills component, the Institution/ University may adapt the model curriculum developed by the concerned Sector Skill Councils, wherever available, in consultation with the industry. Wherever the curriculum is not available, the same may be developed in consultation with the relevant Sector Skill Councils and industry. While doing so, they may work towards aligning the curriculum with the National Occupational Standards (NOS's) being developed by the respective/allied Sector Skill Councils. This would promote national and global mobility of the learners, as well as higher acceptability by the industry for employment purposes.
- o. Institution should focus in:
 - i. The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.
 - ii. In case NOS is not available for a specific area/ job role, the university/college should get the curriculum for this developed in consultation with industry experts.
 - iii. The curriculum should also focus on work-readiness in terms of skills in each of the three years.
 - iv. Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.
- p. The general education component of the curriculum will also be decided by the Board of Studies of the concerned affiliating University/ Board. This should adhere to the normal university standards. It should emphasis and offer Courses which provide holistic development. This may also include the Course(s) which are supportive to core trade in addition to soft skills, IT skills, and language proficiency and literature.
- q. The curriculum should be designed in a manner that at the end of year-1, year-2 and year-3, students are able to meet knowledge and skills for Level 3, 4 and 5 of NSQF Level respectively, for award of Diploma of Vocation (D.Voc.). Similarly, at the end of year-1, year-2 and year-3, students are able to meet knowledge and skills for Level 5, 6 and 7 of NSQF, for the award of a Bachelor in Vocation (B.Voc.).
- r. A student shall register with an AICTE approved Technical Institution for Diploma in Vocation (D.Voc.) or Bachelor in Vocation (B.Voc.) to acquire formal education credits. (For credit framework, refer to SAMVAY document).
- s. 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/she is registered for Diploma in Vocation (D.Voc.) or Bachelor in Vocation (B.Voc.).
- t. These credits, along with the education component credits are transferred to the Technical Board or the University as the case may be, which compiles the Vocational Skill credits and the formal education credits. If all such credits are available as required



by the certification Level, then the Technical Board or the University shall award the certification at that Level.

- u. The candidates may enter the job market after each certification Level or may continue to acquire additional credits to complete the requirements of Diploma of Vocation (D.Voc.) or Bachelor of Vocation (B.Voc.).
- v. In all certification Levels of ‘Knowledge and Skill’ have been identified (as per 1.10 of Appendix 1 of Approval Process Handbook).
- w. Each Level requires notifying hours of education and training per annum (refer syllabus structure). For the Vocational stream leading to a Degree/ Diploma/ Post Diploma, these hours shall have both Vocational and academic component as notified by MHRD/AICTE/ UGC. The Skill modules or the Vocational content at a certification Level could be a single skill or a group of skills of the number of hours prescribed.
- x. 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.
- y. 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.
- z. A student who has acquired the skills through work experience, can also enter the Vocational stream at an appropriate Level provided he/she 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.

6.2 Registration for Seeking Vocational Education Course(s)

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

6.2.1 Requirements and Eligibility

- a. Vocational Education Programme(s) shall be conducted in an AICTE approved Institutions in the existing Infrastructure as per the norms of Council.
- b. The Institution shall have to apply online on AICTE Web-Portal as per the calendar of AICTE for seeking approval.
- c. Few of the Skill based Course(s) for which the AICTE has prepared the model curriculum 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

- d. An AICTE approved Institution can select either from above 16 specialization or may opt for any other Technical Vocational Courses, provided the curriculum of the same is approved by the concerned University and the relevant branch is approved by the Council.
- e. Resolution of the Trust/ Society/ Company approving the Institution to start Diploma/ Degree in Vocational Courses, duly signed by the Chairman/ Secretary in the Format³.
- f. The NOC (as per Format²) of the respective State Technical Education Boards/ affiliating Universities for curriculum, evaluation, practical etc. is taken before taking approval from Council/ starting the Course.
- g. The Head of the Institution conducting “Vocational Education Programme” shall be the “Principal” of the Parent Institution where Vocational Education Programme(s) are conducted.
- h. All Institutions initially shall be eligible for a maximum of four (4) Sectors/ Specializations per location, consisting of a maximum 120 students with a batch size of 30 students.
- i. If there are no deficiencies, then the Council shall allot the intake applied for, as specified in the Approval Process Handbook, provided AICTE approval had been granted for same or allied sector for regular Courses for the Academic Year 2020-21.
- j. The existing resources of the Institution including Faculties, Library, Class Rooms, Laboratories, Computer Centre, etc. shall be used for offering the Vocational Courses.
- k. A MoU shall be signed between the Institution and the SKP as per Format⁴.
- l. In case, the approved SKP is not located in the vicinity of College/ Institution, then the Institution can sign a MoU with the nearby SKP/ Training Provider (TP)/ Industry and a court affidavit of the same, has also to be signed by both the parties. The MoU along with court affidavit shall be submitted to AICTE at the time of approval.

6.2.2 Admission, Curriculum and Fee

- a. The Institution shall publish in their Brochure and website the details of this scheme and the specialization offered and approved intake in respective specialization.
- b. The Institution shall also display the tuition and other Fee charged by the Institution for the approved specialization on their brochure & website.
- c. The Institution shall invite applications, giving advertisement in newspapers and publishing the same in the Institution’s website.



- d. The Procedure, Rules and Regulations for admission shall be as prescribed by the affiliating University or Board of Technical Education.
- e. The Institution shall upload the student information on AICTE web portal and also display information regarding admitted candidates in their website for information to the students and other stakeholders.
- f. Admission of students to these seats shall be done on merit basis as per the State Reservation Policy. Admission will be done as per the academic calendar prescribed by AICTE in APH 2019- 20 (Appendix 19 of the AICTE Approval Process Handbook 2019-20).
- g. The concerned state bodies/ Technical Boards/ Universities shall notify the tuition and other Fee for candidates to be admitted.
- h. Model Structure of the Curricula is available on AICTE Web-Portal. It shall be used as a guideline and the Institutions may adopt the same with suitable changes as approved by the affiliating bodies.

6.2.3 Procedure

- a. Existing AICTE approved Institution, which has produced at least two batches, shall apply for Vocational Education Programme on 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 respective Regional Committee.
- d. Recommendation of the Regional Committee shall be uploaded on Web-Portal by the Regional Officer and forwarded to AICTE HQ's for further processing and approval as per rules.
- e. The final approval of Council will be communicated along with the EOA for 2020-21. In case the applying Institution is not granted EoA for Academic Year 2020-21, the Institution will not be considered for Vocational Courses.

6.3 Norms for Extension for Approval (EoA)

- a. The approval for Vocational Courses shall be valid for TWO years.
- b. In case Institution started the Course in the initial year, they have to apply for EoA in the next year. The procedure for Extension of approval (EoA) shall be same as mentioned in the APH.
- c. If approved Institution wishes to change the existing Vocational Courses, the Institution shall have to apply again for approval.

6.4 Norms for Vocational Education Provider

- a. The existing resources of the Institution including Faculty, Library, Class Room, Laboratories, Computer Centre, etc. shall be used for offering the Vocational Courses subject to the condition that AICTE approval had been granted for same or allied sector for regular Courses and has successfully produced two batches.
- b. The Faculty student ratio shall be 1:30 or whatever application by the respective Board/ University.



- c. Industry experts or Guest Faculty may be called for supplementing the curriculum as required.
 - d. Further detailed guidelines to Institutions for offering Vocational Courses is available at: <https://www.aicte-india.org/education/vocational-education>.
- 6.5** In case of any violation of the above said norms, the same shall be processed as per Chapter VIII of the Approval Process Handbook.



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

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

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

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

- 7.2 The concerned State Government/ UT Admission Authority shall decide modalities for the admission.
- 7.3 The **list of approved nomenclature of Courses** at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Programmes in Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology/ MCA/ Management shall be as provided in the Appendix 2 of the Approval Process Handbook.

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

- 7.3.1 Provided that, if any Institution proposes to start a new Course whose nomenclature is not available in Appendix 2 of the Approval Process Handbook, prior concurrence, as the case may be, by the Council for the same shall be necessary. For such concurrence, the Institution with due endorsement by the Registrar/ Director of affiliating University/ Board/ Technical Institution shall submit detailed Syllabus and Curriculum and its nomenclature to the Policy and Academic Planning Bureau, AICTE before 30th September of the Calendar Year, to process the same in the respective Board.
- 7.3.2 All branches of Engineering and Technology shall offer Elective Courses in the EMERGING AREAS viz., Artificial Intelligence (AI), Internet of Things (IoT), Blockchain, Robotics, Quantum Computing, Data Sciences, Cyber Security, 3D Printing and Design, Augmented Reality/ Virtual Reality (AR/VR), as specified in Annexure 1 of the Approval Process Handbook.
- a. Under Graduate Degree Courses in EMERGING AREAS shall be allowed as specialization from the same Department. The minimum additional Credits for such Courses shall be in the range of 18-20 and the same shall be mentioned in the degree, as specialization in that particular area. For example, doing extra credits for Robotics in Mechanical Engineering shall earn B.E./ B.Tech. (Hons.) Mechanical Engineering with specialization in Robotics.
- b. Minor specialization in EMERGING AREAS in Under Graduate Degree Courses may be allowed where a student of another Department shall take the minimum additional Credits in the range of 18-20 and get a degree with minor from another Department.



- c. Universities are free to evolve their own Syllabus for any Minor Degree / Hons. for which Model Syllabus is not available on AICTE's Website.
- d. If an Institution is having the required Infrastructure facilities, Faculty and other requirements as per the Approval Process Handbook, for conducting the Core (Under Graduate Degree) Courses, the specialization in EMERGING AREAS shall be permitted **WITHIN THE APPROVED INTAKE WITHOUT HAMPERING THE GENERIC COURSE.**
- e. The Institutions/ Universities shall adopt the following important instruction while offering the **Minor Degrees/Hons. in Emerging Areas:**

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



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

Disclaimer:

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

- 7.4 To maintain the quality of Education, 60% of the eligible Courses in any Technical Institution shall be accredited in the next 3 years’ time, else EoA shall not be issued by the Council.**
- 7.5** The “Maximum Intake Allowed” in a new Technical Institution offering Technical Programme(s) at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level shall be as per the Appendix 3 of the Approval Process Handbook. The same shall also be applicable to an existing Institution **WITHOUT NBA.**
- 7.6 The Council shall permit the Introduction/ Continuation of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats ONLY in the Courses conducted in the timing of Regular/ First Shift.**
- 7.7** Course(s) conducted in the timing of Part time are permitted with the rationale that the existing facilities of the same Course(s) offering in the timing of Regular/ First Shift shall be utilized. Therefore, Course(s) shall not be conducted in the timing of Part Time, if the Institution is not offering the same Course(s) in the timing of Regular/ First Shift or other Level (Diploma/ Under Graduate Degree) of the same Programme.
- 7.8** The Council shall not permit the Post Graduate Course(s) (except MCA and Management), if the Institution is not offering an Under Graduate (Core) Course in the same Programme. However, the same is permitted to State/ Central Universities or Autonomous Government Institutions offering Only Post Graduate Courses in Engineering and Technology.
- 7.9** The Council shall not permit the conduct of PGDM and MBA Courses in the same Institution.



- 7.10 In general, the teaching learning process shall take place either in the form of “face to face” mode in a class room (Regular Course) or “Open and Distance Learning” mode by providing flexible learning using a print, electronic, MOOCs, online and occasional interactive face-to-face meetings.

The Courses offered in the timings of Regular Shift, First Shift, Second Shift and Part Time shall be considered as Regular Courses. The Institutions shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements to offer the Regular Courses as per the norms specified in the Approval Process Handbook for the Total Approved Intake and the Institutions may conduct the Courses in the timings of Regular Shift, First Shift, Second Shift and Part Time not exceeding the “Approved Intake” of each Course, as per the convenience of all stakeholders. All such Institutions shall create the necessary Faculty, Infrastructure and other facilities WITHIN 2 YEARS to fulfil the norms. Student enrolment details shall be uploaded in the Web-Portal.

The Institutions shall run Skill Development Courses, student developmental activities such as Research Park, Start-up Centre, Innovation Club, Entrepreneurship, etc. in the excess Built-up area.

- 7.11 The AICTE approved Institutions shall be permitted to collaborate with each other for Student Exchange Programme so that the students admitted in an Institution may spend one Semester in another Institution.
- 7.12 An Institution shall only allow up to 20% of the total Courses being offered in a particular Programme in a Semester through the Online Learning Courses provided through SWAYAM platform as per the AICTE (Credit Framework for online learning Course through SWAYAM) Regulations, 2016.
- 7.13 **Institutions having Course(s) where admission is less than or equal to 30% of the initial “Approved Intake” for the past 5 years consistently (from the year of admission of the students), the Council shall reduce 50% of the “Approved Intake” in such Course(s) in the current Academic Year with the approval of the Council.**

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

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

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

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

- a. Lateral Entry to Second Year Diploma Course(s) shall be permissible up to a maximum of 10% of the “Approved Intake” which shall be over and above, supernumerary to the “Approved Intake”, plus the unfilled vacancies of the First year as specified in the Approval Process Handbook.
- b. Lateral Entry to Second Year Under Graduate Degree Course(s) in Engineering and Technology/ Pharmacy 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.

- c. The Institution applied for Closure (if the same is under process/ approved for Progressive Closure) are eligible for admission to the Lateral Entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year.
 - d. The Institutions where "No Admission" have been issued for the current Academic Year are eligible for admission to the Lateral Entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year. However, in the Institutions where "No Admission" have been issued for the previous Academic Year are not eligible for admission to the Lateral Entry in the current Academic Year.
 - e. Institutions applied for the Conversion of Degree Level into Diploma Level and vice-versa/ Conversion of Women’s Institution to Co-ed Institution and vice-versa and approved for the conversion are eligible for admission to the Lateral Entry as per the approval that of the previous Academic Year.
 - f. Any Foreign National obtained Diploma in a Foreign Institution (having an equivalency Certificate issued by the Association of Indian Universities) or Diploma in an Indian Institution shall also be eligible for Lateral Entry into the Second Year Under Graduate Degree Course(s). The Institutions having approval for the supernumerary seats in such Course(s) as per Clause 2.13 of the Approval Process Handbook are ONLY eligible to admit the Foreign Nationals as per the norms, else the Institution shall apply for the same on AICTE Web-Portal. However, the total Foreign Nationals admitted under supernumerary seats and the Lateral Entry shall not exceed the 15% of the “Approved Intake” in an Academic year.
 - g. NRI candidates shall also be permitted for admission in Lateral Entry to Second Year, **subject to the approval from AICTE for the NRI seats and fulfilment of requisite norms as specified in the Approval Process Handbook.**
 - h. Vacant seats arising out of the students withdrawing the admission in the First Year shall also be considered for Lateral Entry.
 - i. **The Council shall not permit the Introduction or Continuation of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses.**
- 7.15 The Technical Institutions shall follow **Norms for Faculty requirements and Cadre ratio** at Diploma/ Under Graduate/ Post Graduate Level as provided in the Appendix 7 of the Approval Process Handbook.

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

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



a. In the following Programmes, the Adjunct Faculty/ Resource Person as per guidelines given in Annexure 9 of the 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. Adjunct Faculty shall not be engaged in not more than two Institutions at the same time.

- b. The contractual faculty who have taught for 2 consecutive semesters in the preceding Academic Year on Full Time basis ONLY shall be considered for the purpose of calculation of Faculty.
- c. The Faculty norms as specified in Appendix 7 of Approval Process Handbook shall be fulfilled for the Course(s) conducted in the timing of Second Shift.
- d. The Faculty norms as specified in Appendix 7 of Approval Process Handbook shall be fulfilled for the Course(s) conducted in the timing of Part Time (shall have 50% Regular Faculty and 50% additional Faculty).
- e. For every Post Graduate Course, there should be at least one Professor with Ph.D. qualification.
- f. Faculty requirement for a Course may comprise of Faculty of Science and Humanities and other interdisciplinary specialisation depending on the University Curriculum.
- g. Number of Technical and Non-Teaching Staff depends on the Institution/ University/ concerned Government norms.
- h. Aadhaar seeding has to be provided for the Faculty.
- i. The Technical Institutions shall introduce Biometric attendance for regular Faculty members.
- j. Each Institution shall have appropriate Grievance Redressal mechanism/ Internal Complaint Committee (ICC) to address the issues of the Faculty.

Disclaimer:

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



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

The age of superannuation of all faculty members and Principal / Director of the Institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written Technical Books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

The pay related issues of the Faculty shall be suitably addressed by the concerned State Government.

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

- a. Land as required with clear title shall be in the Name of the Trust/ Society/ Company, in case of Institutions. However, in case of the Institution Deemed to be Universities (Private)/ Private Universities, Land shall be under the undisputed ownership and possession of the University.
- b. Documents showing ownership of Land/ Building as per the provisions of Section 8 of the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Settlement Deed/ Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) (for a period of minimum 30 years with at least 25 years of live Lease at the time of submission of application). However, Private Lease of Building is permissible ONLY for Mega/ Metro Cities due to the scarcity of Land.
- 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. The Buildings has to be constructed as per the approved Building plan. In the existing Institutions, the outer dimensions and outer envelope of the building, setbacks, vertical circulation position of the toilets and circulation areas are to be kept intact, the minor internal changes made in the plan may be accepted. However, major changes/ alterations that affect the structural stability of the Building are not permitted.
- i. Occupancy Certificate/ Completion Certificate/ Building License/ Form D (as applicable) shall be obtained from the Competent Authority (as per standard format prescribed by the issuing Authority). For Government Buildings, the Government Building Act, 1899 is applicable.



- j. After the expiry of a period of thirty years from the issue of Completion Certificate, a Structural Stability Certificate from the registered Structural Engineer for the purpose of certifying that the Building is fit for human habitation shall be produced. Structural Stability Certificate is valid for a period of FIVE years from the date of issue.
- k. In case of any modifications 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.
- l. 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.
- m. State wise Competent Authorities for issuing the Certificates pertaining to the Land/ Building including Occupancy Certificate are given in Annexure 8 of the Approval Process Handbook.

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

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

- a. The Language Laboratory shall be used for Language tutorials. These are attended by students who voluntarily opt for remedial English Classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. These especially benefits students who are deficient in English and also aim at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skills, etc. This Laboratory shall have an area of 66 m² and to be provided with 25 Computers for every 1000 students for each Institution offering Diploma/ Under Graduate Degree Courses.
- b. The Institution should provide appropriate facilities to take care of the physically challenged students and elderly persons comprising of Teaching/ Non-Teaching/ Others such as parents of the students visiting the Institution. Barrier Free Built Environment for disabled/ elderly persons shall be available on all the floors and in ALL the Buildings, including the availability of specially designed toilets for Ladies and Gents. Refer Design Manual for a Barrier Free Environment available in AICTE Web-Portal www.aicte-india.org.

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

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

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



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

- Lift must be provided with all provisions as per the National Building Code. Lift shall be accessible to all disabled/ elderly persons and ramps may be provided, if needed, for the same.
- Special reserved car parking facilities are to be provided.
- c. Other types of Barrier Free Environment
 - Stair lifts: All Stair Lifts come standard with a switch or button at the armrest and a call/send button mounted on the wall at the top or bottom of the stair case this allows multiple user household's access to the unit as necessary.
 - Platform Lifts also known as “porch lifts” come in all shapes and sizes: Platform Lifts are ideal for individuals that rely on wheelchairs, power chairs and scooters. Vertical Platform Lifts also provide access to raised porches and decks for the wheel chair, power chair or scooter.
 - There are several types of hoisting systems such as Overhead Hoists, Portable Ceiling Lifts, Mobile Floor Hoists and Wall Lift Hoists are also available.
 - Safety Certificate is essential.
- d. Safety and Security measures in the Campus

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

- CCTV shall be installed in the Campus at appropriate locations within the premises of an Institution.
- All Inhabitants/ Students/ Faculty/ Staff shall be issued Identity Cards by the Institution and the same may be checked by the security personnel during their entry. Outsiders may be permitted to enter into the Campus with the temporary photo ID generated at the entrance.
- The staff shall be trained to protect the students from any abuse.
- The Institution shall have at least an annual safety 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.
- e. Multiple Institutions in the same premises run by the same Trust/ Society/ Company shall be permitted to share internet band width/ e-journals, but the sum total shall be equivalent to the requirement of each of the Individual Institutions.

7.20 Induction training for 3 weeks is mandatory for First Year Students.

7.21 Model Structure of the Curricula/ Syllabus for different Course(s) are proposed by the Council and available in AICTE Web-Portal shall be used as a guideline and Institutions/ Universities may adopt the same with suitable changes.



- 7.22 The Technical Institutions shall initiate MoUs with the Industries for the internships of the students and report the outcomes of the same in their website.
- 7.23 The PGDM Institutions shall follow **Norms for PGDM Programmes** as provided in the Appendix 9 of the Approval Process Handbook.
- 7.24 The Technical Institutions shall follow **Subscription of Journals** as provided in the Appendix 10 of the Approval Process Handbook.
- 7.25 Format for **Detailed Project Report (DPR)** for the establishment of a new Technical Institution shall be as provided in the Appendix 11 of the Approval Process Handbook.
- 7.26 The Technical Institutions shall follow **Prevention and Prohibition of Ragging** as provided in the Appendix 12 of the Approval Process Handbook.
- 7.27 **Structure of Various Committees** is given in the Appendix 13 of the Approval Process Handbook.
- 7.28 **Regional Offices of AICTE** are given in the Appendix 14 of the Approval Process Handbook.
- 7.29 The Technical Institutions shall follow **Grievance Redressal for Students** as provided in the Appendix 15 of the Approval Process Handbook.
- 7.30 **Documents to be submitted** for applications under Chapter I are given in Appendix 16 of the Approval Process Handbook.
- 7.31 **Documents to be submitted** for applications under Chapter II/ III are given in Appendix 17 of the Approval Process Handbook.
- 7.32 **Recommended Composition of Board of Governors (BoG)/ Board of Management (BoM)** in the Technical Institutions is given in the Appendix 18 of the Approval Process Handbook. Institutions Deemed to be Universities shall fulfil the composition of Board of Governors/ Board of Management (BoM) as specified by the AICTE and UGC.
- 7.33 The Technical Institutions shall follow **Academic Calendar** as specified in the Appendix 19 of the Approval Process Handbook.
- 7.34 The Technical Institutions shall conduct the **Fellow Program in Management** as specified in the Appendix 20 of the Approval Process Handbook.
- 7.35 Starting other academic Course(s)/ Institutions (Technical/ Non-Technical) in the excess Built-up area arising out of the Courses approved for Closure, not started, etc., is permissible. However, the Applicant has to make Material/ Non-Material amendment of the Building Plan, Site Plan, etc. approved by the concerned Competent Authority to suit the requirements of the new Programme.

The Institutions may also conduct any academic Course(s) of other Regulatory Body using existing facilities, or by creating additional facilities as per the provisions laid down in the norms and standards of the respective Regulatory Bodies without affecting the quality of education prescribed by both Regulatory Bodies after taking NOC from the Council. In such cases, a Scrutiny/ Re-Scrutiny Committee shall be conducted for the issue of NOC on receipt of ₹1.0 Lakh through online as TER Charges by the Applicant. The Promoter has to provide an Affidavit¹² that the Institution(s) approved by AICTE in the Campus has/ have all the facilities such as Infrastructure, hostel (if applicable), Faculty, etc. for meeting the ALL the Courses, in addition to the proposed academic Course(s).



- 7.36** Ample space shall be made available for playground in an Institution. Institutions shall provide owned/ hired facilities for indoor and outdoor sports for the students either in the Campus or through arrangements with other adjacent Institutions, Corporation grounds, private facilities, etc.
- 7.37** Total Built-Up area under each sub-categories such as Instructional area, Administrative area, Amenities area and Circulation area for each Programme shall be fulfilled. Built-Up area in excess than the total Built-up area required to run the Programme(s) and Course(s) for the entire duration shall be utilized for the student developmental activities such as Hostel, Research Park, Start-up Centre, Innovation Club, Entrepreneurship, etc.
- 7.38** Mandatory disclosures as given in the Annexure 10 shall be displayed in the website of each Technical Institution.
- 7.39** The Institutions shall adopt the minimum standards and qualifications as specified in the Approval Process Handbook. However, Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall surpass the minimum standard and qualifications specified.
- 7.40** In National Defence/ Security areas, the maximum Divisions or Intake over and above specified in Appendix 3 of the Approval Process Handbook shall be considered as the case may be, subject to the fulfilment of other norms of the Approval Process Handbook. However, the details of such Institutions may not be shared to the public.
- 7.41** Recommendations of National Fee Committee for the maximum Tuition and Development Fee for the Programme(s) as given in Annexure 11 of the Approval Process Handbook have been accepted by the Council and shall have to be followed. The Institutions shall adopt the Fee fixed by the concerned State Fee Regulatory authority. However, the authorities shall take into account the Central Pay Commission emoluments, increase in DA from time to time, etc. while fixing the Fee for various Courses. Institutions Deemed to be Universities shall comply the UGC norms for Fee in Professional Education.

The Institutions shall not directly or indirectly, demand or charge or accept, Capitation Fee or demand any donation, by way of consideration for admission to any seat in any Course.

- 7.42** Those Institutions applied for the NBA having Extension of Approval with full “Approved Intake” for consecutive six years and granted a reduction in Intake in that current Academic Year shall request AICTE, if all the deficiencies are complied with. Such requests shall be processed as per the norms of the Approval Process Handbook and on fulfilment, the NBA shall be intimated suitably.
- 7.43** AICTE does not recognize the Programme(s)/ Course(s) in Technical Education offered through distance mode except Management, MCA and Diploma/ Degree in Travel and Tourism Programmes, with the explicit approval of AICTE.
- 7.44** The State Government/ UT/ Directorate of Technical Education/ Directorate of Medical Education shall ensure that 10% of reservation for Economically Weaker Section (EWS) as per the reservation policy for admission, operational from the Academic year 2019-20 without affecting the reservation percentages of SC/ ST/ OBC/ General. However, this would not be applicable in the case of Minority Institutions referred to the Clause (1) of Article 30 of Constitution of India.

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

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



- 7.45 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.
- 7.46 Affidavit² specified in the Approval Process Handbook shall be uploaded in the Web-Portal in e-stamp paper with digital signature of the authorized signatories.
- 7.47 In case of any litigation pertaining to the penal action initiated by the Council for an Institution, for the contravention of any of the relevant Regulations, such Institution shall have to apply as per Clause 8.1.b/ 8.19 of the 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.
- 7.48 Clause 1.5.4 of the Approval Process Handbook does not permit Self-financing Institutions to use ‘Indian’, ‘National’, etc. in the Name of the Institution. The Institutions which were already given approval with those words shall be instructed to change/ drop the word from the Name of the Institution, as the Stake holders may misinterpret them to be Government/ Government Aided Institutions.

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

7.49 Tuition Fee Waiver 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.

7.50 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 admission with the maximum of 10 seats per Institution. These seats shall be supernumerary in nature and shall be available to such Course(s) in an Institution.
- c. The scheme shall be mandatory for all Institutions approved by the Council subject to, the changes suggested by the Inter-Ministerial Committee of MHRD from time to time.

d. Requirements and Eligibility

- All students domicile of J&K are eligible for seats under this scheme.
- The student passed Higher Secondary Examination (12th 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 based on the merit list as generated through Counselling or otherwise as decided from time to time.
- In the event of non-availability of students in this category, the same shall not be given to any other category of Applicants.
- A letter in this respect shall be issued by the Competent Authority for admission to each beneficiary student admitted under this scheme and he/ she shall not be allowed to change the Institution/ Course under any circumstances without permission from AICTE.

7.51 Release of Security Deposit

7.51.1 Procedure

- a. The Trust/ Society/ Company shall upload/ submit the following documents in AICTE Web-Portal for the release of the FDR/ RTGS.
 - Application/ request letter of the Institution for FDR/ RTGS release



- Affidavit⁶ 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.
- 7.51.2** Renewal of FDR after maturity is not permitted. However, in case of auto renewal, the remarks of the concerned Bank should be obtained for the release of the FDR.
- 7.51.3** If an Institution has any financial embezzlement with Government Bodies/ Banks, then Security Deposit shall not be released till the NOC from such body is received.
- 7.51.4** In case an Institution/ Trust/ Society/ Company violates the Security Deposit related norms, the Council shall initiate appropriate penal action.
- 7.51.5** For the Institutions approved by AICTE and later converted into a Private University/ Institution Deemed to be University by appropriate State/ Central Act, the release of Security Deposit shall be subject to no pending Complaints or Disciplinary Proceedings against such Institutions in addition to the submission of the above documents.
- 7.51.6** For the Institutions approved for Progressive Closure, Security Deposit shall be released upon the request from the Trust/ Society/ Company, subject to the submission of a Certificate from the affiliating University/Board stating that no students are studying in the Institution. Such Certificate is not needed, if the Security Deposit is already matured.



8.1 Introduction

- a. An Institution offering any Programme/ Course in Technical Education in violation of Regulations/ Approval Process Handbook, shall be liable to appropriate Penal action including fine/ no admission/ reduction in “Approved Intake”/ Withdrawal of Approval/ criminal action by the Council against defaulting Trust/ Society/ Company/ Associated Individuals/ the Institution, as the case may be.
- b. If any Technical Institution contravenes any of the provisions of relevant Regulations, the Council after making appropriate inquiry through Standing Hearing Committee and after providing an opportunity of being heard through the Standing Appellate Committee shall withdraw the approval granted. In case of Withdrawal of Approval of the Institution, the Technical Institution/ Trust/ Society/ Company shall apply afresh for approval after completion of two Academic Years for setting up a new Technical Institution with a different name as per the procedure defined in the Approval Process Handbook.
- c. Further that, the students admitted to the Institution whose approval has been withdrawn for the current Academic Year shall be redistributed to other AICTE approved Institutions in the jurisdiction of the affiliating University/ Board by the Competent Authority of the respective State Government/ UT. AICTE approval given to the Course(s) in the previous Academic Year(s), if any, to such Institution against which the admitted students shall be treated as AICTE approved Course(s) only.
- d. If any of the information mentioned in the Affidavit is proved as false, penal action shall be initiated on the Deponent.

8.2 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.

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

8.3 Non-Fulfilment of requirement of qualified Principal/ Director

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

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

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

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

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

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

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

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

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



8.6 Non-Fulfilment of Essential requirements

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

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

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

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

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

8.8 Excess admission

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

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

8.9 Charging excess Fee than the Fee prescribed by the concerned State/ Fee Regulatory Committee

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



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

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

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

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

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

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

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

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

- a. No admission for one Academic Year



- b. Withdrawal of approval of the Institution
- c. Withdrawal of graded autonomy granted by the Council

8.12 Violation of norms in case of Collaboration and Twinning Programme

- a. If a 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 offering Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level Programme in Technical Education in India directly or in Collaboration with an Indian Partner without obtaining approval, the Council shall initiate immediate action under the Indian Penal Code for Criminal breach of Trust, misconduct, fraud, cheating, etc.
- d. Once the approval of the Twinning Programme is withdrawn, the Council shall make an attempt in co-ordination with concerned State Government/ UT to re-allocate the students enrolled in such Programme to other approved Institutions of the Council. The Institution shall have to return the entire Fee collected from such students to the Institutions in which the students are accommodated.
- e. Such Foreign University/ Institution shall not be allowed to collaborate with any other Centre/ Institution or enter into a Collaborative arrangement in India for at least next 3 years.

8.13 Refund cases

- 8.13.1** In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.
- 8.13.2** In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the Fee collected after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) and proportionate deductions of monthly Fee and hostel rent, where applicable.
- 8.13.3** The last date for withdrawal of PGDM admission for the purpose of refund of Fee shall be 30th June of every year.



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

8.13.5 The Institution should not demand Fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

8.13.6 Institutions not following guidelines issued by the Council regarding refund of Fee for cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the Council.

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

8.14 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.

8.15 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 the Approval Process Handbook.

8.16 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.

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

8.18 Complaint Cases

All Institutions shall have Grievance Redressal mechanism as notified by the Council.

- 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 (Chairman/ Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along



with Self-attested Photo ID proof shall present their case along with the compliance and supporting documents before the Standing Hearing Committee. If necessary, the complainant may be called to appear before Standing Hearing Committee at his/ her own cost.

- 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 1.10 of the 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.

8.19 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 1.10 of the Approval Process Handbook. The Council shall give an opportunity for presenting its case before Standing Appellate Committee. The recommendations of the Standing Appellate Committee shall be considered by the Council.
- f. In case of restoration, Extension of Approval with restored Intake shall be uploaded in AICTE Web-Portal, or otherwise Speaking Order shall be also be uploaded in the Web-Portal.

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

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



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

1.1 Diploma

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	3 OR 4 years	Passed 10 th Std./ SSC examination. Obtained at least 35% marks in the qualifying examination.
ii	Pharmacy	2 years	Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject.
iii	Architectural Assistantship	3 years	Passed 10 th Std./ SSC examination. Obtained at least 35% marks in the qualifying examination.
iv	Applied Arts and Crafts	3 OR 4 years	Passed 10 th Std./ SSC examination. Obtained at least 35% marks in the qualifying examination.
v	Design	3 OR 4 years	Passed 10 th Std./ SSC examination. Obtained at least 35% marks in the qualifying examination.
vi	Hotel Management and Catering Technology	3 years OR 4 years after 10 th Std. where same exists	Passed 10+2 examination. Obtained at least 35% marks in the qualifying examination. OR Passed 10 th Std./ SSC examination. Obtained at least 35% marks in the qualifying examination.
vii	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 th + (2 years ITI) with appropriate Trade in that order shall be eligible for admission to Second Year Diploma Course(s) of appropriate Programme.
viii	Vocational (NSQF Level 5)	3 years	Passed 10 th 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

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

1.3 Under Graduate Degree

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	4 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject/ Computer Science/ Information Technology/ Informatics Practices/ Agriculture/ Engineering Graphics/ Business Studies. Obtained at least 45% marks (40% marks 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% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.
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% marks in aggregate and also atleast 50% marks in aggregate of the 10+2 examination. OR Passed 10+3 Diploma examination with Mathematics as compulsory subject having obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) 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 one of the Chemistry/ Engineering Drawing/ Computer Science/ Biology/ Technical Vocational subject. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) marks in the above subjects taken together.
v	Applied Arts and Crafts	4 years	Passed 10+2 examination. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the qualifying Examination.
vi	Design	4 years	Passed 10+2 examination. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the qualifying Examination.
vii	Hotel Management and Catering Technology	4 years	Passed 10+2 examination. Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.
viii	Engineering and Technology (Lateral Entry to Second year)	3 years	a. Passed Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) in ANY branch of Engineering and Technology. b. Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% marks in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject. 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. 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. e. Passed D.Voc. Stream in the same or allied sector. f. In the above cases, a suitable bridge Courses, if required such as in Mathematics may be conducted.
ix	All Programmes other than	Lateral Entry to	Passed Diploma examination in a Programme with at least 45% marks (40% marks in case of candidates



	Engineering and Technology/ Architecture/ Planning/ Design	Second year	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

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	2 years	Passed Bachelor's Degree or equivalent in the relevant field. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
ii	Pharmacy M.Pharm.	2 years	Passed Bachelor Degree in Pharmacy. Obtained at least 55% marks (50% marks 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% marks 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% marks 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% marks 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% marks 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% marks in case of candidates belonging to reserved category) in the qualifying Examination.



ix	Hotel Management and Catering Technology	2 years	<p>Passed Bachelor Degree in Hotel Management and Catering Technology/ Hotel Management of minimum 4 years duration or equivalent Degree.</p> <p>Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.</p>
x	MCA	2 years	<p>Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree.</p> <p>OR</p> <p>Passed B.Sc./ B.Com./ B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University).</p> <p>Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.</p>
xi	Management (MBA)	2 years	<p>Passed Bachelor Degree of minimum 3 years duration.</p> <p>Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.</p>
xii	Management (PGCM)	More than 1 year and not exceeding 2 years	<p>Passed Bachelor's Degree of minimum 3 years duration.</p> <p>Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.</p>
xiii	Management (PGDM)	Not less than 21 Months	<p>Passed Bachelor's Degree of minimum 3 years duration.</p> <p>Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.</p>
xiv	Management (Executive PGDM)	15 Months or 18 Months	<p>Passed any Bachelors Degree of minimum 3 years duration and a minimum of 5 years relevant managerial/ supervisory experience.</p> <p>Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.</p>
xv	Lateral Entry to Vocational	2 years	<p>Passed Bachelor's Degree in Vocation (Level 7) qualified in related sector with minimum 2 years of industrial experience.</p> <p>Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.</p>

1.5 Integrated Courses

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% marks 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% marks 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% marks in case of candidates belonging to reserved category) in the qualifying Examination.
iv	MCA	5 years	Passed 10+2 examination with Mathematics/ Statistics/ Accountancy as compulsory subjects. Obtained at least 45% marks (40% marks 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% marks in case of candidates belonging to reserved category) in the above subjects taken together.

1.6 Diploma (Part Time timing)

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 th Std./ SSC examination and 2 year ITI after 10 th Std. OR Passed 10 th 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 (Part Time timing)

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	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



		than that of the duration of the Regular Course	Organizations in the relevant field in which admission is sought.
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1.8 Under Graduate Degree (Part Time timing)

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 (Part Time timing)

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)	15/ 18 Months	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 st 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 admission

- a. The admission for Integrated/ Dual Degree Course in Management shall be effected on the basis of separate merit lists of students passed in various streams at 12th Std. as,

Science stream	20 seats
Commerce stream	20 seats
Arts Stream	20 seats

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

- b. In case of Integrated Hotel Management and Catering Technology, selection of the students for this Course shall be done at the start of the Second year of Bachelor's Degree. Students selected for this Course shall take additional Course in Management along with the Third Semester of the Regular Course.
- c. For integrating vocational and conventional education, the Skill Assessment Matrix for Vocational Advancement of Youth (SAMVAY) had been launched by 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



Credit and Awards

Certifying Body		Cumulative Number of Credits and Awards		
		School Education	Higher education	
NSQF Level	Equivalent Academic Standard	Recognized Board	Recognized Technical/ Skill/ Vocational Board	UGC Recognized University
1	9 th Std.	35-40 Certificate Level 1	Entry Level HSLC (for Diploma in Vocational)	Entry Level SSLC (for Bachelor in Vocational)
2	10 th Std.	70-80 Certificate Level 2/ SSLC/ High School		
3	11 th Std.	105-120 Certificate Level 3		
4	12 th 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

Sl. No.	Name of The Course
62	Civil and Environmental Engineering
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	Combat Armament and Weapon Technology
77	Combat Driving and Maintenance Technology
78	Combat Radio and Communication Technology
79	Commercial and Computer Practice
80	Commercial Practice
81	Commercial Practice (KAN and ENG)
82	Computer Aided Costume Design and Dress Making
83	Computer and information Science
84	Computer Application and Business Management
85	Computer Applications
86	Computer Engineering
87	Computer Engineering and Application
88	Computer Hardware and Maintenance
89	Computer Hardware and Networking
90	Computer Hardware Engineering
91	Computer Hardware Maintenance
92	Computer Networking
93	Computer Science
94	Computer Science and Engineering
95	Computer Science and information Technology
96	Computer Science and Technology
97	Computer Software Technology
98	Computer Technology
99	Computer Technology and Applications
100	Construction Engineering
101	Construction Technology
102	Construction Technology and Management
103	Control and instrumentation
104	Cosmetology and Health
105	Costumer Design and Dress Making
106	Cyber Forensics and information Security
107	Dairy Engineering
108	Design and Drafting Technology
109	Digital Electronics
110	Digital Electronics and Communication Engineering
111	Digital Electronics and Microprocessor
112	Digital Systems
113	Direction Screen Play Writing and TV Production
114	Dress Designing and Garment Manufacturing
115	Drilling Engineering
116	Drilling Technology
117	ECG Technology
118	Electrical and Electronics (Power System)
119	Electrical and Electronics Engineering
120	Electrical and instrumentation Engineering
121	Electrical and Mechanical Engineering
122	Electrical Engineering



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

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



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

Sl. No.	Name of The Course
302	Post Plastic Mould Design
303	Post Plastic Process and Testing
304	Power Electronics
305	Power Systems Engineering
306	Precision Manufacturing
307	Printing and Packing Technology
308	Printing Technology
309	Production and Industrial Engineering
310	Production Engineering
311	Production Technology
312	Pulp Technology
313	Quantity Surveying and Construction Management
314	Refrigeration and Air Conditioning
315	Renewable Energy
316	Robotics and Mechatronics
317	Rubber Technology
318	Saddlery Technology and Export Management
319	Shipbuilding Engineering
320	Small Arms Engineering
321	Sound Recording and Engineering
322	Sugar Technology
323	Surface Coating Technology
324	Survey Engineering
325	Technical Chemistry
326	Technician X-Ray Technology
327	Telecommunication Engineering
328	Telecommunication Technology
329	Textile Chemistry
330	Textile Design
331	Textile Designing
332	Textile Designing Printing
333	Textile Engineering
334	Textile Manufactures
335	Textile Manufacturing and Technology
336	Textile Manufacturing Technology
337	Textile Marketing and Management
338	Textile Processing
339	Textile Processing Technology
340	Textile Technology
341	Textile Technology (Manmade Fibre)
342	Textile Technology (Textile Design and Weaving)
343	Tool and Die Engineering
344	Tool and Die Making
345	Tool Die and Mould Making
346	Transportation Engineering
347	Transportation Engineering and Management
348	Travel and Tourism
349	TV and Sound Engineering
350	Water Technology and Health Science
351	Weapons Engineering
352	Web Designing
353	Wood and Paper Technology
354	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

Sl. No.	Name of the Course
11	Computer Applications
12	Computer Hardware and Networking
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



Sl. No.	Name of the Course
21	Geographic information System (G.I.S.) and Global Positioning System
22	Industrial Safety
23	Industrial Safety and Engineering
24	Information Technology
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

Sl. No.	Name of the Course
35	Polymer Science and Rubber Technology
36	Post Plastic Mould Design
37	Post Plastic Process and Testing
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	Artificial Intelligence and Data Science
17	Automation and Robotics
18	Automation Engineering
19	Automobile Engineering
20	Automobile Maintenance Engineering
21	Automotive Technology
22	Biochemical Engineering
23	Bioelectronics Engineering
24	Bioinformatics
25	Biomedical Engineering
26	Biomedical and Robotic Engineering
27	Biomedical instrumentation
28	Biotechnology
29	Biotechnology and Biochemical Engineering
30	Building and Construction Technology
31	Carpet and Textile Technology
32	Cement and Ceramic Technology
33	Ceramic Engineering and Technology
34	Ceramic Technology
35	Ceramics Engineering
36	Chemical Engineering (Desalination and Water Treatment)
37	Chemical and Biochemical Engineering
38	Chemical and Electro Chemical Engineering
39	Chemical Engineering
40	Chemical Engineering (Plastic and Polymer)
41	Chemical Technology
42	Civil and Environmental Engineering
43	Civil and infrastructure Engineering
44	Civil and Rural Engineering
45	Civil and Water Management Engineering
46	Civil Engineering
47	Civil Engineering with Computer Application
48	Civil Engineering (Construction Technology)
49	Civil Engineering (Environmental Engineering)
50	Civil Engineering and Planning
51	Civil Engineering Environment and Pollution Control

Sl. No.	Name of the Course
52	Civil Environmental Engineering
53	Civil Technology
54	Computer and Communication Engineering
55	Computer Engineering
56	Computer Engineering (Software Engineering)
57	Computer Engineering and Application
58	Computer Networking
59	Computer Science and Applied Mathematics
60	Computer Science and Biosciences
61	Computer Science and Business Systems
62	Computer Science and Engineering (Cyber Security)
63	Computer Science and Design
64	Computer Science and Engineering
65	Computer Science and Engineering (Artificial Intelligence)
66	Computer Science and Engineering (Artificial Intelligence and Machine Learning)
67	Computer Science and Engineering (Data Science)
68	Computer Science and Engineering (Internet of Things and Cyber Security Including Block Chain Technology)
69	Computer Science and Engineering (IoT)
70	Computer Science and Engineering (Networks)
71	Computer Science and Engineering and Business Systems
72	Computer Science and information Technology
73	Computer Science and Medical Engineering
74	Computer Science and Social Sciences
75	Computer Science and Systems Engineering
76	Computer Science and Technology
77	Computer Technology
78	Computing in Multimedia
79	Computing in Software
80	Construction Engineering
81	Construction Engineering and Management
82	Construction Technology
83	Construction Technology and Management
84	Cyber Physical Systems
85	Dairy Engineering
86	Dairy Technology
87	Digital Techniques For Design and Planning
88	Dyestuff Technology
89	Electrical and Computer Engineering
90	Electrical and Electronics (Power System)
91	Electrical and Electronics Engineering
92	Electrical and instrumentation Engineering
93	Electrical and Power Engineering
94	Electrical Engineering
95	Electrical Engineering (Electronics and Power)
96	Electrical instrumentation and Control Engineering
97	Electrical Power Engineering
98	Electrical, Electronics and Power Engineering



Sl. No.	Name of the Course
99	Electronic Engineering
100	Electronic instrumentation and Control Engineering
101	Electronic Science and Engineering
102	Electronics and Biomedical Engineering
103	Electronics and Communication (Communication System Engineering)
104	Electronics and Communication Engineering
105	Electronics and Communication Engineering (Bio-Medical Engineering)
106	Electronics and Communication Engineering (Industry Integrated)
107	Electronics and Communication Engineering (Microwaves)
108	Electronics and Communication Technology
109	Electronics and Computer Engineering
110	Electronics and Computer Science
111	Electronics and Control Systems
112	Electronics and Electrical Engineering
113	Electronics and Instrumentation Engineering
114	Electronics and Power Engineering
115	Electronics and Telecommunication
116	Electronics and Telecommunication Engineering
117	Electronics and Tele-Communication Engineering
118	Electronics and Telecommunication Engineering (Technognician Electronic Radio)
119	Electronics and Telecommunications Engineering
120	Electronics and Telematics Engineering
121	Electronics Communication and Instrumentation Engineering
122	Electronics Design Technology
123	Electronics Engineering
124	Electronics Instrument and Control
125	Electronics Instrumentation and Control Engineering
126	Electronics System Engineering
127	Electronics Technology
128	Energy and Environmental Management
129	Energy Engineering
130	Environment Engineering
131	Environmental Engineering
132	Environmental Science and Engineering
133	Environmental Science and Technology
134	Facilities and Services Planning
135	Fashion and Apparel Engineering
136	Fashion Technology
137	Fibres and Textiles Processing Technology
138	Fire Engineering
139	Fire Technology and Safety
140	Fisheries Engineering
141	Food Engineering and Technology
142	Food Processing and Preservation
143	Food Processing Technology
144	Food Technology
145	Food Technology and Management
146	Footwear Technology
147	Geo informatics
148	Handloom and Textile Technology
149	Industrial and Production Engineering
150	Industrial Biotechnology
151	Industrial Engineering
152	Industrial Engineering and Management
153	Industrial Production Engineering
154	Information and Communication Technology
155	Information Engineering
156	Information Science and Engineering
157	Information Science and Technology
158	Information Technology
159	Information Technology and Engineering
160	Instrument Technology
161	Instrumentation and Control Engineering
162	Instrumentation and Electronics
163	Instrumentation Engineering
164	Instrumentation Technology

Sl. No.	Name of the Course
165	Jute and Fibre Technology
166	Leather Technology
167	Man Made Fibre Technology
168	Man-Made Textile Technology
169	Manufacturing Engineering
170	Manufacturing Engineering and Technology
171	Manufacturing Process and Automation Engineering
172	Manufacturing Science and Engineering
173	Manufacturing Technology
174	Marine Engineering
175	Marine Technology
176	Material Science and Technology
177	Mechanical and Automation Engineering
178	Mechanical and Mechatronics Engineering (Additive Manufacturing)
179	Mechanical and Smart Manufacturing
180	Mechanical Engineering
181	Mechanical Engineering (Automobile)
182	Mechanical Engineering (Industry Integrated)
183	Mechanical Engineering (Manufacturing Engineering)
184	Mechanical Engineering (Production)
185	Mechanical Engineering (Welding Technology)
186	Mechanical Engineering Automobile
187	Mechanical Engineering Design
188	Mechatronics Engineering
189	Medical Electronics Engineering
190	Medical Lab Technology
191	Metallurgical and Materials Engineering
192	Metallurgical Engineering
193	Metallurgy
194	Metallurgy and Material Technology
195	Mine Engineering
196	Mining Engineering
197	Nano Science and Technology
198	Nano Technology
199	Naval Architecture and Ship Building Engineering
200	Nuclear Science and Technology
201	Oil and Paint Technology
202	Oil Technology
203	Oils, Oleochemicals and Surfactants Technology
204	Optics and Optoelectronics
205	Packaging Technology
206	Paint Technology
207	Petrochem and Petroleum Refinery Engineering
208	Petrochem Engineering
209	Petrochemical Engineering
210	Petrochemical Technology
211	Petroleum Engineering
212	Petroleum Technology
213	Pharmaceutical Engineering
214	Pharmaceuticals and Fine Chemical Technology
215	Pharmaceuticals Chemistry and Technology
216	Plastic and Polymer Engineering
217	Plastic Technology
218	Plastics Engineering
219	Polymer Engineering
220	Polymer Engineering and Technology
221	Polymer Science and Chemical Technology
222	Polymer Science and Technology
223	Polymer Technology
224	Poultry Technology
225	Power Electronics
226	Power Electronics and instrumentation Engineering
227	Power Electronics Engineering
228	Power Engineering
229	Precision Manufacturing
230	Printing and Packing Technology
231	Printing Technology
232	Printing, Graphics and Packaging
233	Production and industrial Engineering
234	Production Engineering



Sl. No.	Name of the Course
235	Pulp Technology
236	Radio Physics and Electronics
237	Robotics and Automation
238	Rubber and Plastics Technology
239	Rubber Technology
240	Safety and Fire Engineering
241	Shipbuilding Engineering
242	Silk Technology
243	Software Engineering

Sl. No.	Name of the Course
244	Structural Engineering
245	Surface Coating Technology
246	Telecommunication Engineering
247	Textile Chemistry
248	Textile Engineering
249	Textile Plant Engineering
250	Textile Processing
251	Textile Technology
252	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
6	Food, Drug and Cosmetics

Sl. No.	Name of the Course
7	Industrial Engineering
8	Mechanical Engineering (Production)
9	Networking
10	Plastics Processing and Testing
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	Aerospace Technology
15	Aeronautical Engineering
16	Agricultural Engineering
17	Agricultural Science and Technology
18	Air Armament
19	Apparel Technology
20	Applied Electronics
21	Applied Electronics and Communication System
22	Applied Electronics and Communications
23	Applied Electronics and instrumentation Engineering
24	Applied instrumentation
25	Applied Mechanics
26	Armament Engineering (Gun Fitter)
27	Artificial intelligence
28	Artificial Intelligence and Data Science
29	Atmospheric Science
30	Automated Manufacturing Systems
31	Automation
32	Automation and Control Power Systems
33	Automation and Robotics
34	Automobile Engineering
35	Automobile Technology
36	Automotive Electronics
37	Automotive Engineering
38	Automotive Systems
39	Automotive Technology
40	Avionics
41	Aviation Technology
42	Bio Electronics
43	Biochemical Engineering
44	Biochemical Engineering and Biotechnology
45	Bioinformatics
46	Biomedical Electronics

Sl. No.	Name of the Course
47	Biomedical Engineering
48	Biomedical instrumentation
49	Biomedical Instrumentation and Signal Processing
50	Biomedical Signal Processing and instrumentation
51	Biometrics and Cyber Security
52	Bioprocess Engineering
53	Bioprocess Technology
54	Biotechnology
55	Biotechnology and Biochemical Engineering
56	Building Construction Technology
57	CAD/CAM
58	CAD/CAM Engineering
59	CAD/CAM/CAE
60	CAD/ CAM Robotics
61	Ceramic Engineering and Technology
62	Ceramics Engineering
63	Chemical and Biotechnology
64	Civil and Environmental Technology
65	Chemical Engineering
66	Chemical Processing in Textiles
67	Chemical Reaction Engineering
68	Chemical Science and Technology
69	Chemical Technology
70	Chemical Technology (Rubber/ Plastic)
71	Civil (Construction Engineering and Management)
72	Civil (Public Health and Environment) Engineering
73	Civil (Structural Engineering)
74	Civil (Water Resource Engineering)
75	Civil Engineering
76	Civil Engineering (Computer Aided Structural Engineering)
77	Civil Engineering (Construction Technology)
78	Civil Engineering (Environmental and Pollution Control)
79	Civil Engineering (Environmental Engineering)
80	Civil Engineering (Transportation Engineering)
81	Civil Engineering (Water Management)
82	Civil Environmental Engineering
83	Cloud Computing
84	Combat Equipment Technology
85	Combat Vehicles (Mechanical Engineering)
86	Communication and Information Systems
87	Communication and Networking
88	Communication and Signal Process
89	Communication Control and Networking
90	Communication Engineering



Sl. No.	Name of the Course
91	Communication Engineering and Signal Processing
92	Communication Networks
93	Communication Systems
94	Communication Technology and Management
95	Communications Engineering
96	Computational Analysis in Mechanical Science
97	Computational Biology
98	Computational Engineering and Networking (Data Science)
99	Computational Mechanics
100	Computational Mechanics (Mechanical Engineering)
101	Computer Aided Analysis and Design
102	Computer Aided Design
103	Computer Aided Design and Computer Aided Manufacture
104	Computer Aided Design and Manufacture
105	Computer Aided Design Manufacture and Automation
106	Computer Aided Design Manufacture and Engineering
107	Computer Aided Design of Structures
108	Computer Aided Process Design
109	Computer Aided Structural Analysis and Design
110	Computer Aided Structural Engineering
111	Computer and Communication
112	Computer and Communication Engineering
113	Computer and information Science
114	Computer and Information Technology
115	Computer Applications
116	Computer Applications in Industrial Drives
117	Computer Cognition and Technology
118	Computer Engineering
119	Computer Engineering (Software Engineering)
120	Computer Engineering and Application
121	Computer Engineering and Networking
122	Computer Hardware and Networking
123	Computer integrated Manufacturing
124	Computer Network Engineering
125	Computer Networking
126	Computer Networking and Engineering
127	Computer Networks
128	Computer Networks and information Security
129	Computer Networks and internet Security
130	Computer Science
131	Computer Science and Engineering
132	Computer Science and Engineering (Artificial Intelligence and Machine Learning)
133	Computer Science and Engineering (Cyber Security)
134	Computer Science and Engineering (Networks)
135	Computer Science and Engineering (Operations Research)
136	Computer Science and Information Security
137	Computer Science and Information System
138	Computer Science and Information Technology
139	Computer Science and Systems Engineering
140	Computer Science and Technology
141	Computer Systems and Technology
142	Computer Science Engineering (Big Data Analytics)
143	Computer Technology
144	Computer Technology and Applications
145	Computer Vision and Image Processing
146	Computing in Computing
147	Construction and Project Management
148	Construction Engineering
149	Construction Engineering and Management
150	Construction Management
151	Construction Planning and Management
152	Construction Project Management
153	Construction Technology
154	Construction Technology and Management
155	Control and Instrument
156	Control and Instrumentation

Sl. No.	Name of the Course
157	Control Engineering
158	Control System Engineering
159	Control Systems
160	Cryogenic Engineering
161	Cyber Forensics
162	Cyber Forensics and information Security
163	Cyber Security
164	Cybersecurity Systems and Networks
165	Data Engineering
166	Data Sciences
167	Design and Production
168	Design and Thermal Engineering
169	Design Engineering
170	Design for Manufacturing
171	Design of Mechanical Equipment
172	Design of Mechanical Systems
173	Digital Communication
174	Digital Communication Engineering
175	Digital Communications
176	Digital Communications and Networking
177	Digital Electronics
178	Digital Electronics and Communication
179	Digital Electronics and Communication Engineering
180	Digital Electronics and Communication Systems
181	Digital Electronics Engineering
182	Digital Image Processing
183	Digital Instrumentation
184	Digital Signal Processing
185	Digital Systems
186	Digital Systems and Communications Engineering
187	Digital Systems and Computer Electronics
188	Digital Techniques and instrumentation
189	Distributed and Mobile Computing
190	Distributed Computing Systems
191	Distributed Systems
192	Drugs and Pharmaceuticals
193	Dyestuff Technology
194	Earthquake Engineering
195	E-Learning Technologies
196	Electric Power System
197	Electrical and Electronics (Power System)
198	Electrical and Electronics Engineering
199	Electrical and Mechanical Engineering
200	Electrical and Power Engineering
201	Electrical Devices and Power Systems
202	Electrical Drives and Control
203	Electrical Energy Systems
204	Electrical Engineering
205	Electrical Engineering (Electronics and Power)
206	Electrical Engineering (Instrumentation and Control)
207	Electrical instrumentation and Control Engineering
208	Electrical Machines
209	Electrical Machines and Drives
210	Electrical Power Engineering
211	Electrical Power System
212	Electronic Circuits and System Design
213	Electronic Engineering
214	Electronic instrumentation and Control Engineering
215	Electronics and Communication (Communication System Engineering)
216	Electronics and Communication (Signal Processing and Communication)
217	Electronics and Communication (Signal Processing and VLSI Technology)
218	Electronics and Communication (VLSI Design)
219	Electronics and Communication (VLSI System Design)
220	Electronics and Communication (Wireless Communication Systems and Networks)
221	Electronics and Communication (Wireless Communication Technology)



Sl. No.	Name of the Course
222	Electronics and Communication Engineering
223	Electronics and Communication Engineering (Industry integrated)
224	Electronics and Electrical Technology
225	Electronics and Instrumentation Engineering
226	Electronics and Tele-Communication Engineering
227	Electronics and Telecommunication Engineering (Radio and System)
228	Electronics and Telecommunication Engineering (Technologynician Electronic Radio)
229	Electronics and Telecommunications Engineering
230	Electronics Communication and instrumentation Engineering
231	Electronics Design and Technology
232	Electronics Design Technology
233	Electronics Engineering
234	Electronics Product Design and Technology
235	Electronics Systems and Communication
236	Electronics Technology
237	Electronics Tele Communication
238	Embedded and Real Time Systems
239	Embedded Control and Automation
240	Embedded Control Systems
241	Embedded System and Computing
242	Embedded System and VLSI
243	Embedded System and VLSI Design
244	Embedded Systems
245	Embedded Systems Technologies
246	Energetic Materials and Polymers
247	Energy and Environmental Engineering
248	Energy and Environmental Management
249	Energy Engineering
250	Energy Management
251	Energy Science and Technology
252	Energy Systems
253	Energy Systems Analysis and Design
254	Energy Systems and Management
255	Energy Systems Engineering
256	Energy Technology
257	Energy Technology and Management
258	Engineering Analysis and Design
259	Engineering and Management
260	Engineering Design
261	Engineering Education
262	Engineering Statistics
263	Environment and Water Resource Engineering
264	Environment Engineering
265	Environmental Biotechnology
266	Environmental Engineering
267	Environmental Engineering and Management
268	Environmental Management
269	Environmental Science and Engineering
270	Environmental Science and Technology
271	E-Security
272	Farm Machinery
273	Fashion and Apparel Engineering
274	Fashion Technology
275	Financial Engineering
276	Food Biotechnology
277	Food Engineering and Technology
278	Food Plant Operations Management
279	Food Process Engineering and Management
280	Food Processing Technology
281	Food Safety and Quality Management
282	Food Supply Chain Management
283	Food Technology
284	Food Technology and Management
285	Footwear Science and Engineering
286	Foundation Engineering
287	Foundry and Forge Technology
288	Fracture Mechanics
289	Fuel and Combustion
290	Future Studies and Planning

Sl. No.	Name of the Course
291	Gas Turbine Technology
292	Geo Informatics
293	Geoinformatics and Earth Observation
294	Geo Informatics and Surveying Technology
295	Geomachines and Structures
296	Geomechanics and Structures
297	Geotechnical and Geoenvironmental Energy
298	Geotechnical Earthquake Engineering
299	Geotechnical Engineering
300	Geotechnology
301	Green Energy Technology
302	Green Technology
303	Guidance and Navigation Control
304	Guided Missiles
305	Health Science and Water Engineering
306	Heat and Power
307	Heat Power and Thermal Engineering
308	Heat Power Engineering
309	Heat Ventilation and Air Conditioning
310	High Voltage and Power Systems Engineering
311	High Voltage Engineering
312	Highway Engineering
313	Highway Technology
314	Hill Area Development Engineering
315	Hydraulics and Flood Control
316	Hydraulics Engineering
317	Hydrology and Water Resources Engineering
318	Industrial Intelligent Systems
319	I.T. (Courseware Engineering)
320	Illumination Engineering
321	Illumination Technology and Design
322	Image Processing
323	Industrial and Production Engineering
324	Industrial Automation and RF Engineering
325	Industrial Automation and Robotics
326	Industrial Biotechnology
327	Industrial Catalysis
328	Industrial Design
329	Industrial Drives and Control
330	Industrial Electronics
331	Industrial Engineering
332	Industrial Engineering and Management
333	Industrial Instrumentation and Control
334	Industrial Mathematics
335	Industrial Metallurgy
336	Industrial Pollution Control
337	Industrial Power Control and Drives
338	Industrial Refrigeration and Cryogenics
339	Industrial Safety
340	Industrial Safety and Engineering
341	Industrial Structures
342	Industrial System and Drives
343	Industrial Systems Engineering
344	Information and Communication Technology
345	Information Engineering
346	Information Science and Technology
347	Information Security
348	Information Security Management
349	Information Systems
350	Information Technology
351	Information Technology (Artificial Intelligence and Robotics)
352	Information Technology (Information and Cyber Warfare)
353	Information Technology (Multimedia)
354	Information Technology and Engineering
355	Infrastructure Engineering
356	Infrastructure Engineering and Management
357	Infrastructure Engineering and Technology
358	Infrastructure Management
359	Instrumentation and Control (Applied Instrumentation)
360	Instrumentation and Control Engineering
361	Instrumentation and Electronics
362	Instrumentation Engineering



Sl. No.	Name of the Course
363	Instrumentation Technology
364	Integrated Circuits Technology
365	Integrated Power Systems
366	Integrated Water Resources Management
367	Intelligent Systems
368	Internal Combustion and Automobiles
369	Internal Combustion Engineering
370	Internal Combustion Engines and Turbo Machinery
371	Internet of Things
372	IoT and Sensor Systems
373	Irrigation and Drainage Engineering
374	Irrigation Engineering
375	Irrigation Water Management
376	Laser and Electro Optics
377	Laser Technology
378	Lean Manufacturing Engineering
379	Leather Technology
380	Machine Design
381	Machine Design and Robotics
382	Maintenance Engineering
383	Man-Made Textile Technology
384	Manufacturing and Automation
385	Manufacturing Engineering
386	Manufacturing Engineering and Automation
387	Manufacturing Engineering and Management
388	Manufacturing Engineering and Technology
389	Manufacturing Process
390	Manufacturing Process and Automation Engineering
391	Manufacturing Science and Engineering
392	Manufacturing Systems and Management
393	Manufacturing Systems Engineering
394	Manufacturing Technology
395	Manufacturing Technology and Automation
396	Marine Engineering
397	Marine Technology
398	Material Engineering
399	Material Engineering (Nanotechnology)
400	Material Handling
401	Material Science and Chemical Technology
402	Material Science and Engineering
403	Material Science and Technology
404	Materials Engineering
405	Measurement and Control
406	Mechanical (Computer Aided Design, Manufacture and Engineering)
407	Mechanical (Computer integrated Manufacturing)
408	Mechanical (I.C. Engine and Automobile Engineering)
409	Mechanical and Automation Engineering
410	Mechanical and Materials Technology
411	Mechanical Engineering
412	Mechanical Engineering (CAD/CAM)
413	Mechanical Engineering (Cyber Physical Systems)
414	Mechanical Engineering (Energy System and Management)
415	Mechanical Engineering (Industry Integrated)
416	Mechanical Engineering (Manufacturing Technology)
417	Mechanical Engineering (Production)
418	Mechanical Engineering (Thermal Engineering)
419	Mechanical Engineering Automobile
420	Mechanical Engineering Design
421	Mechanical Engineering Production
422	Mechanical Engineering (CAD)
423	Mechanical Engineering-Product Design and Development
424	Mechanical- Product Life Cycle Management
425	Mechanical System Design
426	Mechanical Welding and Sheet Metal Engineering
427	Mechanical-Manufacturing Engineering
428	Mechatronics

Sl. No.	Name of the Course
429	Medical Electronics
430	Metallurgical and Materials Engineering
431	Metallurgical Engineering
432	Metallurgy
433	Metallurgy and Material Technology
434	Micro and Nano Electronics
435	Micro Electronics
436	Micro Electronics and Control Systems
437	Micro Electronics and VLSI Design
438	Micro Electronics and VLSI Technology
439	Micro Electronics Engineering
440	Microelectronics and VLSI Design
441	Microwave and Communication Engineering
442	Microwave and Millimeter Engineering
443	Microwave and Optical Communication
444	Microwave and Radar Engineering
445	Microwave and TV Engineering
446	Microwave Engineering
447	Microwaves
448	Mining Engineering
449	Mobile Communication and Network Technology
450	Mobile Computing
451	Mobile Computing Technology
452	Mobile Technology
453	Modeling and Simulation
454	Modern Communication Engineering
455	Multimedia and Software Engineering
456	Multimedia Technology
457	Nano Science and Technology
458	Nano Technology
459	Network Engineering
460	Network infrastructure Management
461	Network Security and Management
462	Networking
463	Networking and internet Engineering
464	Neural Networks
465	New Material Process and Technology
466	Non-Sewered Sanitation
467	Nuclear Engineering
468	Nuclear Science and Technology
469	Ocean Technology
470	Oil Technology
471	Oils, Oleochemicals and Surfactants Technology
472	Optical Engineering
473	Optics and Optoelectronics
474	Opto Electronics and Communication Systems
475	Optoelectronics and Communication
476	Optoelectronics and Laser Technology
477	Opto-Electronics Engineering
478	Optoelectronics -Optical Communication
479	Packaging Technology
480	Paint Technology
481	Parallel Distributed Systems
482	Perfumery and Flavour Technology
483	Pervasive Computing Technology
484	Petrochem and Petroleum Refinery Engineering
485	Petrochemical Engineering
486	Petrochemical Technology
487	Petroleum Engineering
488	Petroleum Refining and Petrochemicals
489	Petroleum Technology
490	Pharmaceutical Biotechnology
491	Pharmaceuticals and Fine Chemical Technology
492	Pharmaceuticals Chemistry and Technology
493	Physical Metallurgy
494	Plant Design
495	Plastic Engineering
496	Plastics Engineering
497	Plastics Processing and Testing
498	Plastics Technology
499	Polymer Engineering
500	Polymer Nanotechnology
501	Polymer Science and Engineering
502	Polymer Science and Technology



Sl. No.	Name of the Course
503	Polymer Technology
504	Power and Energy Engineering
505	Power and Energy System
506	Power and Industrial Drives
507	Power Control and Drives
508	Power Electronics
509	Power Electronics and Control
510	Power Electronics and Drives
511	Power Electronics and Drives in Electrical Engineering
512	Power Electronics and Electrical Drives
513	Power Electronics and Machine Drives
514	Power Electronics and Power Systems
515	Power Electronics and Systems
516	Power Electronics Engineering
517	Power Engineering
518	Power Engineering and Energy Systems
519	Power Plant Engineering and Energy Management
520	Power System and Control
521	Power System and Control Automation
522	Power System Control and Automation
523	Power System with Emphasis H. V. Engineering
524	Power Systems
525	Power Systems and Automation
526	Power Systems and Power Electronics
527	Power Systems and Renewable Energy
528	Power Systems Control and Automation Engineering
529	Power Systems Engineering
530	Pre Stressed Concrete
531	Printing Engineering and Graphics Communication
532	Printing Technology
533	Process and Food Engineering
534	Process Control
535	Process Control instrumentation
536	Process Dynamics and Control
537	Process instrumentation
538	Process Metallurgy
539	Product Design
540	Product Design and Commerce
541	Product Design and Development
542	Product Design and Manufacturing
543	Production and Industrial Engineering
544	Production Design and Manufacturing
545	Production Engineering
546	Production Engineering and Engineering Design
547	Production Engineering System Technology
548	Production Management
549	Production Technology
550	Production Technology and Management
551	Project Management
552	Propulsion Engineering
553	Public Health Engineering
554	Quality Engineering and Management
555	Radar and Communication
556	Radio Frequency and Microwave Engineering
557	Radio Physics and Electronics
558	Refrigeration and Air Conditioning
559	Reliability Engineering
560	Remote Sensing
561	Remote Sensing and GIS
562	Remote Sensing and Wireless Sensor Networks
563	Renewable Energy
564	Robotics and Automation
565	Robotics and Mechatronics
566	Rocket Propulsion
567	Rubber Technology
568	Rural Technology
569	Science in Software Engineering
570	Scientific Computing
571	Seismic Design and Earthquake Engineering
572	Sensor Technology
573	Signal Processing

Sl. No.	Name of the Course
574	Signal Processing and Communications
575	Signal Processing and Embedded Systems
576	Smart Sensing Communication and Networking Technologies
577	Software Engineering
578	Software Systems
579	Soil and Water Conservation Engineering
580	Soil Mechanics
581	Soil Mechanics and Foundation Engineering
582	Solar Energy
583	Solar Power Systems
584	Spatial information Technology
585	Sports Technology
586	Structural and Construction Engineering
587	Structural and Foundation Engineering
588	Structural Design
589	Structural Dynamics and Earthquake Engineering
590	Structural Engineering
591	Structural Engineering and Construction
592	Structural Engineering and Construction Management
593	Surface Coating Technology
594	System and Network Security
595	System Management
596	System Software
597	Systems and Signal Processing
598	Technical Textile
599	Technology Management
600	Telecommunication Engineering
601	Telematics
602	Textile Chemistry
603	Textile Engineering
604	Textile Processing
605	Textile Processing Technology
606	Textile Technology
607	Textile Technology (Design and Manufacturing)
608	Thermal and Fluid Engineering
609	Thermal Engineering
610	Thermal Engineering (Refrigeration and Air Conditioning)
611	Thermal Power Engineering
612	Thermal Science Engineering
613	Thermal Sciences and Energy Systems
614	Thermal Systems and Design
615	Tool Design
616	Tool Engineering
617	Town and Country Planning
618	Traffic and Transporting Engineering
619	Transport Science and Technology
620	Transportation Engineering
621	Translational Engineering
622	Transportation Engineering and Management
623	Transportation System Engineering
624	Tribology and Maintenance
625	Turbo Machinery
626	Urban Engineering
627	Virtual Prototyping and Digital Manufacturing
628	VLSI
629	VLSI and Embedded Systems
630	VLSI and Embedded Systems Design
631	VLSI and Microelectronics
632	VLSI Design
633	VLSI Design and Embedded Systems
634	VLSI Design and Signal Processing
635	VLSI Design and Testing
636	VLSI System Design
637	VLSI Systems
638	Waste Water Management, Health and Safety Engineering
639	Water and Environmental Technology
640	Water Engineering and Management
641	Water Resource Engineering
642	Water Resource Management



Sl. No.	Name of the Course
643	Water Resources and Environmental Engineering
644	Water Resources and Hydraulic Engineering
645	Water Resources and Hydro informatics
646	Weapons Engineering
647	Web Technologies
648	Wired and Wireless Communication
649	Wireless and Mobile Communications
650	Wireless Communication and Computing

Sl. No.	Name of the Course
651	Wireless Communication Technology
652	Wireless Communications
653	Wireless Networks and Applications
654	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	Architectural 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	Cosmetology
9	Costume Design and Dress Making
10	Costume Design and Garment Technology
11	Craft Technology
12	Fashion and Apparel Design

Sl. No.	Name of the Course
13	Fashion Design and Garment Technology
14	Fashion Designing
15	Fashion Technology
16	Fine Arts
17	Garment Technology
18	Home Science
19	Interior Decoration
20	Interior Design
21	Textile Design
22	Textile Designing
23	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	Accessory Design
2	Animation
3	Applied Arts
4	Applied Arts and Crafts (Fashion and Apparel Design)
5	AR and CR for Films
6	Audiography
7	Cinematography
8	Commercial Art
9	Digital Imaging
10	Fashion and Apparel Design
11	Film and Media
12	Film and Television
13	Film Direction
14	Film Editing
15	Fine Arts

Sl. No.	Name of the Course
16	Fine Art (Sculpture)
17	Fine Art (Animation)
18	Fine Art (Ceramics)
19	Fine Art (Metal Craft)
20	Fine Art (Photography)
21	Media Production Management
22	Painting
23	Product Design
24	Screen Acting
25	Script Writing
26	Sound Recording and Sound Design
27	Television
28	Textile Design
29	Visual Effects

2.17 Post Graduate Degree in Applied Arts and Crafts

Sl. No.	Name of the Course
1	Advertisement and Public Relation
2	Applied Arts
3	Applied Art (Visual Communication Design)
4	Applied Art (Communication Design)
5	Applied Art (Illustration)
6	Customer Service Management
7	Direction
8	Electronic Cinematography
9	Fashion Technology

Sl. No.	Name of the Course
10	Feature Film Screenplay Writing
11	Film Archiving
12	Film Studies
13	Fine Art (Painting)
14	Fine Art (Mural)
15	Fine Art (Sculpture)
16	Fine Art (Photography and Media Communication)
17	Fine Arts



Sl. No.	Name of the Course
18	Sound Recording and Television Engineering
19	Video Editing

2.18 Diploma in Design

Sl. No.	Name of the Course
1	Design

2.19 Under Graduate Degree in Design

Sl. No.	Name of the Course
1	Communication Design
2	Design

Sl. No.	Name of the Course
3	Industrial Design

2.20 Post Graduate Degree in Design

Sl. No.	Name of the Course
1	Animation Design
2	Animation Film Design
3	Apparel Design
4	Business Design
5	Business Services and System Design
6	Ceramic & Glass Design
7	Creative and Applied Computation
8	Design Computation
9	Design Education
10	Design for Retail Experience
11	Design Led Innovation
12	Design Management
13	Digital Game Design
14	Digital Humanities
15	Earth Education and Communication
16	Exhibition Design
17	Experimental Media Arts
18	Fashion Management & Marketing
19	Film and Video Communication
20	Film and Video Design
21	Graphic Design

Sl. No.	Name of the Course
22	Heritage Design
23	Human Centered Design
24	Immersive Media Design
25	Industrial Arts and Design Practices
26	Information Arts & Information Design Practice
27	Information Design
28	Interaction Design
29	Lifestyle Accessory Design
30	Media Arts
31	New Media Design
32	Photography Design
33	Product Design
34	Public Space Design
35	Textile Design
36	Toy & Game Design
37	Transportation & Mobility Design
38	Universal Design
39	User Experience Design
40	Visual Communication and Strategic Branding

2.21 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

2.22 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

2.23 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

2.24 Post Graduate Degree in Computer Application

Sl. No.	Name of the Course
1	Computer Applications



2.25 Post Graduate Certificate in Management

Sl. No.	Name of the Course
1	Aviation and Airport Management
2	Finance
3	Home Textiles
4	Hospital and Health Care Management

Sl. No.	Name of the Course
5	Marketing and Finance
6	Management
7	Retail Management
8	Transport and Logistics Management

2.26 Post Graduate Diploma/ Degree/ Fellow Program in Management

Sl. No.	Name of the Course
1	Accountancy with Computerized Account and Taxation
2	Administrative Management
3	Advertising Communication
4	Agri Business Management
5	Apparels
6	Artificial Intelligence, Machine Learning and Deep Learning
7	Aviation Management
8	Banking and Financial Services
9	Banking and Insurance Service
10	Banking Insurance and Financial Service
11	Banking Investment and Insurance
12	Big Data Analytics
13	Biotechnology
14	Business Administration
15	Business Analytics
16	Business and Corporate Law
17	Business Design
18	Business Design and innovation
19	Business Economics
20	Business Management
21	Business Simulation
22	Consulting
23	Corporate Social Responsibility
24	Customer Relationship Management
25	Cyber Law
26	Data Science
27	Design Thinking
28	Development Studies
29	Digital Marketing
30	E-Business
31	E-Business Management
32	Energy Management
33	Engineering Management
34	Entrepreneurship
35	Environment Management
36	Event Management
37	Export and Import Management
38	Family Managed Business
39	Fashion Technology
40	Financial Management
41	Financial Services
42	Foreign Trade
43	Forestry Management
44	General
45	Geospatial Technology Applications in Rural Development
46	Government Accounting and Internal Audit
47	Health Care Management
48	Heritage Management
49	Hospital Management
50	Hospitality Management
51	Human Resource Management

Sl. No.	Name of the Course
52	Industrial Safety and Environmental Management
53	Information Communication Technology in Securities Market
54	Information Technology
55	Infrastructure Management
56	Innovation, Entrepreneurship and Venture Development*
57	Innovation Management
58	Insurance and Risk Management
59	Insurance Business Management
60	International Business
61	Law
62	Leadership Development
63	Legal Management
64	Logistics and Supply Chain Management
65	Management Information System
66	Manufacturing Management
67	Marketing Management
68	Mass Communication
69	Materials Management
70	Media and Entertainment
71	Multi-Model Transport (containerization) and Logistics Management (MMT)
72	Operations Management
73	Organizational Behaviour
74	Personnel and Human Resource Management
75	Pharmaceutical Management
76	Project Management
77	Public Financial Management
78	Public Health Management
79	Public Policy and Management
80	Rail Transport and Management
81	Real Estate Management
82	Research and Business Analytics
83	Retail and Fast Moving Consumer Goods
84	Retail Management
85	Rural Management
86	Service Management
87	Small Enterprise Management
88	Social Enterprise Management
89	Sports Management
90	Strategy
91	Supply Chain Management
92	Sustainability Management
93	Technology Management
94	Telecom Management
95	Textiles
96	Tourism and Cargo
97	Transport Economics and Management
98	Travel and Tourism
99	Tribal Development Management
100	Waste Management and Social Entrepreneurship

* Approval shall be based on the fulfillment of eligibility criteria specified by the MHRD's Innovation Cell



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
6	Agriculture	21	Farm Machinery and Power Engineering
		22	Soil and Water Conservation
		23	Green House Technology
		24	Renewable Energy
		25	Processing and Food Engineering
7	Construction	26	Building Technology
		27	Ceramic Tiles
		28	Refractory Technology
8	Applied Arts	29	Fashion Technology
		30	Interior Design
		31	Jewellery Design
9	Travel and Tourism	32	Tourism
10	Printing and Publishing	33	Printing Technology
11	Paramedical and Healthcare	34	Cardiology
		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
20	Others	81	Commercial and Computer Practice
		82	Commercial Practice
		83	Commercial Practice (KAN and ENG)
		84	Modern Office Management
		85	Modern Office Management and Secretarial Practices
		86	Modern Office Practice
		87	Stenography and Secretariat Practice



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 a Technical Institution	
			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

*Number of Divisions

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

3.2 Under Graduate Level

Sl. No.	Programme	Intake per Division	Maximum number of Under Graduate Degree Course(s)/ Division(s) allowed in a Technical Institution	
			Course(s)/ Division(s)	Maximum Intake allowed
i	Engineering and Technology	60	5	300
ii	Pharmacy	60/100	1*	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

*Number of Divisions

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



3.3 Post Graduate Diploma/ Post Graduate Degree Level

Sl. No.	Programme	Intake per Division	Maximum number of Post Graduate Division(s) allowed in a Technical Institution	
			Course(s)/ Division(s)	Maximum Intake allowed
i	Engineering and Technology	30 [#]	5	150
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

*Number of Divisions

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

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

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

Note:

One Division with Collaboration and Twinning is permissible in each Programme

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

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



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

- a. New Technical Institution in Engineering and Technology/ 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 the Approval Process Handbook.
- c. Private Limited or Public Limited Company/ Industry Establishing Diploma/ Under Graduate Degree/ Post Graduate Degree Institution shall choose any Course from Appendix 2 with Intake not exceeding the maximum as above and in any combination in the same Programme.
- d. Built-up area, Faculty: Student ratio and other requirements shall be fulfilled as specified in the Approval Process Handbook.



4.0 Norms for Land and Built-up Area requirements of the Technical Institutions

4.1 Land Requirements for the Technical Institutions

Programme	Land Area requirement in Acre								
	Diploma/ Post Diploma Programmes			Under Graduate Programmes			Institutions offering ONLY Post Graduate Programmes (MCA/ Post Graduate Diploma/ MBA)		
	Mega and Metro*	Urban	Rural	Mega and Metro*	Urban	Rural	Mega and Metro*	Urban	Rural
Engineering and Technology	\$	1.5	4.0	\$	2.5#	7.5#	-	-	-
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	\$	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).

** Institutions offering only Pharmacy Programme shall fulfil the Land requirements of AICTE or PCI.

\$ 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.

- e. 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 Administrative infrastructure, 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 the Approval Process Handbook gives Land Requirements as per AICTE norms during the previous years.
- f. For Change of Site/ Location or To start new Programme/ Level in the existing Institutions, mortgage of land is acceptable.



4.2 Minimum Built-up Area Requirements

- a. The Institution area is divided into, Instructional area (INA, carpet area in m²), Administrative area (ADA, carpet area in m²), Amenities area (AMA, carpet area in m²).
- b. Access and Circulation Area (ACA) is around 25% of Built-up Area.
- c. Total Built-up area in m² is equal to (INA+ADA+AMA) + (ACA).
- d. In case of allied branches in Engineering and Technology, a maximum of 30% of Laboratories may be shared.
- e. For Post Graduate Programmes, Administrative area of Under Graduate Programmes may be shared.
- f. Institutions shall have the Barrier free environment and Sports facilities as specified in the Chapter VII of the Approval Process Handbook.



4.2.1 Instructional Area (Carpet Area) in m²

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

	Number of Rooms required	Carpet Area in m ² per Room
Class Rooms	Total Number of Divisions x 0.75	66/ 33*
Tutorial Rooms ⁺	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 [#]	1	200
Additional Laboratory/ Workshop for "X" Category Courses	1	200
Drawing Hall [#]	1	132
Computer Centre [#]	1	150
Seminar Hall	1	132
Library ⁺⁺	1	400
Language Laboratory ⁺	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 m² 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 ² per Room
Class Rooms	Total Number of Divisions x 0.75	66
Tutorial Rooms ⁺	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 [#]	1	200
Additional Laboratory/ Workshop for "X" Category Courses	1	150
Drawing Hall [#]	1	132
Computer Centre [#]	1	150
Seminar Hall	1	132
Library ⁺⁺	1	300
Language Laboratory ⁺	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.

⁺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 m² 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.

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

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

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

Institutions shall have Idea Implementation Centre/ Tinkering Laboratory/ Innovation Centre.



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

	Number of Rooms required	Carpet Area in m ² per Room
Class Rooms	Total Number of Divisions x 0.75	66/ 75#/ 33**
Tutorial Rooms ⁺	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

66 and 75 m² for 60 and 100 Intake respectively.

** Applicable for Post Graduate Course only.

+ No Tutorial Rooms required for Post Graduate Courses.

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 Degree Courses shall be upgraded to meet requirements of Under Graduate Curriculum.

Research Laboratory is to be provided with an area of 66 m² 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.

Wherever the animal experiments are being conducted using simulations, the requirement of animal house and registration with the Committee for the Purpose of Control And Supervision of Experiments on Animals (CPCSEA) is not required for such institutions, else the same shall be in conformity with the provisions of the Prevention of Cruelty to Animals Acts, 1960 and the Breeding and Experiments on Animals (Control and Supervision) Rules 1998.



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

	Number of Rooms required	Carpet Area in m ² 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 Degree Course may be shared.

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

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

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

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

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

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 m² per Room
Class Rooms	1 Room per Division per Year	66/ 33**
Tutorial Rooms ⁺	25% of total Class Room	33
Workshop/ Studio	1 per Course per Year	66
Common Workshop/ Studio	1	90
Workshop/Studio (Post Graduate Courses)	1 per specialization	66
Studio/Display Room	1	132
Craft Centre	1	66
Computer Centre	1	75
Theatre/ Seminar Hall	1	100
Library	1	150
Language Laboratory	1	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 Degree Course may be shared.

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

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

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

Research Laboratory is to be provided with an area of 66 m² 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 (Diploma/ Under Graduate/ Post Graduate Degree) Institution

	Number of Rooms required	Carpet Area in m ² per Room
Class Rooms	1 Room per Division per Year X 0.75	66/ 33*
Tutorial Rooms ⁺	1 per Year	33
Laboratory/ Workshop	04 per Division (Upto an Intake of 60)	66
Studio	1 per Division per Year	100
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.

50% of Laboratory/ Workshop to be increased for next 60 per Division.

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

For Courses having more than 1 Division, one Additional Laboratory/ 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/ Integrated Degree) Institution

	Number of Rooms required	Carpet Area in m ² per Room
Class Rooms	Total Number of Divisions x 0.75	66/33**
Tutorial Rooms ⁺	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

⁺For Post Graduate Course, Tutorial Rooms not required.

** Applicable for Post Graduate Course only.

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

For Courses having more than 2 Divisions, ONE Additional Laboratory for each Division need to be created.

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

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

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

Research Laboratory shall be provided with an area of 66 m² 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/ Integrated MCA Institution

	Number of Rooms required	Carpet Area in m ² 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/ Integrated Degree) Institution

	Number of Rooms required	Carpet Area in m² per Room
Class Rooms	1 per Division per Year	66
Tutorial Rooms	25% of total Class Room	33
Computer Centre	1	150
Seminar Hall	1	132
Library	1	100

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

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 m²

	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 ² per Room	30	20	150* 300 [§]	20	5	30	10	10	10	10	30	30
Number of Rooms required for new Technical Institution	1	1	1	-	First Year Student intake/ 15	1	1	1	1	1	1	-
Total Number of Rooms	1	1	1	1/Department	One per Faculty (as per norms) in the Institution	1	1	1	1	1	1	1

[§]Technical Institution having more than one Programme

* Technical Institution having one Programme

4.2.3 Amenities Area (Carpet Area) in m²

	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 ² 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 ² per Room for Technical Campus having one Program	150 [§]	75	75	150	10	10	150	30	100	250	Adequate	Adequate
Number of Rooms required for the new Technical Institution	Adequate	1	1	1	1	1	-	-	-	-	-	-
Total Number of Rooms	Adequate	1	1	1	1	1	Desirable	Desirable	Desirable	Desirable	Desirable	Desirable

* Total area for the Technical Institution having more than one Programme

[§] Total area for the Technical Institution having one Programme

4.2.4 Circulation Area in m²

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 of the Technical Institutions

5.1 Computers, Software, Internet and Printers

Programme		Number of PCs/ Laptop to student ratio (Minimum 20 PCs)	Legal System Software @	Legal Application Software**	LAN and Internet	Mail Server and Client	Printers including Color Printer (% of total number of PCs/ Laptops)
Engineering and Technology	Diploma	1:6	03	20	All	Desirable	5%
	Under Graduate	1:6					
	Post Graduate	1:4					
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
		Number		% 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 Degree Course in the same Programme	Half the number as required for Under Graduate Degree Course in the same Programme	15 % (Max 150)	Minimum 10
Engineering and Technology (Under Graduate)	B	100#	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#		
Hotel Management and Catering Technology (Under Graduate)	B	50*	500xB*		
Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology (Post Graduate)	B	50#	200#	25 % (Maximum 100)	
		As\$ Required	100\$		
MCA/ PGDM/ MBA (Post Graduate)	B	100#	500xB#		
		50*	500xB*		



B - Number of Divisions at First year

1#	Book Titles and Volumes required at the time of starting a new Technical Institution equally distributed per subject.
2*	Annual Increment equally distributed per subject.
3	Total number of Titles and Volumes shall be increased in continuation till 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 ^s	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	Upto 50% of the total number of Titles and Volumes may be in the form of e-books with intranet access is mandatory in case of Post Graduate Level Programme(s) and shall be desirable in case of UG/ Diploma Programme(s). Member in NDL/ Indian National Digital Library in Engineering Sciences and Technology (INDEST) or any other National Consortium is permissible for e-books.
13	The Institution shall be a member of National Digital Library. Aggregators shall also be used.



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 VII of the 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 student Induction Programme***	Essential
12	Atleast 5 MoUs with Industries	Essential
13	Implementation of examination reforms (Applicable for Standalone Institutions and Universities)****	Essential
14	Compliance of the National Academic Depository (NAD) as per MHRD directives, (Applicable for Standalone Institutions and Universities)	Essential
15	Safety and Security measures in the Campus (as per Chapter VII of the Approval Process Handbook)	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	Rain Water Harvesting	Essential
25	Waste Management and environment improvement measures to ensure a sustainable Green Campus	Essential
26	Sewage Disposal System	Essential
27	Display board within the premises as well as on the Web site of the Institution indicating the feedback facility of students and Faculty available in AICTE Web-Portal	Essential
28	First aid, Medical and Counselling Facilities	Essential
29	Students Safety Insurance	Essential
30	Group Accident Policy to be provided for the employees	Essential



31	General Insurance provided for assets against fire, burglary and other calamities	Essential
32	Provision to watch MOOCs through SWAYAM	Essential
33	Road suitable for use by Motor vehicle- Motorized Road	Essential
34	Institution-Industry Cell	Essential
35	Applied for membership of National Digital Library	Essential
36	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
37	Appointment of Student Counsellor	Essential
38	Telephone	Essential
39	Vehicle Parking	Essential
40	General Notice Board and Departmental Notice Boards	Essential

* **Appointment of Committees/ IQAC/ Grievance Mechanism should be made before commencement of the session, however, an Affidavit² to that effect need to be submitted by the new Technical Institution at the time of inspection by Expert Visit Committee**

** An Affidavit to be uploaded on the Portal for the compliance of Implementation of Internship Policy of AICTE.

*** An Undertaking to be uploaded on the Portal that the Institution shall possess an UHV Induction Programme trained Faculty for every 20 newly joined students before AY 2022-23.

**** An Undertaking to be uploaded on the Portal that the Internal Assessment & Laboratory Work shall be carried out following AICTE Exam Reforms and all the existing Faculty shall be trained for the same.

Note: The above mentioned documents need to be uploaded before downloading the EoA. The Council shall verify their implementation at any point of time.

6.2 Desirable requirements of 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	Installation of grid connected solar rooftops/ Power Systems	Desirable
6	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency	Desirable
7	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	Desirable
8	Efforts to encourage Final Year students to appear GATE examination	Desirable
9	Transport	Desirable
10	Post Office, Banking Facility/ Automated Teller Machine	Desirable
11	LCD (or similar) projectors in Class Rooms	Desirable
12	Auditorium	Desirable
13	Staff Quarters	Desirable
14	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
15	Intellectual Property Right Cell	Desirable
16	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	Desirable
17	Implementation of Start-up Policy	Desirable
18	Innovation Cell/Club	Desirable
19	Social Media Cell	Desirable
20	Participation in the National Institutional Ranking Framework (NIRF)	Desirable
21	Participation in the National Innovation Ranking	Desirable



22	Plastic Free Campus	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.

6.3.3 Committee for SC/ ST

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

6.3.4 Internal Complaint Committee (ICC)

Responsibilities of the Technical Institution as per Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016)

Every Technical Institution shall

- a. Publicly notify the provisions against sexual harassment and ensure their wide-dissemination
- b. Include in its Web Site, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on
- c. Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations
- d. Organise regular orientation or training Programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity
- e. Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation
- f. Every Technical Institution shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:
 - A Presiding Officer who shall be a woman Faculty member employed at a senior Level (not below a Professor in case of a University, and not below an Associate Professor in case of an Institution) at the Educational Institution, nominated by the Executive Authority
 - Two Faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority
 - Three students (comprising of 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
- g. All Technical Institutions approved by AICTE shall upload the Annual Report containing the following details by 30th June of the Calendar Year:
- Number of complaints of sexual harassment received in the year
 - Number of orientation or training Programmes carried out for the members of the ICC to deal with complaints
 - Number of complaints disposed of during the year
 - Number of cases pending for more than 90 days
 - Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
 - Nature of action taken by the Technical Institution against the perpetrator



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

7.1 Diploma/ Post Diploma Certificate Programme

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

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
		A	B	C	D	A+B+C+D
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 Crafts 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
		A	B	C	D	A+B+C+D
*Engineering and Technology	1:15	~	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15}$
*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
 In case of non-availability of qualified Professor, an Associate Professor may be considered.
 *R = (1+1+1); #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 have **Faculty: Student as 1:15** and maintain a better Cadre ratio in order to achieve excellence in Technical Education.



Faculty Cadre and Qualifications shall be as per:

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Degree) Regulation, 2019 and subsequent amendments/ new Regulations issued by AICTE from time to time.

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Diploma) Regulation, 2019 and subsequent amendments/ new Regulations issued by AICTE from time to time.

9.0 Norms for PGCM/ PGDM Courses

- 9.1** Post Graduate Certificate in Management (PGCM) Course 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) Course 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 1st March (subject to the grant of EoA for the current Academic Year by the Council) and end by 30th June every year.
- 9.5** Admission to PGDM Courses shall be made only from the candidates qualified from any one of the six All India tests, i.e.; CAT, XAT, CMAT, ATMA, MAT, GMAT or the common entrance examinations (if any) conducted by the respective State Governments for all Institutions other than Minority Institutions.
- The candidates shall be short listed on the basis of the overall rank computed taking into account of the following components and their weights:
- Score in the Common Admission test - 35 to 60%
 - Score for academic performance in X Std., XII Std., Under Graduate Degree/ Post Graduate Degree - 5 to 25%
 - Group discussion/ interview - 20 to 45%
 - 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** Institutions shall upload PGCM/ PGDCM 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. If it is not uploaded, the Council shall not grant approval to the Institution in the next Academic Year.
- 9.9** The Institutions shall mandatorily mention the enrolment number allotted to each student by AICTE in their Diploma Certificate and mark sheets as per the format available in AICTE Portal.
- 9.10** Institutions may devise their own Curriculum for PGCM/ PGDM Courses, however it shall be in conformity with the Model Curriculum developed by AICTE and incorporate significant part of academic components in their Curriculum. To introduce any new Course, the nomenclature and Syllabus of the same shall be submitted to the Policy and Academic Planning Bureau, AICTE for approval of the concerned Board.



- 9.11** Board of Governors (BoG)/ Board of Management (BoM) is to be constituted as per Appendix 18 of the Approval Process Handbook for Standalone PGDM Institutions. The minutes of the meetings of the Board of Governors (BoG)/ Board of Management (BoM) shall be uploaded periodically in the website of the Institutions.
- 9.12** 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 Fee shall be 30th June of every year.
- 9.13** 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** 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 1st July of the Current Calendar Year to 30th June of the next Calendar Year.
- 9.19** The Standalone Institutions are falling under THREE categories, as Category I, II and III based on the All India Council for Technical Education (Categorisation of Standalone Institutions (SIs) for Grant of Graded Autonomy) Regulations, 2019.

Category I/ II Institutions shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. An Affidavit² to this effect shall be submitted annually to AICTE. Student enrolment details shall be uploaded in the Web-Portal within one month from the last date for admission every year.

If any complaints are received about the violation of the norms, AICTE shall inspect the Institution, the action as specified in the Approval Process Handbook shall be initiated.



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 Degree 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 the establishment of a new Technical Institution**11.1 Preamble**

Detailed Project Report (DPR) is expected to cover the genesis of the proposal with respect to the background of the Technical Education and Industrial scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the Promoters.

- a. Introduction
- b. Background of the Consultants
- c. Technical Education and Industry Scenario

11.2 The Promoting Body

The status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz., Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, educational activities along with a list of major activities undertaken to date, its mission and vision shall be described as follows:

- a. Introduction to its Genesis including its Registration Status
- b. Details of its Promoters including their Background
- c. Activities of the Promoting Body including a listing of major Educational promotion activities undertaken by it in the past
- d. Mission of the Promoting Body
- e. Vision of the Promoting Body

11.3 Objectives and Scope of the Proposed Institution

The goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing Technical Education and Industrial scenario in the State, availability of students for admission, particularly the number of students passing the qualifying examination viz., +2 Science with First Class and the number of seats already available in the particular Course (B.E./ B. 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, Staff 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 the Approval Process Handbook.

11.6 Salient Features of Academic Programmes

Phase-wise details of the Academic Programmes/ Divisions that the Proposed Institution desires to 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)/ Board of Management (BoM), the Organizational chart for Operational Management along with responsibilities vested at various Levels of Administrative hierarchy. It is expected that a well thought out method of Institutional Governance and Administration shall be the key to its growth and success shall be described as follows:

- a. Philosophy of Governance
- b. Board of Governors
- c. Organizational Structure and Chart for day-to-day Operations and Management
- d. Role and Responsibilities of Key Senior Positions
- e. Methods/ Style of Administration/ Management



11.10 Conceptual Master Plan for Main Campus Development

The details of the Master Plan for Campus Development starting from the selection of a site to the proposed Land use pattern and the Phase-wise construction of various facilities/ utilities to the Level of Landscaping. Institutional aspects of development are expected to be taken up in consonance with the Master Plan keeping in view various aspects of convenience, safety, sustainability and utility of the facilities shall be described as follows:

- a. The Site
- b. Proposed Land Use Pattern
- c. Design Concept with proof of sustainability (As per Green Building Code 2017 is mandatory)
- d. Infrastructural Facilities in the Campus
- e. External Services
- f. Construction Systems and Materials
- g. Landscape Proposal

11.11 Requirement of Staff, Space, Equipment and their Cost

Make a consolidated estimate of Phase-wise requirements of the Staff, Building, Equipment and their cost, along with strategies for the mobilization of funds required, as follows:

- a. Introduction
- b. Faculty Requirements
- c. Non-Teaching Staff Requirements
- d. Building Requirements: Area and Costs
- e. Estimated Cost of Equipment
- f. Phase-wise Financial Requirements
- g. Strategies for Financial Mobilization

11.12 Action Plan for Implementation

The Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation Strategy including financial out-lay shall be described as follows:

- 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 ² / ₹) (II)	Investment on Furniture and Accessories (₹ in Lakh) (III)	Investment on Equipment/ Machinery (₹ in Lakh) (IV)	Projected expenditure on Salary of Staff per annum (₹ in Lakh) (V)	Investment on the Library (₹ in Lakh) (VI)	Total Project Cost (I to VI) and Preoperative Exp.) (₹ in Lakh)



11.18 Details for mobilization/ source of funds (capital and recurring) (At the time of establishment and next five years) (₹ in Lakh)

From Applicant	Donations	Grants from Government	Fee	Loan	Others

11.19 Recruitment of Faculty (At the time of establishment and next five years)

Year	Professor	Associate Professor	Asst. Professor	Lecturer	Total

11.20 Recruitment of non-teaching Staff (at the time of establishment and next five years)

Year	Technical	Administrative	Total

11.21 Proposed structure of the governing body

Sl. No.	Trust/ Society/ Company Representative	Academic Background		Industry Representative	Others
		Technical	Non-Technical		

11.22 Industry Linkages (at the time of establishment, and next five years)

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.

(Authorized Signatory of the Applicant)

Place:

Name
Designation
Seal

Date:



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.

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.

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 and www.amanmovement.org.

Further, the attention of all the Institutions may also be invited to the Third amendment to UGC Regulations dated 29th June, 2016 expanding the definition of ragging by including the following:

“(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of 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>	
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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 the 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.
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13.5 Scrutiny/ Re-Scrutiny Committee under Chapter II of the 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 academician not below the Level of Professor in a field of Technical Education to be selected from the panel of Experts approved by the Executive Committee, AICTE</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 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</p>	<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</p>

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 Expert Visit Committee.

Expert Visit Committee may comprise of one Academician specialised in the Programme offered at the Institution to be visited and the other Academician having the specialisation in Engineering and Technology Programme.

In case of Institutions Deemed to be Universities, a Vice Chancellor/ Former Vice Chancellor/ Director of IIT/ NIT nominated by AICTE shall be the Chairman of the Expert Visit Committee.

13.7 Standing Hearing Committee/ Standing Appellate Committee

Composition	Quorum
A retired High Court Judge or an Educationist/ academician of eminence not below the Level of Vice-Chancellor of a University (Retired or in position) or Director (Retired or in position) of IIT/ NIT/ IIM or Government Institution of National importance as Chairman	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	One Member



<p>Government Universities or Institutions of National Importance.</p> <p>An Officer not below the rank of Deputy Director of the revenue Department or an Architect registered with Council of Architecture or Professor of Civil Engineering or Professor of Planning or expert who is well versed with Land and revenue matters to be nominated by the Chairman, AICTE</p> <p>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</p>	One Member
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13.8 Standing Complaint Scrutiny Committee (SCSC)

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

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 the Approval Process Handbook.
Expert Visit Committee (EVC)	Visit the premises of the Institution to verify the availability of Infrastructural facilities and Faculty with respect to the norms specified in the Approval Process Handbook.
Standing Hearing Committee (SHC)	To assess the compliance of the deficiencies observed in the report of the Expert Visit Committee/ for Show Cause Notice issued to the Institution.
Standing Appellate Committee (SAC)	To assess the compliance of the deficiencies observed in Standing Hearing Committee while considering the appeals of Institutions
Standing Complaint Scrutiny Committee (SCSC)	Processing of any Complaint(s) received about an Institution.



14.0 Regional Offices of AICTE

Region	Regional Offices	STD Code	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	West Block Nos. 201-204 & 221 to 224, 2nd Floor, Swarna Jayanti Commercial Complex, Ameerpet, Hyderabad 500038 E-mail: scro@aicte-india.org	044	2334 0113 23341036 23345071	Andhra Pradesh, Telangana
South-West	P.K. Block, Palace Road, Bangalore – 560 009 E-mail: swro@aicte-india.org	080	22205919 22205979 22208407 22253232	Karnataka, Lakshadweep, Kerala
Western	Industrial Assurance Building, Second Floor, Nariman Road, Mumbai - 400020 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, e-mail to: helpdeskab@aicte-india.org



15.0 Grievance Redressal Mechanism for Students

In order to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such institutions, AICTE has notified All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions. Non-compliance of the above Regulations shall call for punitive action.

Guidelines for Establishment of Grievance Redressal Mechanism:

- 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 Principal / Director, 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 Redressal Mechanism / students Grievances Portal.
- iii. A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson of Student Grievance Redressal Committee (SGRC).
- iv. Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely:
 - Principal of the College - Chairperson;
 - Three senior members of the teaching faculty to be nominated by the Principal as Members and out of three one member shall be female and other from SC/ ST/ OBC category;
 - A representative from among students of the College to be nominated by the Principal based on academic merit/ excellence in sports/ performance in co-curricular activities - Special Invitee.
- v. The term of the members and the special invitee shall be of two years.
- vi. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- vii. In considering the grievances before it, the SGRC shall follow principles of natural justice.
- viii. The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- ix. Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

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



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

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 Affidavit² 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 Affidavit² 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 Format³ 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.
- Certificate¹ issued by an Advocate regarding Land related documents.
- Certificate² issued by an Architect regarding approved Building Plans.
- Certificate³ issued by the Bank Manager regarding financial status of the Applicant.
- A hard copy of the complete application as uploaded to AICTE Web-Portal, printed thereon.
- A receipt with the Official Seal from the authorized signatory of the State Government/ UT as proof of submission of these documents.
- A receipt with the Official Seal from the authorized signatory of the affiliating University/ Board as proof of submission of these documents **exempted for Institution applying for PGDM.**
- A registration document of the Trust/ Society/ Company/ PPP/ BOT indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Competent Authority.
- For Standalone PGDM Institutions, details of the recommended composition of the Board of Governors of the Institution constituted as per Appendix 18 of the Approval Process Handbook.

- In the case of a Company established under Section 8 of the Companies Act, 2013, the MoA and Rules must contain a provision that the objective of the Company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institution.
- In case of an application made with a proposal of PPP/ BOT, the Applicant shall submit a certified copy/ duly attested by a Gazette Officer of the agreement/ contract regarding PPP/ BOT. The Applicant shall also submit a Certificate or endorsement from the concerned District Magistrate or the SDM, regarding such a proposal pertaining to the PPP/ BOT in the said area with the Applicant Trust/ Society/ Company.
- Resolution of the Applicant Organization, pertaining to start a Technical Institution and allocation of Land/ Building/ funds to proposed activities in the Format³ prescribed on the Web-Portal.
- Documents showing ownership of Land/ Building as per the provisions of Section 8 of the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Settlement Deed/ Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) (for a period of minimum 30 years with at least 25 years of live lease at the time of submission of application). However, Private Lease of Land/ Building is permissible ONLY for Mega/ Metro cities due to the scarcity of Land.

That Joint Affidavit⁷ by the parties that the lease of Land is irrevocable for 30 years of which 25 years is still live shall have to be given on a Non-Judicial stamp/ e-stamp paper of ₹100/- duly sworn before a First Class Judicial Magistrate/Notary/Oath Commissioner. The ownership of the Land shall remain with the lessor but as long as the promoter uses that Land, within the conditions imposed by the Lessor, the ownership shall deem to be that of the lessee.

In case, the Land documents are in vernacular Language, notarized English translation of the documents shall be produced.

Documents to be submitted, in case of Private Lease of Land/ Building:

Private Lease of Land

- Original document of Private Lease registered between the Lessor and Lessee with Competent Authority under the Registration Act (It should have a validity of more than 25 years as on date of the notification issued by the Council)
- Land Conversion Certificate issued by the Competent Authority
- Land Use Certificate issued by the Competent Authority
- Title documents of the Lessor referring to its acquisition of leasehold rights through a lawful transaction
- Encumbrance Certificate relating to the property on a date not later than the date of issue of notification issued by the Council
- Resolution of the Trust/Society/ Company, if the Lessor is either of those
- NOC from the Charity Commissioner if the Lessor is a Trust and NOC from the Registrar of Cooperative Societies, if the Lessor is a Society



- In case of Sub Lease, the Lessor (then Lessee) should have the right to assign the leasehold right in the form of a registered document

Private Lease of Building

Mortgage of Land shall not be permissible.

- Complete Building Plan approved by the Competent Authority
- If the building is multi-storied and certain floors only are leased, then the complete Floor Plan prepared by an Architect clearly indicating the details in addition to the Complete Building Plan approved by the Competent Authority
- Occupancy/ Completion Certificate relating to the property/ floors issued by the Competent Authority
- Building Permission Certificate issued by the Competent Authority. (If the permitted use is Residential, then the application to be rejected)
- Title documents of the Land referring to the acquisition/leasehold right over the said property
- Lease deed registered by the Competent Authority under Registration Act
- Non-agricultural Cess paid receipt for the last three years
- Municipal taxes paid receipt for the last three years
- Fire NOC
- Land Use Certificate permitting the Land to be used for Educational purpose, from the Competent Authority along with Topo sketch/ Village Map indicating Land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.
- Land Conversion Certificate permitting the Land to be used for an Educational purpose to establish an Institution, from the Competent Authority along with Topo sketch/ Village Map indicating Land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.
- Land Classification Certificate of the Competent Authority indicating whether the Land for the proposed new Technical Institution/ Technical Campus falls in the rural area or otherwise.
- Khasra Plan (Master Plan) issued by the Competent Authority, earmarking the entire proposed Land to show that the Land is contiguous.
- Wherever applicable, FSI/ FAR Certificate shall have been obtained from the Competent Authority as designated by the concerned Municipal Corporation or the local authority that approves Building Plans or the State Government/ UT.
- Site Plan, Building Plan of proposed Technical Institution prepared by an Architect registered with Council of Architecture (CoA)/ Licensed Surveyor and duly approved by the Competent Plan Sanctioning Authority of the concerned State Government/ UT.
- Floor Plans, sections and elevations of all proposed/ existing Buildings exclusively intended for use for the proposed Institution at the permanent site with a table clearly mentioning all



rooms, with carpet area of each in m², as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.

- Phase-wise Plan of construction to achieve total carpet and Built-up area as required for conduct of all applied/ existing Course(s) from the first to final year. This shall be certified by Architect registered with the Council of Architecture.
- Proof of the availability of nomenclature of the applied Course(s) in the affiliating University/ Board.
- Proof of working capital (funds) as stated in Clause 1.5.3 of the Approval Process Handbook, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained by the Applicant Organization in a Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank.
- Audited statement of accounts of the Applicant Organization for last three years, as may be applicable.
- Certificate regarding Minority Status, if applicable at the time of application.
- Detailed Project Report (DPR).
- Undertaking from the Applicant to the effect that no high tension line is passing through the Campus including hostel. In case high tension line passes through the Campus/ hostel, a Certificate from the Competent Authority (Electricity Board) that it shall not affect the safety of the Building/ students/ Faculty/ Staff etc. is required.
- In case of Buildings constructed by Government Departments before 50 years, for Government/ Government aided Institutions/ State or Central University/ Defence Institutions where the documents could not be submitted, a letter from the Competent Authority that the Building norms of AICTE are fulfilled shall be produced to this effect.

16.2 Documents to be submitted at the time of the Expert Visit Committee

The Applicant shall present following supporting documents **in original** along with one copy, duly attested by a Gazette Officer or a First Class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Expert Visit Committee.

- Copy of the advertisement in at least one National Daily, for recruitment of Principal/ Director and Faculty members.
- Stock Register of dead stock items including Laboratory Equipment, Computers, system and application software, printers, Office Equipment and other dead stock items.
- Proof of provision of Internet bandwidth in Mbps and contention ratio.
- List giving titles of Books and Volumes of each purchased for the Library.
- Copy of Invoice/ Cash Memo for Equipment and Library Books.
- List and details of hard copy of National Journals subscribed.
- List and details of hard copy of International Journals subscribed.



- Details of subscription of Journals as per Appendix 10 of the Approval Process Handbook.
- Sanction of electrical load by electric supply provider Company.
- A Certificate by an Architect, giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather **motorable** approach roads.
- Details and proof of telephone connections available at the proposed Technical Institution.
- Details and proof about medical facility and counselling arrangements.
- Details of reprographic facility available for students.
- Details of all other Educational Institutions run by the same Trust/ Society/ Company or by any other Trust/ Society/ Company to which the Chairman/ Secretary of the Applicant is a member.
- Video recording with briefing by one of the Experts 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 specified in the Approval Process Handbook.
- Institutions other than Minority Institutions shall appoint Principal/ Director/ Teaching Staff strictly in accordance with the norms prescribed by the Council and other Technical Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the concerned State Government/ UT, particularly in case of selection procedures and selection Committees.
- The information about these appointments of Staff in the prescribed Format shall be uploaded in AICTE Web-Portal.
- In no circumstance, unless the appointment of all Faculty members and other Staff is in place, the Institutions shall start the approved Technical Course(s).
- Faculty and non-teaching Staff data shall be entered as per the prescribed Format.



16.4 Additional documents to be submitted at the time of Scrutiny Committee for approval of an existing Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year

- No Objection Certificate from Concerned State Government/ UT in the Format¹.
- No Objection Certificate from affiliating University/ Board in the Format².
- Resolution of the Trust/ Society/ Company approving the Institution for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year/ Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution and vice-versa/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme/ Level in the existing Institutions, as applicable, duly signed by the Chairman/ Secretary in the Format³.

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

- Certificate of Registration of companies
- Memorandum of Association and Article of Association
- Certificate of incorporation
- Situation of the registered Office of the Company
- Particulars of the Directors, Managers or Secretaries
- PAN number
- TAN number
- Companies general rules and forms
- NOC from Directors or Promoters
- Audited Statement for the last 3 years clearly indicating turnover through operations

16.6 Documents expected to be presented to the Scrutiny/ Expert Committee are specified in Annexure 13 of the Approval Process Handbook.



17.0 Documents to be submitted/uploaded for

- Extension of Approval based on Self-Disclosure
- Introduction/ Continuation of seats for Non Resident Indian(s)
- Change of Site/ Location
- Conversion of Diploma Level into Degree Level and vice-versa
- To start new Programme/ Level in the existing Institutions
- Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus
- Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake
- To start Diploma/ Degree in Pharmacy in existing Institutions
- 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
- Conversion of Women's Institution into Co-ed Institution and vice-versa
- Increase in Intake/ Additional Course(s)
- Introduction of Integrated/ Dual Degree Course
- Closure of the Institution
- Conversion of PGDM Course(s) into MBA Course(s) and vice-versa
- Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa
- Conversion of Courses into allied Vocational Courses
- Introduction/ Continuation of Fellow Program in Management
- Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)
- Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University)
- Change in the Minority Status of the Institution
- Change in the Name of the Bank
- Change in the Name of the Trust/ Society/ Company
- Extended EoA
- Collaboration and Twinning Programme(s)

17.1 Documents to be uploaded for the issuance of EoA based on Self-Disclosure/ after a break in the preceding Academic Years/ Restoration of Intake

Supporting documents including the Affidavits shall be duly authenticated by the Chairman/ Secretary of the Trust/ Society/ Company in case of Self-Financing Institutions or by the Authorized person in case of the Government/ Government aided Institution.

In case of Buildings constructed by Government Departments before 50 years, for Government/ Government aided Institutions/ State or Central University/ Defence Institutions where the documents could not be submitted, a letter from the Competent Authority that the Building norms of AICTE are fulfilled shall be produced to this effect.

- An e-Affidavit² 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 2020-21.
- As per Clause 7.17 of the Approval Process Handbook, valid Occupancy/ Completion Certificate/ Building License/ Form D issued by the Competent Authority.
- Valid Structural Stability Certificate from the registered Structural Engineer, if the Building is more than thirty years from the issue of Completion Certificate that the Building is fit for human habitation.
- A valid Fire Safety Certificate issued by the Competent Authority.
- Satellite map, using suitable Web site, showing geographical location of the Land with latitude and longitude at the entrance of the main Building mentioned on it.
- Show Cause Notice issued by AICTE, if any, during the last two years.
- Details of the Court cases filed against AICTE and the order of the Court, if any.
- For Adjunct Faculty – One-page CV highlighting his/ her industrial experience, Willingness letter to handle the Course(s) including his/ her commitments in other Institutions, copy of appointment order and acceptance of appointment from him/ her.
- Audited statement of accounts of the Trust/ Society/ Company for the previous year.
- Certificate by the Head of the Institution to the effect that all Faculty and all non-teaching Staff data and all student data of all years and all Course(s), has been entered as per the prescribed Format on the Web-Portal.

17.2 Additional documents to be uploaded for approval of the Introduction of seats for Non Resident Indian(s)

- Resolution of the Trust/ Society/ Company approving the Institution for Introduction of seats for Sons/ Daughters of Non Resident Indian(s) duly signed by the Chairman/ Secretary in the Format³.

17.3 Additional documents to be submitted at the time of Scrutiny Committee for approval of an existing Institution applied for Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme/ Level in the existing Institutions

- All Documents as specified in Appendix 16.1 of the Approval Process Handbook (**Not applicable for the Conversion of Degree Level into Diploma Level**).
- No Objection Certificate from Concerned State Government/ UT in the Format¹ (**Not applicable for the existing Institution to Start new Programme(s)/ Level(s)**).
- No Objection Certificate from affiliating University/ Board in the Format².
- In case of Conversion of Diploma Level into Degree Level and vice-versa, a receipt with the Official Seal from the authorized signatory of the (to be) affiliating University/ Board as proof of submission of these documents.
- Resolution of the Trust/ Society/ Company approving the Institution for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year/ Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution and vice-



versa/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme/ Level in the existing Institutions, as applicable, duly signed by the Chairman/ Secretary in the Format³.

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

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

- All Documents as specified in Appendix 16.1 of the Approval Process Handbook (except the Institutions fulfilling Clause 2.10.2.b of the Approval Process Handbook).
- No Objection Certificate from affiliating University/ Board in the Format².
- Resolution of the Trust/ Society/ Company approving the Institution for Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, as applicable, duly signed by the Chairman/ Secretary in the Format³.

17.5 Additional documents to be submitted at the time of Expert Visit Committee for approval to start Diploma/ Degree in Pharmacy in existing Institutions

- No Objection Certificate from affiliating University/ Board in the Format².
- Resolution of the Trust/ Society/ Company approving the Institution to start Diploma/ Degree in Pharmacy in existing Institutions duly signed by the Chairman/ Secretary in the Format³.

17.6 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 10th April of the next Calendar Year.
- Details regarding hostel facilities and hostel administration.
- Resolution of the Trust/ Society/ Company approving the Institution for Introduction of supernumerary seats for OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries duly signed by the Chairman/ Secretary in the Format³.

17.7 Additional documents to be submitted at the time of Scrutiny Committee for approval of 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 Fellow Program in Management/ Extended EoA, as applicable

- An Affidavit⁸ on a Non-Judicial Stamp Paper/ e-stamp paper of ₹100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner (Not applicable for Extended EoA).
- In case of increase in Intake/ Additional Course(s), valid NBA Accreditation Certificate shall be beyond 10th April of the current Calendar Year.
- PCI approval (prior to 2018) and Affidavit⁸ for Institutions already offering Pharm.D.
- For introduction of Pharm.D., PCI approval for offering Pharm.D., Valid NBA accreditation letter and Affidavit⁸.



- In case of Extended EoA, valid NBA Accreditation Certificate beyond 10th April of the next Calendar Year for Institutions in existence for more than SEVEN YEARS/ FIVE YEARS for Institutions offering ONLY MCA/ MBA Programmes, from the date of establishment of the Institution or UGC Autonomy Letter or AICTE Graded Autonomy Letter for Standalone Institutions beyond 10th April of the next Calendar Year and the conferment letter from the affiliating University (as applicable as per the application).
- No Objection Certificate from affiliating University for Introduction of Integrated/ Dual Degree Course(s)/ Institutions having total “Approved Intake” less than the “Maximum Intake Allowed” in the Format².
- Proof for the existence of Faculty with Ph.D./ Fellow qualification as per the number of seats, in case of Introduction of Fellow Program 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 Format³.

17.8 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 Format¹.
- No Objection Certificate from affiliating University/ Board in the Format² 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.
- Affidavit⁴ 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 Format³.

17.9 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Conversion of PGDM Course(s) into MBA Course(s) 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 m², 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 Affidavit⁸ 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 and vice-versa, duly signed by the Chairman/ Secretary in the Format³.

17.10 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Closing of MCA Course and Introduction of MBA/ PGDM Course 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 m², 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 Format².
- Resolution of the Trust/ Society/ Company approving the Institution for Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa, duly signed by the Chairman/ Secretary in the Format³.

17.11 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Change of Type of Institution (Institution(s) converted into a University)/ Conversion of Courses into allied Vocational Courses

- An Affidavit² on a Non-Judicial Stamp Paper/ e-stamp paper of ₹100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner (not applicable to Change of type of Institution).
- No Objection Certificate from the affiliating University/ Board in the Format².
- Resolution of the Trust/ Society/ Company approving the Institution for the Change of Type of Institution (Institution(s) converted into a University)/ Conversion of Courses into allied Vocational Courses, duly signed by the Chairman/ Secretary in the Format³.

17.12 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Change in the Name of Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)

- No Objection Certificate from affiliating University/ Board with clear mention about provisions/ alternative arrangements made to take care of Education of existing students studying in the Institution in the Format² as prescribed on the Web-Portal (Applicable for Closure of Programme(s)/ Course(s)).
- NOC from University/ Board/ State Government/ UT shall not be required for reduction of Non-Zero Intake of Course(s)/ Programme(s)/ Reduction in number of Division(s)/ Merger of the Courses.



- Resolution of the Trust/ Society/ Company approving the Institution for Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ duly signed by the Chairman/ Secretary in the Format³.

17.13 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of the Institution/ Change in the Minority Status of the Institution

- No Objection Certificate from affiliating University/ Board in the Format² or A receipt with the Official Seal from the authorized signatory of the affiliating University/ Board as proof of submission of these documents (Not applicable to Change in the Minority Status of the Institution).
- Resolution of the Trust/ Society/ Company approving the Institution for Change in the Name of the Institution/ Change in the Minority Status of the Institution duly signed by the Chairman/ Secretary in the Format³.
- Government Order of the concerned State/ UT declaring the Society/ Institution as Minority Society/ Institution or approval from the National Commission for Minority Educational Institutions along with the specified duration (if any).

17.14 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 Format².
- No Objection Certificate (NOC) from the University/ Board where the Institution seeks affiliation in the Format².
- 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 Format³.

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

- A notarized Affidavit⁹ 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 Format³.

17.16 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 Format¹.
- No Objection Certificate from affiliating University/ Board in the Format².
- A notarized Affidavit¹⁰ of the Chairman/ Secretary of the Trust/ Society/ Company stating that there is no commercial or business angle for such change.



- A registration document of the Trust/ Society/ Company indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Authority.
- Details of the recommended Board of Governors of the Institution constituted as per Appendix 18 of the Approval Process Handbook.
- In case of a Company established under Section 8 of the Companies Act, 2013, the MoA and Rules must contain a provision that the objective of the Company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institution.
- Land Documents showing ownership in the Name of the new Trust/ Society/ Company.
- In case of merger of Trust/ Society/ Company, the transferor Trust/ Society/ Company should transfer its Land, assets and Infrastructure by a registered transfer/conveyance deed in the Name of the transferee Trust/ Society/ Company.
- Proof of working capital (funds) as stated in Clause 1.5.3 of Chapter I of the Approval Process Handbook, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained in the Name of the new Trust/ Society/ Company in a Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank.
- Approval from the Charity Commissioner/ Registrar of Societies/ Registrar of Companies regarding any change in the Name(s) of the Trustee(s)/ Member(s).
- Resolution of the Trust/ Society/ Company approving Change in the Name of the Trust/ Society/ Company, mentioning the reasons for such Change in the Name duly signed by the Chairman/ Secretary in the Format³.

17.17 Additional documents to be submitted at the time of Scrutiny Committee for approval of Collaboration and Twinning Programme(s)

- The Foreign University/ Institution shall furnish an authorized signatory letter declaring therein that the Diploma/Degree/ Post Diploma Certificate awarded to the students in India shall be recognized in the Parent Country and shall be treated equivalent to the corresponding Diploma/ Degree/ Post Diploma Certificate awarded by the University/ Institution at Parent Country.
- Letter of the Trustee on the Fee to be charged and the Intake in each Course to be offered by a Foreign University/ Institution or the Technical Institution approved by the Council having Collaboration with Foreign University/ Institution, leading to a Diploma/ Degree/ Post Diploma Certificate.
- A letter of the Trustee and the Foreign University/ Institution declaring the detailed guidelines for admission, entry Level qualifications, Fee of all kinds, the examination and evaluation and that there shall not be major deviations with the prescribed procedures in their Parent Country, vis-à-vis India.
- A Letter of the Trustee wherein details of the Semesters that are conducted in India and Foreign Country as per Clause 3.2 of the Approval Process Handbook.
- Bipartite agreement/ MoU between the Foreign University/ Institution and the Indian Partner Institution for this purpose.



- Bipartite agreement/ MoU between the Indian Institution and the concerned affiliating University/ Board for this purpose.
- Affidavit¹¹ 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.
- Resolution of the Trust/ Society/ Company approving the Introduction of Collaboration and Twinning Programme in the Institution duly signed by the Chairman/ Secretary in the Format³.



18.0 Recommended Composition of Board of Governors (BoG)/ Board of Management (BoM) of the Technical Institutions

- a. The Governing Body shall have at least eleven members including the Chairman and the Member Secretary. The Registered Trust/ Society/ Company shall nominate six members including the Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below.
- b. Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either Entrepreneur or an Industrialist or an Educationist of repute who is interested in the development of Technical Education and has demonstrated an interest in promotion of quality Education.
- c. Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society/ Company.
- d. Nominee of the affiliating University/ Board (Not applicable to PGDM Institutions).
- e. Nominee of the All India Council for Technical Education (Ex-officio) (Applicable to PGDM Institutions Only).
- f. Nominee of the State Government/ UT (Ex-officio).
- g. An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government/ UT.
- h. Principal/ Director of the concerned Technical Institution (as nominee of the Trust/ Society/ Company) - Member Secretary.
- i. Two Faculty members to be nominated from amongst the Regular Staff, one at the Level of Professor and one at the Level of Assistant Professor.
- j. The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of 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 30th 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 30th April of the Calendar Year in which the academic session is to commence as any approval beyond 30th 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 15th 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 30th 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 10th 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 15th 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 1st April of the Calendar Year.

19.2 The academic session and the teaching process including Lateral Entry to Second Year Courses shall commence on 1st August of the Calendar Year

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.

19.3 For the PGDM/ PGCM Courses, the academic session shall normally be from 1st July of the Current Calendar Year to 30th June of the next Calendar Year.

The admission shall be started from 1st March (subject to the grant of EoA for the current Academic Year by the Council) and end by 30th June every year.

19.4 For the Open and Distance Learning Courses, the last date upto which students can be admitted against vacancies arising due to any reason shall be 15th August and 15th February of the Calendar Year for the July and January Session respectively.

20.0 Fellow Program in Management: Conduct and Admission Procedure**20.1 Admission eligibility of students**

- a. Master's Degree or equivalent in Engineering and Technology/ Management/ Economics/ Social Science/ Biological Science/ Pure Science/ Commerce/ Humanities with FIRST CLASS shall be considered for admission to Fellow Program.
- b. Those appearing for their final examination in the respective discipline can also apply. Such students if selected shall be provisionally admitted provided they complete all requirements in obtaining their Master's Degree before 30th September of the year of admission. The admission of these candidates shall remain provisional until they produce the mark sheet proving that they satisfy the eligibility criteria. The deadline for submitting the final year mark sheet is 31st December.

20.2 Admission procedure

- a. Admission to the Fellow Program 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 Program in the Institutions approved by AICTE for the Fellow Program shall be on the basis of the following criteria:
 - Academic qualifications and work experience
 - Tentative research proposal and its presentation before the Selection Committee
 - Personal interview
- d. The decision of the Institution Selection Committee regarding admission shall be final. Communication shall be sent only to the selected candidates. The Institution shall not entertain any queries or correspondence in respect of those not selected.
- e. Approved Institution to conduct Fellow Program 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 Program candidates. Each such Faculty shall be assigned a maximum of 2 candidates in each admission year.
- c. **Absence of Guide during the Programme**
In Case of temporary absence of a Guide for a period of more than one year a new Guide shall be nominated for the Fellow Candidates. In case of a Guide who has guided for more than a year, he/ she shall be allowed to resume the guidance after his/ her return from temporary absence.

If the period of absence is less than 2 years, the pervious Guide shall act as Co-Guide on his/ her return. If the period of absence is more than 2 years he/ she shall cease to be a Guide for the Fellow candidate.
- d. **Change of Guide**
Change of a Guide shall be permitted in exceptional circumstances on the recommendation of the Director.
- e. **Number of Research Fellows per Guide**
At any given time, the number of Research Fellows working with a Guide shall not exceed five.
- f. **Research Advisory Committee**
The Director shall nominate a Research Advisory Committee for each Fellow based on the recommendation of the Guide(s).

20.4 Course study/ credit requirements

In partial fulfilment of the requirement of the Fellow Program, 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 Program.

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
(SEAL)
DEPONENT(s)

VERIFICATION

I/ We, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

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

Solemnly affirmed and signed before me by the deponent on this- day of – month, 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 the applications submitted under Chapter I/ II/ IV except Closure of the Institution

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of aged years and, resident of, in connection with our application dated made to AICTE for, (retain items in the list below as applicable)

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 Land, Infrastructure and other requirements as per norms and standard specified in the Approval Process Handbook of the New/ Existing Institution will not be shared with other Institution(s).
3. That the Institution is functioning in the location as approved by the Council;
4. 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;
5. 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

6. That the Institution has uploaded valid Fire Safety Certificate issued by the Competent Authority;
7. That Principal of the Institution is regular and qualified as per AICTE norms;
8. That the Faculty norms as well as Faculty: Student ratio is maintained as per Approval Process Handbook and the Faculty data uploaded is true and complete;
9. That the Institution has fulfilled the norms for Faculty and Infrastructural facilities for Reinstatement of "Reduction in Intake";
10. **That the Promoter/ Institution has not demanded/ retained the Original Degree Certificates from the Faculty members;**
11. That the declaration, information and documents submitted/ uploaded as per Appendix 16/ 17 of the Approval Process Handbook with regard to Land, Built-up area (Instructional area, Administrative area and Amenities area) and other Infrastructure therein where the letter of approval/ Extension of Approval is sought for < Name of the Institution> is true, complete and nothing is false;
12. That the Land is contiguous, there is no dispute pertaining to the said Land and is free from all encumbrances;
13. 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;
14. 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 ²)	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting

15. 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;
 16. 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;
 17. That I have uploaded all the student data of the previous year and the same is true and complete;
 18. That no students have been admitted without the approval of concerned regulatory bodies (Applicable for Pharmacy/ Architecture);
 19. That the financial transactions have been done only by digital payment;
 20. That the declaration, information and documents pertaining to the availability of Faculty and adhering to the timing for Second Shift (if applicable) is true and complete. Nothing is false and no information/ material has been concealed;
 21. That the Land and Built-up area remains the same before/ after the merger of the Institutions and shall not be utilized for any other purpose (in case application submitted under Clause 2.10.2.b);
 22. That the Institution fulfils all the norms for offering Courses after the Conversion of Courses into allied Vocational Courses;
 23. That liabilities, if any, arise out of the Conversion of Women's Institution into Co-ed Institution and vice-versa/ Conversion of Diploma Level into Degree Level Institution shall solely be that of <Name of the Trust/ Society/ Company/ Technical Institution> ;
 24. That liabilities, if any, arise out of Change of Site/ Location shall solely be that of < Name of Trust/ Society/ Company/ Technical Institution>;
 25. That liabilities if any, arise out of Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Change of affiliating University/ Board shall solely be that of < Name of the Trust/ Society/ Company/ Technical Institution>;
 26. That admission to NRI/ PIO/ Foreign Nationals/ Children of Indian workers in Gulf Countries/ Collaboration and Fellow Program shall be strictly within the limit and shall be done on Merit basis and liability, if any, arise out of the same shall solely be that of <Name of the Trust/ Society/ Company/ Technical Institution>;
 27. That Audited statement of accounts of the Trust/ Society/ Company for the previous year has been uploaded;
 28. 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;
 29. 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;
 30. That the Sports facilities are provided to the students;
 31. That the Internal Quality Assurance Cell as per Appendix 6 of the Approval Process Handbook before commencement of the Academic Session 2020-21 in respect of <application number><Name and address of Institution> is constituted (in case of existing Institutions)/ will be constituted (in case of new Technical Institutions);
 32. That the following Committees as per Appendix 6 of the Approval Process Handbook before commencement of the Academic Session 2020-21 in respect of <application number><Name and address of Institution> are constituted (in case of existing Institutions)/ will be constituted (in case of new Technical Institutions); and
- Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009)



- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (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)
33. That, the Institutions uploaded the Annual Report of ICC in the AICTE Web-Portal.
34. That, the Institution undertakes to submit that all the employments in the Institution shall be as per the norms of the existing Labour Law and the payments shall be as per the provisions of the Minimum Wages Act of State/ Central Government.

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

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

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

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2020 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 arise out of such withdrawal shall solely be that of the (Society/ Institution); and
7. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

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

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

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

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2020 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 the Progressive/ Complete Closure of the Institution

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of, aged, resident of, do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for the Progressive/ Complete Closure of our Institution <Name and address of Institution>,

1. That our Trust <Name of the Trust/ Society/ Company> vide resolution..... Resolved for closing the Institution and has applied for Closure of <Name and address of Institution> in the Web-Portal and had paid the requisite Fee as per AICTE norms;
2. That liabilities, if any, arise out of Closure of <Name and address of Institution> shall be solely that of <Name of the Trust/ Society/ Company>;
3. That <Name of the Trust/ Society/ Company> undertakes that no further admission of students shall be made in the current and forthcoming years;
4. That <Name of the Trust/ Society/ Company> undertakes to provide all the facilities to the existing students till they pass out;
5. That have submitted/ uploaded all the additional documents/ information regarding resolution/ NOC's/ Certificates in AICTE Web-Portal in respect of our application (as applicable) and the same is true and complete;
6. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from; and
7. That the FDR has neither mortgaged nor encashed.

Details of RPGF/ Joint FDR

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

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

DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

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

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2020 at my Office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



5.0 Format of the Affidavit to be submitted by the Category I/ II Universities notified by UGC on a Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner for the compliance of AICTE norms

I/ We, <Name>, Vice Chancellor/ Registrar, <Name of the University>, son of aged years and, resident of, in connection with our application dated made to AICTE for,

Do here by solemnly affirm, state and declare as under:

1. That the <Name> University is fulfilling AICTE norms as specified in the Approval Process Handbook. If any complaint arises, AICTE has the right to inspect the premises and if the complaint is found to be true, the Council shall take any action, including Withdrawal of Approval.
2. That the information given by <Name of the University> in the application made to AICTE is true and complete. Nothing is false and no information/ material has been concealed.
3. That if any of the information is found to be false, incomplete, misleading and/ or that the <Name of the University> fail(s) to disclose all the information and/ or suppress any information and/ or misrepresent the information, the Council shall take any action, including Withdrawal of Approval.

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

VERIFICATION

I/ We, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

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

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2020 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



6.0 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)
(SEAL)
DEPONENT(s)

VERIFICATION

I/ We, the above name deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the Place> on this the <date>.

(Name, Designation and Address of the Executants)
(Seal)
DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2020 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



7.0 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 Society/ Trust/Company>, son ofaged....., 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, 2020 at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



8.0 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 TER Charges as per AICTE norms;
2. That we have created all the additional facilities such as Infrastructure, hostel (wherever applicable) Faculty etc. for meeting the additional Course/ increase in the Intake/ Introduction of Pharm.D. Course;
3. That liabilities, if any, arise 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 of the authorized person executing the undertaking along with his/ her Official Position)
(SEAL)
DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

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

Solemnly affirmed and signed before me by the deponent on this - day of – month, 2020 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 arise out of such withdrawal shall solely be that of the Trust/ Society/ Company/ Institution;
4. That there are no legal issues pending with both old and new Banks;
5. That there are no financial liabilities in the <Name of the old Bank>;
6. That liabilities, if any, arise out of change of Name of the Bank shall be solely that of the <Name of the Trust/ Society/ Company>; and
7. That the facts stated in this affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

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

(SEAL)

DEPONENT(s)

VERIFICATION

I/ We, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2020 at my Office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



10.0 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 arise out of such withdrawal shall solely be that of the Trust/ Society/ Company/ Institution;
4. That there are no legal issues pending with both old and new Trust/ Society/ Company;
5. That there are no financial liabilities in the old Trust/ Society/ Company Name;
6. That the Land and Building are in the Name of the new Trust/ Society/ Company;
7. That liabilities, if any, arise out of change of Name of the Trust/ Society/ Company shall be solely that of new <Name of the Trust/ Society/ Company>; and
8. That the facts stated in this affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

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

VERIFICATION

I/ We, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

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

**Solemnly affirmed and signed before me by the deponent on this- day of – month, 2020 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**

11.0 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 Fee 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, arise out of the same shall solely be that of <Name of the Trust/ Society/ Company/ Technical Institution>;
8. That MoU is executed as required which shall provide for those students who fail to get VISA to be accommodated in the local affiliating University/ Institution to continue his/ her Education; and
9. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

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

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

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

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2020 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



12.0 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 conducting academic Course(s) of other Regulatory Body

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company, son of, aged, resident of, do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for conducting academic Course(s) of other Regulatory Body

1. That our Trust <Name of the Trust/ Society/ Company> vide resolution..... Resolved to conduct academic Course(s) of other Regulatory Body and had paid the requisite TER Charges as per AICTE norms;
2. The Institution(s) approved by AICTE in the Campus has/ have all the facilities such as Infrastructure, hostel (if applicable), Faculty, etc. for meeting the ALL the Courses, in addition to the proposed academic Course(s).
3. That we are using the excess facilities available/ have created all the additional facilities such asfor meeting the requirements of academic Course(s);
4. That liabilities, if any, arise out of academic Course(s) shall be solely that of <Name of the Trust/ Society/ Company>; and
5. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

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

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

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

**Solemnly affirmed and signed before me by the deponent on this - day of – month, 2020 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**

13.0 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 conducting Open and Distance Learning Courses

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company, son of, aged, resident of, do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for conducting Open and Distance Learning Courses

1. That the information given by in the application made to AICTE is true and complete. Nothing is false and no information/ material has been concealed;
2. That the Institution Headquarters is functioning in the location as approved by the Council;
3. That the Trust/ Society/ Company runs the following other Institutions in the same Campus; Total Built-Up Area available

Name of the Institution	Programmes/ Courses offered	Built-Up Area	Approved by AICTE or Not

4. That the institution has appointed faculty members as per AICTE guidelines.
5. That the information provided regarding the Learner Support Centres are true and complete.
6. That the information provided regarding the Examination Centres are true and complete.
7. That the following Committees as per Appendix 6 of Approval Process Handbook before commencement of the Academic Session 2020-21 in respect of <application number> <Name and address of Institution> are constituted (in case of existing Institutions)/ will be constituted (in case of new Technical Institutions); and
 - Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009).
 - Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (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.
8. That, the Institution undertakes to submit that all the employments in the Institution shall be as per the norms of the existing Labour Law and the payments shall be as per the provisions of the Minimum Wages Act of State/ Central Government.
9. In the event of Non-Compliance by the <Name of the Trust/ Society/ Company> and / or <Name of the proposed Institution> with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, AICTE shall be free to take appropriate action, including withdrawal of its approval without consideration of any related issues and that all liabilities arising out of such withdrawal shall solely be that of the (Trust/ Society/ Company/ Institution).

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

(SEAL)

DEPONENT(s)



VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this - day of – month, 2020 at my Office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



**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 ²)	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 onat 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 new Programme/ Level, Programme <Course1..... (Intake.....)> in the Institution
- vi. Closure of the Institution
- vii. Change the Name of the Trust/ Society/ Company from <Name of the present Trust/ Society/ Company > at <address> to <Name of the new Trust/ Society/ Company > at <address>

<Name of the Institution>at<address>, Vide application ref. No..... Date: made by the Trust/ Society/ Company Name Address as at

This is to confirm that the <State Government/ UT > has no objection for the

- i. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year
- ii. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address>, (new)
- iii. Conversion of Women's Institution into Co-ed Institution/ Co-ed Institution to Women's Institution
- iv. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- v. Starting of new Programme/ Level, Programme <Course1..... (Intake.....)> in the Institution
- vi. Closure of the Institution
- vii. Change the Name of the Trust/ Society/ Company from <Name of the present Trust/ Society/ Company > at <address> to <Name of the new Trust/ Society/ Company > at <address>

<Name of the Institution> at <address>.

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Trust/ Society/ Company and shall be settled as per the rules and Regulations as applicable.

Authorized Signatory
<State Government/ UT>

Note:

Formats given by the Institutions reflecting the content of the concerned Format shall be accepted
*Strike off whichever is not applicable



2.0 No Objection Certificate from the affiliating University/ Board

The <Name of the Trust/ Society/ Company>vide its Executive meeting held onatvide 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 new Programme/ Level, Programme <Course1..... (Intake.....)> in the Institution
- vi. Merger of Institutions <Name of the Institution>at<address>, <Name of the Institution>at<address>, <Name of the Institution>at<address>, under the same Trust/ Society/ Company operating in the same Campus
- vii. Starting of Diploma in Degree Pharmacy Institution/ Degree in Diploma Pharmacy Institution
- viii. Introduction of Integrated/ Dual Degree Course <Name of the Course>
- ix. Starting of new Course <Name of the Course>
- x. Closure of the Institution
- xi. Closing of MCA Course and Introduction of MBA/ PGDM Course/ Closing of MBA/ PGDM Course and Introduction of MCA Course
- xii. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution>at<address>to<Name of the University>at<address>
- xiii. Conversion of Courses into allied Vocational Courses
- xiv. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)
- xv. Change in the Name of the Institution from<Name of the Institution>at<address>to<Name of the Institution>at<address>
- xvi. Change in the Name of the affiliating University/ Board from <Name of the present University/ Board> at <address> to <Name of the new University/ Board> at <address>
- xvii. Change the Name of the Trust from <Name of the present Trust> at <address> to <Name of the new Trust> at <address>
- xviii. Starting of the Vocational Degree/Diploma Programme under NSQF

<Name of the Institution>at<address>, Vide application ref. No. Date: made by the Trust/ Society/ Company Name Address as at

This is to confirm that the <affiliating University/ Board >..... has no objection for the



- i. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year
- ii. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address>, (new)
- iii. Conversion of Women’s Institution into Co-ed Institution/ Co-ed Institution to Women’s Institution
- iv. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- v. Starting of new Programme/ Level, Programme <Course1..... (Intake.....)> in the Institution
- vi. Merger of Institutions <Name of the Institution>at<address>, <Name of the Institution>at<address>, <Name of the Institution>at<address>, under the same Trust/ Society/ Company operating in the same Campus
- vii. Starting of Diploma in Degree Pharmacy Institution/ Degree in Diploma Pharmacy Institution
- viii. 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
- ix. Starting of new Course <Name of the Course>
- x. Closure of the Institution, <Course1..... (Intake.....), Course2 (Intake.....),>

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

Programme	Level	Course	Year of Establishment	e-4		e-3		e-2		e-1		Current Academic Year		Total No. of students studying in the Institution as on date
				a		b		c		d		e		
				Approved Intake	Actual Admission	Approved Intake	Actual Admission	Approved Intake	Actual Admission	Approved Intake	Actual Admission	Approved Intake	Actual Admission	

- xi. Closing of MCA Course and Introduction of MBA/ PGDM Course/ Closing of MBA/ PGDM Course and Introduction of MCA Course
- xii. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution>at<address>to<Name of the University>at<address>
- xiii. Conversion of Courses into allied Vocational Courses
- xiv. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)

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.

- xv. Change in the Name of the Institution from<Name of the Institution>at<address>to<Name of the Institution>at<address>
- xvi. Change in the Name of the affiliating University/ Board from <Name of the present University/ Board> at <address> to <Name of the new University/ Board> at <address>
- xvii. Change in the Name of the Trust from <Name of the present Trust> at <address> to <Name of the new Trust> at <address>
- xviii. Starting of the Vocational Degree/Diploma Programme under NSQF. 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 onat vide item no..... have resolved, for the

- i. Establishment of new Technical Institution and apply to AICTE for approval to start <Name of the Institution> to offer Technical Education in <Programme> and shall allocate, Land at <complete address with survey numbers, plot numbers> measuring Acre, earmarked for the proposed <Name of the Technical Institution> at <full address> required funds for creation of carpet and Built-up area
- ii. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year
- iii. Introduction of NRIs in the following Programme(s)/ Course(s)
- iv. Change of Site/ Location of the Institution from <Name of the Institution> at <address>, (Old) to <Name of the Institution> at <address> (new)
- v. Conversion of existing Women's Institution into Co-ed Institution/ Co-ed Institution to Women's Institution in the Name of <proposed <Name of the Institution
- vi. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- vii. Starting of new Programme/ Level, Programme(s) <Course1..... (Intake.....)>
- viii. Merger of Institutions <Name of the Institution> at <address>, <Name of the Institution> at <address>, <Name of the Institution> at <address>, under the same Trust/ Society/ Company operating in the same Campus
- ix. Starting of Diploma in Degree Pharmacy Institution/ Degree in Diploma Pharmacy Institution
- x. Introduction of OCI/ PIO/ Foreign Nationals/ Children of Indian workers in Gulf Countries in the following Programme(s)/ Course(s)
- xi. Increase in Intake in ... Course(s)/ Additional Course(s)/ Introduction of Integrated/ Dual Degree Course/ Fellow Program in Management
- xii. Closure of the Institution
- xiii. Conversion of Management Institutions offering PGDM Course into MBA Course/ MBA Course into PGDM Course
- xiv. Closing of MCA Course and Introduction of MBA/ PGDM Course/ Closing of MBA/ PGDM Course and Introduction of MCA Course
- xv. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution> at <address> to <Name of the University> at <address>
- xvi. Conversion of Courses into allied Vocational Courses
- xvii. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)
- xviii. Change the Name of the Institution from <Name of the Institution> (Old) at <address> to <Name of the Institution> (new)



- xix. Change in the Minority Status of the Institution from <Type of the Institution> to <Type of the Institution>
- xx. 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
- xxi. Change in the Name of the Bank
- xxii. 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)
- xxiii. Introduction of Collaboration and Twinning Programme with <Name of the University/ Institution>/ Necessary facilities shall be provided to the students of <Name of the University/ Institution>
- xxiv. Application wrongly submitted for and to be changed from <Application for > to <Application for >/ Not interested in applying for/ revoke the application submitted for <.....> . Paid the necessary TER Charges along with the Penalty for Late Submission, as applicable.
- xxv. 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 <Course 1>, from <current Intake> to <reduced Intake>, <Course2>, from <current Intake> to <reduced Intake>
3. Closure of Programme<Programme1>, <Programme2>.
4. Closure of Course(s) <Course1>, <Course2>.

(Signature and Name of the Chairman/ Secretary of the Trust/ Society/ Company),
(Designation), (Name of the Organization)

Note:

Formats given by the Institutions reflecting the content of the concerned Format shall be accepted

*Strike off whichever is not applicable



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> offering <Name of the Institution> represented by its Chairman.....which expression shall, where the context so admits, be deemed to include its successors, executors and administrators of the ONE PART

AND

<Name of the SKP> (hereinafter referred to as the “.....”) a Company registered under the Company Act, 1956, through its <Name and Designation of the Signing Authority> having 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 Fee from the students towards:
 - Registration
 - Course/ Skill conduct
 - Evaluation of the Academic/ Skill portion of each Level of the Programme. A portion of the Fee as agreed upon by the <Name of the Institution> Academic Centre and the <Name of the SKP> – SKP’s shall be turned over to the <Name of the SKP> - SKP’s.
 - e. The <Name of Institution> Academic Centre will send to the <Name of the SKP> - SKP the Level-wise and Sector-wise lists of students registered for Vocational Education 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:

Fee to be charged to students:

- a. The Level wise Fee to be charged by the <Name of the Institution> Academic Centre will be informed to the student by the <Name of Institution> Academic Centre as well as the <Name of the SKP> - SKP before his/her registration for the Programme;
- b. The <Name of the Institution> Academic Centre will collect from the student and retain with itself the ‘Academic Portion Fee’ and the <Name of the SKP> - SKP will be given the ‘Vocational/Skill Portion Fee’ by the <Name of the SKP> – Academic Centre;
- c. The <Name of the Institution> Academic Centre will collect the total Fee for the Programme from the students and will transfer the ‘Vocational/Skill Portion Fee’ against the number of students to be sent for training at least one month before the onset of training. Any delay in transferring the Fee will entail interest @ <to be mutually decided by the Institution and SKP> calculated on the basis of delay a number of days. After receiving the Fee <Name of the SKP> - SKP will issue Registration cards to the students at least 7 days before the onset of training.

5. No Confidentiality:

There shall not be any confidentiality of any information disclosed by both parties to each other, either in operationalizing this agreement or for the purposes of implementing this agreement. The information sought under the Right to Information Act or otherwise by any student, shall be promptly made available.

6. Effective Date:

This agreement is effective from the date signed by both the parties shall be valid for a period of three years until determined, suspended or terminated earlier.

IN WITNESS WHEREOF, the parties hereto, each acting under due and proper authority have executed this mutually binding Memorandum of Understanding as of the date first written above.

For Institution:

For <Name of the SKP>

Signed: _____
 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 **and Post Graduate** Engineering programs exclusively focused in Artificial Intelligence (AI), Internet of Things (IoT), Blockchain, Robotics, Quantum Computing, Data Sciences, Cyber Security, 3D Printing and Design, Augmented Reality/ Virtual Reality (AR/VR).
 - c. Also, we recommend that, we put greater focus on multi-disciplinary Engineering Courses, especially in Computational Biology, Biotechnology, Biomedical, Mechatronics, Space, Aerospace, Agriculture, and Environmental Engineering, by reducing the seats in conventional disciplines and converting some of the existing seats into these areas.
13. Research on future trends in education indicates student-centric learning needs to be given precedence.
- a. We recommend students should be encouraged on design thinking and practical approaches to learning.
 - b. Students should also be made aware of real life socio-economic problems for them to solve using technology learnings.
 - c. Technology should be used for individual learning paths for each student.
 - d. 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
ANDHRA PRADESH	
1	Ranga Reddy
ARUNCHAL PRDESH	
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
ASSAM	
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
BIHAR	
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

Sl. No.	Districts
48	Khagaria
49	Kishanganj
50	Lakhisaraj
51	Madhepura
52	Madhubani
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
CHHATISGARH	
67	Bastar
68	Bijapur
69	Bilaspur
70	Dantewada
71	Janjgir – Champa
72	Jashpur
73	Kanker
74	Koriya
75	Narayanur
76	Raipur
77	Surguja
DAMAN and DIU	
78	Diu
GUJARAT	
79	Junagadh
80	Kheda
81	Narmada
82	Navsari
83	Tapi
HARYANA	
84	Fatehabad
85	Kaithal
86	Kurukshetra
87	Panchkula
88	Panipat
89	Rewari
90	Yamuna Nagar
HIMACHAL PRADESH	
91	Bilaspur
92	Kinnaur
93	Kullu



Sl. No.	Districts
94	Lahul and Spiti
95	Sirmour
JAMMU AND KASHMIR	
96	Anantnag
97	Badgam
98	Bandipora
99	Baramula
100	Doda
101	Ganderbal
102	Kathua
103	Kishtawar
104	Kulgam
105	Kupwara
106	Pulwama
107	Punch
108	Rajauri
109	Ramban
110	Reasi
111	Samba
112	Shopian
113	Udhampur
JHARKHAND	
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
LAKSHADWEEP	
131	Lakshadweep
MADHYA PRADESH	
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

Sl. No.	Districts
145	Rewa
146	Sehore
147	Shajapur
148	Sheopur
149	Shivpuri
150	Sidhi
151	Tikamgarh
152	Umaria
MAHARASHTRA	
153	Akola
154	Hingoli
MANIPUR	
155	Bishnupur
156	Chandel
157	Churachandpur
158	Imphal East
159	Senapati (Excl. 3 sub-divisions)
160	Tamenglon
161	Thoubal
162	Ukhrul
MEGHALAYA	
163	East Garo Hills
164	Ri Bhoi
165	South Garo Hills
166	West Khasi Hills
MIZORAM	
167	Champhai
168	Kolasib
169	Lawngtlai
170	Mamit
171	Saiha
172	Serchhip
NAGALAND	
173	Dimapur
174	Mon
175	Peren
176	Phek
177	Tuensang
178	Wokha
ORISSA	
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



Sl. No.	Districts
194	Mayurbhanj
195	Nabarangapur
196	Nayagarh
197	Nuapada
198	Puri
199	Sambalur
200	Sonapur
PUNJAB	
201	Barnala
202	Faridkot
203	Fatehgarh Sahib
204	Kapurthala
205	Mansa
206	Muktasar
207	Nawanshehr
RAJASTHAN	
208	Banswara
209	Baran
210	Bhilwara
211	Bundi
212	Dausa
213	Dholpur
214	Dungarpur
215	Hanumangarh
216	Jaiselmer
217	Jalor
218	Jhunjhunu
219	Karauli
220	Nagaur
221	Pratapgarh
222	Tonk
SIKKIM	
223	North District
224	West District
TAMIL NADU	
225	Dharmapuri
226	Karur
227	Perambalur
228	Theni
229	Thiruvananthamalai
230	Thiruvarur
231	Villupuram
TRIPURA	
232	Dhalai
233	North Tripura
234	South Tripura
UTTAR PRADESH	
235	Agra
236	Ambedkar Nagar
237	Auraiya
238	Azamgarh

Sl. No.	Districts
239	Bahraich
240	Balia
241	Balrampur
242	Barabanki
243	Basti
244	Bijnor
245	Budaun
246	Chitrakoot
247	Deoria
248	Etah
249	Fatehpur
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
UTTRAKHAND	
276	Pithoragarh
WEST BENGAL	
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
ANDAMAN AND NICOBAR ISLANDS	
1	Andamans
2	Nicobars
ANDHRA PRADESH	
3	Adilabad
4	Anantapur
5	East Godavari
6	Kurnool
7	Mahbubnagar
8	Medak
9	Nizamabad
10	Prakasam
11	Srikakulam
12	Vizianagaram
13	West Godavari
ARUNACHAL PRADESH	
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
ASSAM	
25	Bongaigaon
26	Cachar
27	Darrang
28	Dhubri
29	Goalpara
30	Hailakandi
31	KarbiAnglong
32	Karimganj
33	Marigaon
34	Nagaon
35	Sonitpur
36	Tinsukia
BIHAR	
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

Sl. No.	Districts
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
CHATTISGARH	
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
DADAR AND NAGAR HAVELI	
77	Dadar and Nagar Haveli
DAMAN AND DIU	
78	Daman
79	Diu
GUJARAT	
80	Amreli
81	Banas Kantha
82	Bharuch
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



Sl. No.	Districts
98	TheDangs
99	Valsad
HARYANA	
100	Fatehabad
101	Gurgaon
102	Jind
103	Kaithal
104	Karnal
105	Panipat
106	Sirsa
HIMACHAL PRADESH	
107	Chamba
108	Kinnaur
109	Lahul andSpiti
110	Sirmaur
JAMMU AND KASHMIR	
111	Anantnag
112	Badgam
113	Baramula
114	Doda
115	Kargil
116	Kathua
117	Kupwara
118	Leh (Ladakh)
119	Punch
120	Rajauri
121	Udhampur
JHARKHAND	
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
KARNATAKA	
134	Bagalkot
135	BangaloreRural
136	Belgaum
137	Bellary
138	Bijapur
139	Chamarajanagar
140	Chikmagalur
141	Chitradurga
142	Dakshina Kannada
143	Gadag
144	Hassan
145	Haveri
146	Kodagu
147	Kolar

Sl. No.	Districts
148	Koppal
149	Mandya
150	Raichur
151	Tumkur
152	Udupi
153	UttaraKannada
KERALA	
154	Kasaragod
155	Malappuram
156	Palakkad
157	Wayanad
LAKSHADWEEP	
158	Lakshadweep
MADHYA PRADESH	
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	Umaria
196	Vidisha
197	WestNimar
MAHARASHTRA	
198	Buldana



Sl. No.	Districts
199	Gadchiroli
200	Hingoli
201	Jalna
202	Raigarh
203	Ratnagiri
204	Sindhudurg
MEGHALAYA	
205	East Garo Hills
206	Jaintia Hills
207	Ri Bhoi
208	South Garo Hills
209	WestKhasiHills
MIZORAM	
210	Champhai
211	Kolasib
212	Lawngtlai
213	Lunglei
214	Mamit
215	Saiha
216	Serchhip
NAGALAND	
217	Mon
ORISSA	
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
PONDICHERY	
236	Yanam
PUNJAB	
237	Amritsar
238	Bathinda
239	Faridkot
240	FatehgarhSahib
241	Firozpur
242	Gurdaspur
243	Kapurthala
244	Mansa
245	Moga
246	Muktsar
247	Nawanshahr

Sl. No.	Districts
248	Patiala
249	Sangrur
RAJASTHAN	
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
SIKKIM	
280	East Sikkim
281	North Sikkim
282	South Sikkim
283	WestSikkim
TAMIL NADU	
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



Sl. No.	Districts
300	Thanjavur
301	Theni
302	TheNilgiris
303	Thiruvallur
304	Thiruvarur
305	Thoothukkudi
306	Tirunelveli
307	Tiruvannamalai
308	Vellore
309	Viluppuram
310	Virudhunagar
TRIPURA	
311	Dhalai
312	North Tripura
313	South Tripura
314	West Tripura
UTTAR PRADESH	
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

Sl. No.	Districts
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
UTTARANCHAL	
356	Bageshwar
357	Champawat
WEST BENGAL	
358	Bankura
359	Bardhaman
360	Birbhum
361	Dakshin Dinajpur
362	Darjiling
363	Haora
364	Hugli
365	Jalpaiguri
366	Koch Bihar
367	Maldah
368	Medinipur
369	Murshidabad
370	Nadia
371	North Twenty Four Parganas
372	Puruliya
373	South Twenty Four Parganas
374	Uttar Dinajpur



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 offering * 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	
Oil Technology	Chemical Engineering (Oil Technology)
Oils, Oleochemicals and Surfactants Technology	
Paint Technology	Civil Engineering (Construction 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 Technology and Engineering
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	Digital Electronics	
Electronic Engineering		



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 (Technologynician 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	

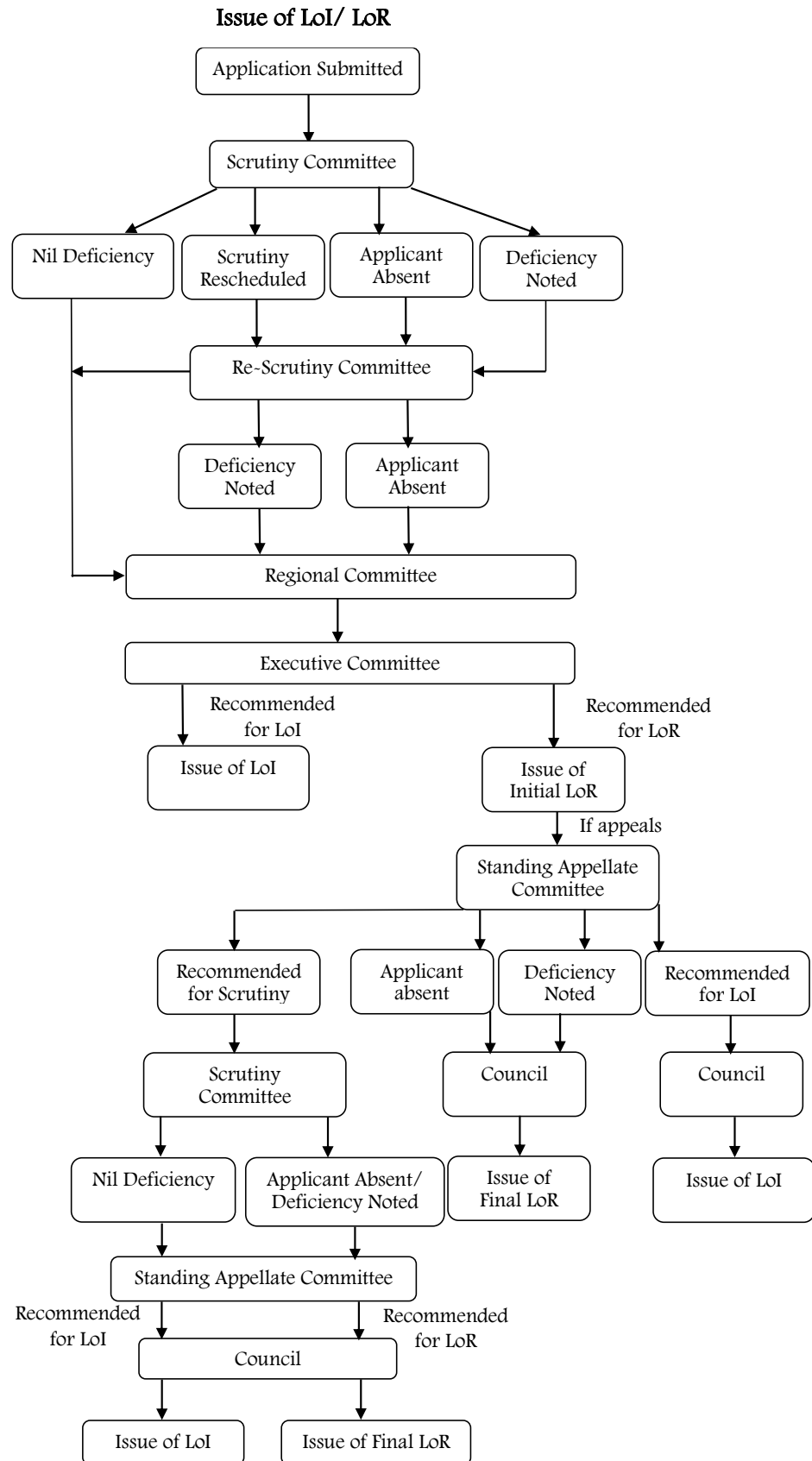


Shipbuilding Engineering	
Marine Engineering	Marine Engineering
Marine Technology	
Industrial and Production Engineering	
Industrial Engineering	Industrial and Production Engineering
Industrial Engineering and Management	
Mechanical Engineering (Production)	
Production and Industrial Engineering	
Production Engineering	
Manufacturing Engineering	
Manufacturing Engineering and Automation	
Manufacturing Engineering and Technology	Manufacturing Engineering
Manufacturing Process and Automation Engineering	
Manufacturing Science and Engineering	
Manufacturing Technology	
Mechanical and Automation Engineering	
Mechanical Engineering (Industry Integrated)	Mechanical Engineering
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	

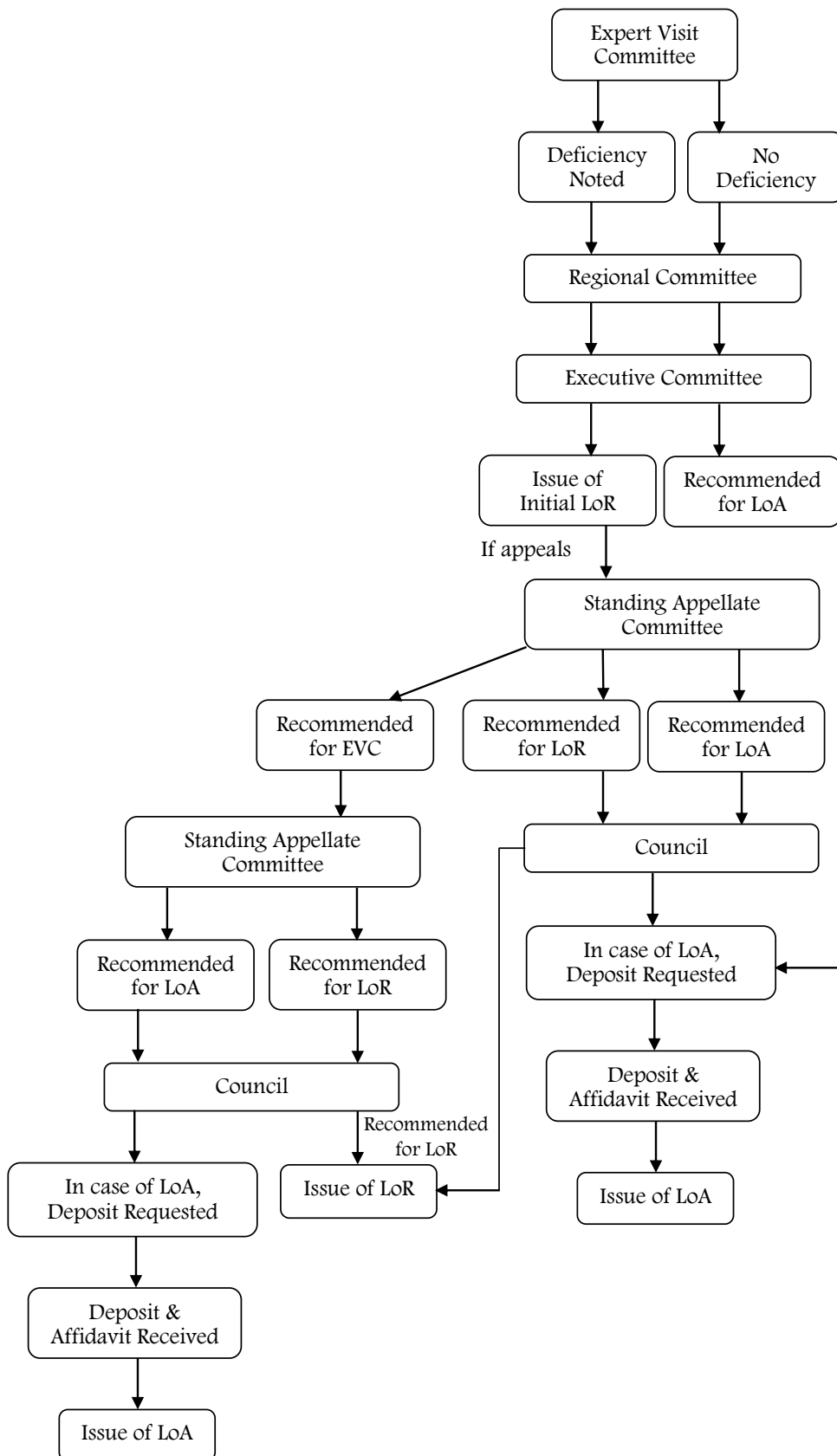


Pulp Technology	Pulp Technology
Apparel and Production Management	Apparel Manufacture and Design
Fashion and Apparel Technology	Fashion and Apparel Design
Fashion and Apparel Engineering	
Fashion Technology	
Fibres and Textiles Processing Technology	Textile Processing Technology
Jute and Fibre Technology	
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 offering * 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 Degree Courses permissible for Merger
Aeronautical Engineering	Aeronautical Engineering	Aero Space Engineering
		Aeronautical Engineering
		Aircraft Maintenance Engineering
Agriculture Engineering	Agriculture Engineering	Agricultural Engineering
		Agricultural Technology
		Agriculture Engineering
Architecture and Planning	Architecture	Architectural Assistantship
		Architectural Engineering
		Architecture and Interior Decoration
		Architecture Assistantship
		Architecture
		Architecture (Interior Design)
		Building Engineering and Construction Management
		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	Chemical and Electro Chemical Engineering
		Biochemical Engineering
		Chemical Engineering
		Chemical Engineering (Plastic and Polymer)
		Chemical Technology
		Dye Stuff Technology
		Surface Coating Technology
	Oil and Paint Technology	Oil and Paint Technology
		Oil Technology



		Oils, Oleo Chemicals and Surfactants Technology
		Paint Technology
	Petrochemical Engineering	Petrochem and Petroleum Refinery Engineering
		Petrochemical Engineering
		Petrochemical Technology
		Petroleum Engineering
		Petroleum Technology
	Plastic and Polymer Technology	Plastic and Polymer Engineering
		Plastics Engineering
		Plastics Technology
		Polymer Engineering
		Polymer Engineering and Technology
		Polymer Science and Chemical Technology
Polymer Science and Technology		
Polymer Technology		
Dairy Engineering	Dairy Engineering	Dairy Engineering
		Dairy Technology
Electrical Engineering	Electrical Engineering	Electrical and Computer Engineering
		Electrical and Electronics (Power System)
		Electrical and Electronics Engineering
		Electrical and Instrumentation Engineering
		Electrical and Mechanical Engineering
		Electrical and Power Engineering
		Electrical Engineering
		Electrical Engineering (Electronics and Power)
		Electrical Engineering Industrial Control
		Electrical Instrumentation and Control Engineering
		Electrical, Electronics and Power
		Electronics and Computer Science
		Electronics and Electrical Engineering
Electronics and Power Engineering		
Energy Engineering	Energy Engineering	Energy and Environmental Management
		Energy Engineering
Electronics Engineering	Electronics Engineering	Biomedical Engineering
		Digital Techniques for Design and Planning
		Electrical and Electronics Engineering
		Electrical, Electronics and Power
		Electronic Engineering
		Electronic Science and Engineering
		Electronics
		Electronics and Computer Science
		Electronics and Computer Engineering
		Electronics and Control Systems
		Electronics and Electrical Engineering
		Electronics and Power Engineering
Electronics Design Technology		

		Electronics Engineering
		Electronics System Engineering
		Electronics Technology
		Optics and Optoelectronics
		Power Electronics
		Power Electronics Engineering
		Radio Physics and Electronics
	Electronics and Communication Engineering	Advanced Communication and Information System
		Advanced Electronics and Communication Engineering
		Applied Electronics and Communications
		Biomedical Engineering
		Communication Engineering
		Electronics and Communication Engineering
		Electronics and Communication Engineering (Industry Integrated)
		Electronics and Telecommunication Engineering
		Electronics and Telecommunication Engineering (Technologynician Electronic Radio)
		Electronics and Communication Engineering (Microwaves)
		Electronics Communication and Instrumentation Engineering
		Electronics and Telematics Engineering
		Telecommunication Engineering
		Instrumentation Engineering
	Automation and Robotics	
	Automation Engineering	
	Biomedical Instrumentation	
	Electrical Engineering Industrial Control	
	Electrical Instrumentation and Control Engineering	
	Electronic Instrumentation and Control Engineering	
	Electronics and Instrumentation Engineering	
	Applied Electronics and Instrumentation Engineering	
	Electronics and Instrumentation Engineering	
	Electronics Instrumentation and Control Engineering	
	Power Electronics and Instrumentation Engineering	
	Electronics and Control Systems	
	Electronics Communication and Instrumentation Engineering	
	Electronics Instrumentation and Control Engineering	
Instrument Technology		
Instrumentation		
Instrumentation and Control Engineering		
Instrumentation and Electronics		
Instrumentation Engineering		
Instrumentation Technology		
Power Electronics and Instrumentation Engineering		
Robotics and Automation		
Mechatronics Engineering	Mechatronics	
	Mechatronics Engineering	
	Medical Electronics Engineering	



	Medical Electronics	Medical Electronics Medical Lab Technology Electronics and Biomedical Engineering			
Mechanical Engineering	Mechanical Engineering	Electrical and Mechanical Engineering Mechanical Engineering (Industry Integrated) Mechanical Engineering Mechanical Engineering (Repair and Maintenance) Power Engineering			
		Production Engineering	Industrial and Production Engineering Machine Engineering Manufacturing Engineering Manufacturing Engineering and Automation Manufacturing Engineering and Technology Manufacturing Process and Automation Engineering Manufacturing Science and Engineering Manufacturing Technology Mechanical Engineering (Production) Precision Manufacturing Production and Industrial Engineering Production Engineering Tool Engineering		
			Automobile Engineering	Automobile Engineering Automobile Maintenance Engineering Automotive Technology Mechanical Engineering (Automobile) Mechanical Engineering Automobile	
				Industrial Engineering	Industrial and Production Engineering Industrial Engineering Industrial Engineering and Management
					Mechatronics Engineering
	Fire and Safety 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	
				Material Science and Technology	

Metallurgy Engineering	Metallurgy Engineering	Metallurgical and Materials Engineering
		Metallurgical Engineering
		Metallurgy
		Metallurgy and Material Technology
Military Engineering	Military Engineering	Military Engineering
Mining Engineering	Mining Engineering	Mine Engineering
		Mining Engineering
Nano Technology	Nano Technology	Nano Science and Technology
		Nano Technology
		Nano Technology and Robotics
Nuclear Science and Technology	Nuclear Science and Technology	Nuclear Science and Technology
Packaging Technology	Packaging Technology	Packaging Technology
		Printing and Packing Technology
Pharmaceutical Engineering	Pharmaceutical Engineering	Pharmaceuticals and Fine Chemical Technology
		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 Engineering	Water Resource Management
Civil Engineering (Water Resource and Management)		
Water Technology and Health Science		
Computer Science and Engineering	Computer Science Engineering	Advanced Computer Application
		Campus Wide Network Design and Maintenance
		Computer Hardware and Networking
		Computer Applications
		Computer Engineering
		Computer Engineering and Application
		Computer Hardware and Maintenance
		Computer Hardware and Networking
		Computer Networking



		Computer Science and Engineering
		Computer Science
		Computer Science and Technology
		Computer Science and Systems Engineering
		Computer Software Technology
		Computer Technology
		Computer Technology and Applications
		Cyber Forensics and Information Security
		Computer Applications
		Network Engineering
		Web Designing
		Web Technologies
		Electronics and Computer Engineering
	Information Technology	Computer Science and Information Technology
		Information and Communication Technology
		Information Engineering
		Information Science
		Information Science and Engineering
		Information Science and Technology
		Information Security Management
		Information Technology
		Information Technology and Engineering
		Information Technology Enabled Services and Management
		Advanced Communication and Information System
		I.T. (Courseware Engineering)
	Computer and Information Science	
Dairy Engineering		Dairy Engineering
Electrical Engineering		Electrical and Electronics (Power System)
		Electrical and Electronics Engineering
		Electrical and Instrumentation Engineering
		Electrical and Mechanical Engineering
		Electrical and Power Engineering
		Electrical Energy Systems
		Electrical Engineering (Instrumentation and Control)
		Electrical Engineering
		Electrical Engineering (Electronics and Power)
		Electrical Engineering (Industrial Control)
		Electrical Machines
		Electrical Power Systems
		Power Systems Engineering
Electronics and Electrical Engineering		
Electronics and Communication Engineering	Electronics Engineering	Applied Electronics
		Digital Electronics
		Digital Electronics and Microprocessor
		Digital Systems
		Electrical and Electronics (Power System)

		Electrical and Electronics Engineering
		Electrical and Electronics Engineering
		Electrical Engineering (Electronics and Power)
		Electronic Engineering
		Electronic Science and Engineering
		Electronics
		Electronics and Avionics
		Electronics and Production
		Electronics and Video Engineering
		Electronics and Computer Engineering
		Electronics and Electrical Engineering
		Electronics Engineering
		Electronics Engineering (Industry Integrated)
		Electronics Engineering (Micro Electronics)
		Electronics Engineering (Modern Consumer Electronics)
		Electronics Engineering (Specialization in Consumer Electronics)
		Electronics Engineering With Microprocessor
		Electronics Production and Maintenance
		Electronics Technology
		Embedded Systems
		Industrial Electronics
		Micro Electronics
		Power Electronics
	Electronics and Communication Engineering	Digital Electronics and Communication Engineering
		Electronics (Fiber Optics)
		Opto-Electronics Engineering
		Electronics and Communication Engineering
		Electronics and Communication Engineering (Industry Integrated)
		Electronics and Communication Technology
		Advanced Communication and Information System
		Advanced Electronics and Communication Engineering
		Electronics and Telecommunication Engineering
		Electronics and Telecommunication Engineering (Technology electronic Radio)
		Digital Communications
		Electronics and Communication Engineering (Microwaves)
		Electronics and Telecommunication Engineering (Radio and System)
		Electronics Communication and Instrumentation Engineering
		Telecommunication Engineering
		Telecommunication Technology
		TV and Sound Engineering
		Information and Communication Technology
		Applied Electronics and Instrumentation Engineering



	Instrumentation Engineering	Automation and Robotics
		Automation Engineering
		Control and Instrumentation
		Biomedical Instrumentation
		Electrical and Instrumentation Engineering
		Electrical Engineering (Instrumentation and Control)
		Electronic Instrumentation and Control Engineering
		Electronics and Instrumentation Engineering
		Electronics (Robotics)
		Electronics Communication and Instrumentation Engineering
		Electronics Robotics
		Industrial Electronics
		Instrument Technology
		Instrumentation
		Instrumentation and Control Engineering
		Instrumentation (E&C)
	Instrumentation Engineering	
	Instrumentation Technology	
	Medical Electronics Engineering	Bio Electronics
		Biomedical Engineering
Medical Electronics Engineering		
Medical Electronics		
Biomedical Instrumentation		
Fire and Safety Engineering		Fire Technology and Safety
Food Engineering		Food Processing and Preservation
		Food Processing Technology
		Food Technology
Leather Technology		Footwear Technology
		Leather and Fashion Technology
		Leather Goods and Footwear Tech
		Leather Technology
		Leather Technology (Footwear)
		Leather Technology Footwear Computer Aided Shoe Design
		Leather Technology Tanning
	Saddlery Technology and Export Management	
Marine Engineering		Marine Engineering and Systems
		Marine Engineering
		Marine Engineering and Systems (Artificer Training)
		Marine Engineering and Systems
Mechanical Engineering	Automobile Engineering	Automobile Engineering
		Automobile Engineering (Automobile Fitter)
		Automotive Engineering
		Mechanical Engineering (Automobile)



		Mechanical Engineering Auto Mobile
		Energy Systems Engineering
		Heat Power Engineering
		Maintenance Engineering
		Mechanical Engineering (Industry Integrated)
		Mechanical Engineering
		Mechanical Engineering (Maintenance)
		Mechanical Engineering (Refrigeration and Air Conditioning)
		Mechanical Engineering Power Plant Engineering
		Mechanical Engineering Tube Well Engineering
		Mechanical Engineering (Repair and Maintenance)
		Navy Entry Artificer/ Diploma in Mechanical and Electrical Refrigeration and Air Conditioning
		Production Engineering
	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
Central Region							
Chhattisgarh	Urban and Rural - Town and Country Planning	Urban and Rural - Sub Divisional Magistrate/ Diversion Office	Urban - Tahsilder; Rural - Patwari	Urban and Rural - Town and Country Planning	Urban and Rural - Town and Country Planning	Urban - Municipal Corporation; Rural - Town and Country Planning	Town and Country Planning, Municipal Corporation
Gujrat	Urban - Urban Development Authority/ Municipal Corporation; Rural - Town Planner and Valuation Department	Urban and Rural - Collector	Urban - Mamaltar/ Talati; Rural - Mamaltar/ Talati cum Mantri/ District Development Officer	Urban - Urban Development Authority; Rural - Mamaltar/ Talati	Urban - Town Planner; Rural - Taluka Development Officer	Urban - Urban Development Authority/ Town Planner; Rural - Town Planner/ Taluka Development Officer	Nagar Palika, Town Planner, Nagar Panchayat, Commissioner of Municipal Corporation, Collector
Madhya Pradesh	Urban and Rural - Town and Country Planning	Urban and Rural - Sub Divisional Magistrate/ Tahsildar	Urban - Tahsildar; Rural - Patwari/ Tahsildar	Urban - Collector/ Nagar Nigam/ Nagarpalika; Rural - Gram Panchayat/ Jila Panchayat	Urban and Rural - Town and Country Planning	Urban -Municipal Corporation/ Nagar Palik Nigam; Rural - Gram Panchayat/ Jila Panchayat	Nagar Palika, Town Planner, Nagar Panchayat, Commissioner of Municipal Corporation, Collector, Village Panchayat
Eastern Region							
Andaman and Nicobar	Chief Engineer, APWD for notified Area	SDM, Deputy Commissioner Office	SDM, Deputy Commissioner Office	Chief Engineer, APWD for notified Area	Chief Engineer, APWD for notified Area	Rural - Panchayat Urban - Andaman Public Works Department for Govt. Institutions/ Port Blair Municipal Council for Private Institutions	Andaman Public Works Department



Arunachal Pradesh	Deputy Commissioner, Govt. of Arunachal Pradesh	Department of Land Management, Govt. of Arunachal Pradesh	Deputy Commissioner, Govt. of Arunachal Pradesh	Deputy Commissioner, Govt. of Arunachal Pradesh	Prepared by various Engineering Departments and approved by the Directorate of Higher and Technical Education		The Deputy Commissioner of the respective Districts
Assam	Urban and Rural - Revenue Circle Office	Urban and Rural - Revenue Circle Office	Urban and Rural - Public Works Department (Building)	Urban and Rural - Revenue Circle Office	Urban and Rural - Public Works Department (Building)	Urban and Rural - Public Works Department (Building)	The Chief Executive Officer, Guwahati Metropolitan Development Authority (GMDA), Bangagarh Guwahati or The Chief Executive Officer, Guwahati Municipal Corporation (GMC) Bhagagarh, Guwahati
Jharkhand	Urban and Rural - Officer authorized by Deputy Commissioner	Not applicable in Jharkhand	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Urban: Municipal Corporation under whose jurisdiction the Building is situated Rural: Panchayat
Manipur	Department of Settlement and Land Records, Govt. of Manipur	Department of Settlement and Land Records, Govt. of Manipur	Planning and Development Authority, Govt. of Manipur	District Commissioner	Engineering Department, Govt. of Manipur	Rural - Block Development Officer Urban - Municipality	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
Meghalaya	Local Revenue/ Education Authority	-	PWD/ Urban Development Authority	Urban Development Authority	PWD Building Division	PWD Building Division	Meghalaya Urban Development Authority
Mizoram	Aizawal Urban: Secretary, Land Revenue & Settlement Outside Aizwal: Secretary, Land Revenue & Settlement	All districts in the State : Settlement Officer of the Concerned District	Aizawal Urban: Aizwal Municipal Corporation Outside Aizwal: Head of the Concerned Department	Aizawal Urban: Secretary, Land Revenue and Settlement Outside Aizwal: Secretary, Land Revenue and Settlement	Aizawal Urban: Aizwal Municipal Corporation Outside Aizwal: Head of the Concerned Department	Aizawal Urban: Aizwal Municipal Corporation Outside Aizwal: Head of the Concerned Department	Aizawl Municipal Council
Nagaland	Local Revenue Authority	-	Local Revenue Authority	Local Revenue Authority	Executive Engineer, PWD Housing (EDN)	Architect, PWD/ Housing (EDN)	Urban Development Department Nagaland, Kohima
Orissa	Revenue and Disaster Management Department,	Revenue and Disaster Management Department, Govt. of Odisha	Revenue and Disaster Management Department, Govt. of Odisha	Revenue and Disaster Management Department, Govt. of Odisha	Rural - Block Development Officer Urban - Housing and Urban Development Department/ Town	Rural - Block Development Officer Urban - Housing and Urban	Rural - Panchayat Samiti Urban - Municipality



	Govt. of Odisha				Planning/ Development Authority	Development Department/ Town Planning/ Development Authority	
Sikkim	Land Revenue Department of the District	Land Revenue Department of the District	District Collectorate of respective District	District Collectorate of respective District	Divisional Engineer of the HRDD of respective District	Divisional Engineer Building and Housing/ Urban Development Department	Urban Development and Housing Department, Sikkim
Tripura	Local Revenue Authority	NA	Local Revenue Authority	Local Revenue Authority	Executive Engineer, PWD	Architect, PWD/ THCB	Agartala Municipal Council
West Bengal	Rural - BL and LRO Urban - ADM (Land & LR) Metro/ Mega - ADM (Land & LR)	Rural - BL and LRO Urban - ADM (Land & LR) Metro/ Mega - ADM (Land & LR)	Rural - Gram Panchayet/ Panchayat Samiti/ Zilla Parishad/ DM and Executive Officer, Zilla Parishad Urban - Corporation/ Municipality/ Development Authority Metro/ Mega - Corporation/ Municipality/ Development Authority	Rural - BL and LRO Urban - ADM (Land & LR) Metro/ Mega - ADM (Land & LR)	Rural - Gram Panchayet/ Panchayat Samiti/ Zilla Parishad/ DM and Executive Officer, Zilla Parishad Urban - Corporation/ Municipality/ Development Authority Metro/ Mega - Corporation/ Municipality/ Development Authority	Rural - Pradhan of the concerned Gram Panchayat with Registered Architect Urban, Mega/Metro - Corporation/ Municipality/ Development Authority/ Registered Architect	
Northern Region							
Bihar	<p>1. For construction of state Government owned Institutions on Government Land, the State Government allocates Land through its cabinet decision, so Certificates, regarding Land use/ conversion/ encumbrance and advocate Certificates are not required.</p> <p>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.</p>					<p>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.</p> <p>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</p>	



Uttarakhand	Concerned SDM	Concerned SDM	Rural - Village Panchayat Officer/ Village Development Officer Urban - EP of Local Bodies i.e. Nagar Panchayat/ Nagar Parishad/ Nagar Palika/ Nagar Nigam as per their Jurisdiction	Rural - Village Panchayat Officer/ Village Development Officer Urban - EP of Local Bodies i.e. Nagar Panchayat/ Nagar Parishad/ Nagar Palika/ Nagar Nigam as per their Jurisdiction	Rural - Village Panchayat Officer/ Village Development Officer Urban - EP of Local Bodies i.e. Nagar Panchayat/ Nagar Parishad/ Nagar Palika/ Nagar Nigam as per their Jurisdiction	Concerned Construction Agency	For Self Finance/Private Institution Urban - Development Authority Rural - Sub Divisional Magistrate/ Tehsildar For Government Institution Principal/Director of Institution
Uttar Pradesh	Town and Country Planning Department/ Development Authority/ Municipal Authority/ Housing and Urban Planning Department	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Department/ Development Authority/ Revenue Authority	Town and Master Plan/ Development Authority/ State Revenue Authority	Development Authority/ Municipal Authority/ Zila Panchayat	Development Authority/ Municipal Authority/ Zila Panchayat	Chief Executive Officer/ Executive Officer or Nominated Officer by District Development Authority Chief Executive Officer/ Executive Officer or Nominated Officer by District Municipal Corporation, Nagar Palika Parishad/ Zila Panchayat Nagar Panchayat
Northwestern Region							
Chandigarh	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



Haryana	Competent Authority for grant of CLU permissions for setting up of Educational Institutions in the state of Haryana. Such CLU permissions are required to be obtained only for the sites, which are located within controlled area declared under the provision of act 41 of 1963. The part of the controlled area, which falls within urbanizable zone of development Plan can be classified 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
Himachal Pradesh	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 Pancharyat of Concerned area	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat of Concerned area	The Director, Directorate of Technical Education, Govt. of Himachal Pradesh, Sundernagar, District Mandi, Himachal Pradesh Executive Officer in Municipal Committees or Nagar Panchayat and Member Secretary in Special Area Development Authority and in Urban Areas like Municipal Corporation Architect Planner on behalf Commissioner, Municipal Corporation
J&K	Urban - Municipality Rural - Assistant Commissioner Revenue	Urban - Deputy Commissioner Rural - Assistant Commissioner Revenue	Urban - Assistant Commissioner Revenue Rural - Assistant Commissioner Revenue	Urban - Municipality Rural - Assistant Commissioner Revenue	Urban - Prepared by Architect and approved by Municipal Authority/Revenue Authority Rural - Prepared by Architect & approved by Revenue Authority/BDO	Urban - Prepared by Architect and approved by Municipal Authority/Revenue Authority Rural - Prepared by Architect & approved by	Urban - Municipality Rural - Deputy Commissioner



						Revenue Authority/BDO	
New Delhi	Commissioner of DDA/Municipal Corporation of Delhi	Commissioner of DDA/Municipal Corporation of Delhi	Commissioner of DDA/Municipal Corporation of Delhi	Commissioner of DDA/Municipal Corporation of Delhi	Commissioner of DDA/Municipal Corporation of Delhi	Commissioner of DDA/Municipal Corporation of Delhi	Joint Director (Planning), DTTE
Punjab	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 ² Chief Town Planner, Punjab for an area of Building above 5000 m ²	Respective Senior Town Planner of Department, Town and Country Planning, for an area of the Building measuring up to 5000 m ² Chief Town Planner, Punjab for an area of the Building above 5000 m ²	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
Rajasthan	Urban/ Rural - Collector/ SDO/ State Government (depending on Land area)	Urban/ Rural - Collector/ SDO/ State Government (depending on Land area)	Urban - Collector/ Town Planner Rural - Local Authority	Urban/ Rural - State Government Department	Urban/ Rural - Nagar Nigam/ Nagar Parishad/ Nagar Palika/ UIT/ Local Development Authorities	Urban/ Rural - Nagar Nigam/ Municipal Corporation/ Municipality	



South Central Region

Andhra Pradesh	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. DTCP Remarks: Andhra area Town Planning Act issued on 7 th 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
Telangana	DTCP RDO (MRO) Remarks: Wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GRP Schemes proposals in other areas	RDO Remarks: Conversion of Agricultural Land to other Land.(Not applicable to Government Land)	DTCP Municipal Council Remarks: Wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GTP Schemes proposals in other areas	DTCP Remarks: as per Census	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 th September 1920 is applicable for both Andhra and Telangana)	Commissioner for Hyderabad, Warangal (UA) and Director, Directorate of Town and Country Planning for areas other than Hyderabad



Southern Region							
Pondicherry	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
Tamil Nadu	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
Southwestern Region							
Karnataka	Urban ~ Urban Development Authority/ Planning Authority/ Municipal Planning Authority Rural - Urban Development Authority/ Planning Authority/ Municipal Planning Authority	Urban - Revenue Department Rural - Revenue Department	Urban - Urban Development Authority/ Planning Authority/ Municipal Planning Authority Rural - Urban Development Authority/ Planning Authority/ Municipal Planning Authority	Urban ~ Urban Development Authority/ Planning Authority/ Municipal Planning Authority Rural: Urban Development Authority/ Planning Authority/ Municipal Planning Authority	Urban - Urban Development Authority/ Planning Authority/ Municipal Planning Authority Rural - Planning Authority/ Municipal Planning Authority	Urban - Urban Local Body/ Rural Local Body Rural: Urban Local Body/ Gram Panchayat	Urban ~ Urban Local Body/ Rural Local Body Local ~ Gram Panchayat (Building Completion Certificate)
Kerala	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							
Daman and Diu	Deputy Collector, Daman	Mamlatdar, Daman	Associate Town Planner, Daman		Associate Town Planner, Daman	Associate Town Planner, Daman	
Goa	Town & Country Planning Department	Collector of respective District	Land Survey Department/ Town &	Planning Development Authority/ Town & Country	Town & Country Planning Department Office of concerned area	Town & Country Planning Department	Municipality/ Village Panchayat of concerned area



			Country Planning Department	Planning Department		Office of concerned area	
Maharashtra - Metro	Collector/Municipal Corporation	Collector/Municipal Corporation	Municipal Corporation	Municipal Corporation	Municipal Corporation	Municipal Corporation	Municipal Corporation
Maharashtra – Urban and Rural Area	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							
NOTE: In case of Zila Panchayat, copy of the Govt. Order (GO) must be produced by the Applicant before the Committee							

Note: The above list of Competent Authorities is compiled in the Approval Process Handbook to the best of the information available/obtained from the State authorities. If there is any change in the Competent Authority, an authorization letter from the Principal Secretary of the concerned State shall have to be produced for the same.

1 Hectare = 10000 m²; 1 Acre = 4046.86 m²; 1 Bigha = 1338 m²; 1 Pari = 10117.14 m²



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
 - Frequency of the Board Meeting and Academic Advisory Body
 - Organizational chart and processes
 - Nature and Extent of involvement of Faculty and students in academic affairs/ improvements
 - Mechanism/ Norms and Procedure for democratic/ good Governance
 - Student Feedback on Institutional Governance/ Faculty performance
 - Grievance Redressal mechanism for Faculty, staff and students
 - Establishment of Anti Ragging Committee
 - Establishment of Online Grievance Redressal Mechanism
 - Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University
 - Establishment of Internal Complaint Committee (ICC)
 - Establishment of Committee for SC/ ST
 - Internal Quality Assurance Cell
- 6. Programmes**
 - Name of Programmes approved by AICTE
 - Name of Programmes Accredited by 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

- Name
- Date of Birth
- Unique id
- Education Qualifications
- Work Experience
 - Teaching
 - Research
 - Industry
 - others
- Area of Specialization
- Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level
- Research guidance
 - No. of papers published in National/ International Journals/ Conferences
 - Master
 - Ph.D.
- Projects Carried out



- Patents
- Technology Transfer
- Research Publications
- 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
Undergraduate Degree Programmes			
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
Post Graduate Degree Programmes			
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
Diploma Programmes			
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
Post Diploma Programmes			
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
	3 x plinth area for Buildings + playground + allowance for future development																	
1995		20	20															
1997	2	4	10															
1999-2003	5	10	25	2	5	10	0.5	2.5	5	0.5	2.5	5	0.5	1.25	2.5	0.5	1.5	2.5
2004-2005	5	10	10	2	5	5	0.5	2.5	2.5	0.5	2.5	2.5	0.5	1.25	1.25	0.5	1.25	1.25

Year	Engineering and Technology			Architecture/ Planning/ Hotel Management and Catering Technology			Applied Arts and Crafts			Pharmacy			Management			MCA		
	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban
2006-09	3	5	10	1	1.5	2.5	0.70	1	2	0.75	1.25	2	0.5	0.5	1	0.5	0.75	1.5
2010-11	2.5	4	10	1	1.5	2.5	0.75	1	2	0.75	1.25	2	0.5	0.5	1	0.5	0.75	1.5
2011-15	2.5		10	1		2.5	0.75		2	0.75		2	0.5		1	0.5		1.5
2016-17	1.5	2.5	7.5	1	1	2.5	0.75	0.75	2	0.75	0.75	2	0.5	0.5	1	0.5	0.5	1.5
2017-18	1.5	2.5	7.5	1	1	2.5	0.5	0.5	1.5	0.75	0.75	2	0.5	0.5	1	0.5	0.5	1
2018-19	#	2.5	7.5	#	1	2	#	0.5	1.5	#	0.75	2	#	0.5	1	#	0.5	1
2019-20	#	2.5	7.5	#	1	2	#	0.5	1.5	#	0.75	2	#	0.5	1	#	0.5	1

As per FSI/FAR



DIPLOMA LEVEL INSTITUTIONS

Year	Engineering and Technology			Architecture/ Planning			Applied Arts and Crafts			Pharmacy			Hotel Management and Catering Technology (Degree and Diploma)			Hotel Management and Catering Technology		
	Metro/ Corporation	Dist. HQ	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
1985-1990	3 x plinth area for Buildings + playground + allowance for future development																	
1997	2	4	8															
1999-2003	5	10	20	0.5	1.5	3	0.5	1.5	2.5	-	-	-	0.5	2.5	5	0.5	1.5	3
2004-06	5	10	10	2	5	5	0.5	2.5	2.5	0.5	2.5	2.5	0.5	2.5	2.5	0.5	1.5	1.5

Year	Engineering and Technology			Architecture/ Planning/ Hotel Management and Catering Technology			Applied Arts and Crafts			Pharmacy			Hotel Management and Catering Technology (Degree and Diploma)			Hotel Management and Catering Technology		
	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	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		5	1		2.5	0.75		2	0.75		2	-	-	-	1		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
2019-20	#	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 (BoG)/ Board of Management (BoM) as specified in the Approval Process Handbook (Applicable only for PGDM Institutions)	Document mentioning the formation of Board of Governors (BoG)/ Board of Management (BoM) 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 specified in the Approval Process Handbook	Resolution by the Applicant as applicable as specified in the Approval Process Handbook
4	Certificate regarding Minority Status, if applicable at the time of application	Concerned State Government GO indicating Minority status of the Applicant
5	Certificate issued by an Advocate in a format as prescribed	Certificate issued by an Advocate as specified in the Approval Process Handbook
6	Classification of Land (Mega/ Metro/ Urban/ Rural) Certificate by the Competent Authority	Classification of Land (Mega/ Metro/ Urban/ Rural) Certificate by the Competent Authority
7	Documents showing possession of the Land in the Name of the Trust/ Society/ Company	Khasara - Khatauni/ Patta/ Chitta/143 and Registered Document for the said Land in the Name of the Trust/ Society/ Company
8	Land Conversion Certificate	Land Conversion Certificate issued by the Competent Authority of the concerned State Government
9	Land Use Certificate	Land Use Certificate issued by the Competent Authority of the concerned State Government

10	Khasra Plan (Master Plan) Demarcating the entire Land area to show that the Land is contiguous, issued by the Competent Authority	Khasra Plan (Master Plan) Demarcating the entire Land area issued by the Competent Authority
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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 ² , 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 ²	To be calculated by the Expert from the Building Plan
10	Total built up area required as per applied intake in m ² (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, duly 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 motorable approach roads/ General and Departmental notice boards	Compliance has to be verified physically only, however the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
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 Board of Governors (BoG)/ Board of Management (BoM) for the constitution of Student Counsellor/ Committee/ Cell duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
9	Establishment of Grievance Redressal Committee in the Institution and the Appointment of OMBUDSMAN by the University	Documents/ Minutes of Board of Governors (BoG)/ Board of Management (BoM) for the constitution of the committee along with the list of nominated members duly attested by the Chairman/ Secretary of the Trust/ Society/ Company. In case of OMBUDSMAN, an order from the concerned University for appointment
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 Initiatives of AICTE to improve the Quality of Technical Education

AICTE Act 1987 mandates

- ✓ Planned and coordinated development of Technical Education
- ✓ Regulate proper maintenance of norms and standards
- ✓ Expansion of Technical Education with Quality

AICTE is moving ahead in all three mandates so that anyone who is willing to take Technical Education shall be provided with all possible support, finally leading to value based quality education. AICTE in the past few years started the following major funding Schemes to need ensure need based, job oriented education.

I. Institutional Development schemes

- MARGDARSHAN
- Unnat Bharat Abhiyan (for adopting 5 villages by each Institution and provide technology intervention)
- Modernization and Removal of Obsolescence (MODROBS)
- Hostel for SC/ST Students
- Special Schemes for North Eastern States
- Skill and Personality Development Programme Centre for SC/ST Students

II. Staff Development Schemes

- Faculty Development Programme
- Quality Improvement Programme
- Short Term Training Programme (STTP)
- NITTTR Training Programs for Faculty
- AICTE – ISTE Orientation/ Refresher Programme
- AICTE-INAE-Distinguished Visiting Professor
- AICTE - INAE -Teachers Research Fellowship
- Emeritus Professor (Distinguished Practicing Engineer) Fellowship
- Adjunct Faculty
- Seminar Grants
- Scheme of Travel Grants

III. Research & Innovation Development schemes

- Research Promotion Scheme
- E- Shodh Sindhu
- Entrepreneurship Development Cell
- Grant for Organising Conferences
- MOU signed between AICTE and Clarivate Analytics for research excellence

IV. Student Development Schemes

- M.Tech Projects as Internship with Small and Medium Enterprises
- AICTE-INAE Travel Grant Scheme
- PRERANA – Scheme for Preparing SC/ST Students for Higher Education
- SAMRIDDHI – Scheme for SC/ST Students for Setting Start-ups in the field of deigning/ Launching and offering their own business/ Start-up
- Support to Students for Participating in Competition Abroad (SSPCA)



- Scholarship Schemes
- PG Scholarship
- PMSSS for J & K students
- PRAGATI Scholarship Scheme
- SAKSHAM Scholarship Scheme
- PRERNA Scholarship Scheme
- National Doctoral Fellowship (To promote research culture by admitting full time meritorious research scholars by providing research, in selected Institutions apart from QIP program in IITs and NITs for teachers. Special scholarship for teachers getting PhD admission in global top 500 universities)
- Promoting Student Innovations
- AICTE-Global-link Research Internships - International internships in Canada, Taiwan and incubator support by Canada Carlton University to ten women led tech Start-ups annually
- Start-ups incubation and exchange with Canada and South Korea
- Smart India Hackathon launched

National Student Start-up Policy was launched on 16th November 2016. The Policy aims to Streamline and Strengthen the Innovation & Startup Ecosystem in Technical Institutions. Identifying the innovation and entrepreneurial potential of students, nurture innovations and transform them into startup entrepreneurs by developing an ideal entrepreneurial ecosystem in Technical Institutions and engagement with diversified enablers at national and international Level.

Macro Level Interventions: Ongoing Efforts

- Benchmarking Institutions Efforts on Supporting Student Innovation & Start ups
- Design of AICTE - Institution Innovation Index
- Design of New Academic Track Program on Start-ups
- Design of IPR Guidelines for Technical Institutions
- Promoting Research in Entrepreneurship and Start-ups in Institutions

Smart India Hackathon: A unique initiative to identify new and disruptive digital solutions for solving the challenges faced by our country under the program of Smart India Hackathon. More than 50 Ministries/ Govt. Departments and 20 States had participated for the past two years. Smart India Hackathon in the last three years has become world's largest open innovation model solving problems of both Government and Industry by 2nd and 3rd year UG Engineering students. Give opportunity and they will show the world what they can do.

AICTE also made the following initiatives to improve the quality of Technical Education:

1. **Revision of Curriculum**

Regular revision of curriculum through a committee of experts from well-known academia and industry experts. What is needed today and tomorrow being taught today. Published on website for universities to adopt.

2. **Teacher Training**

Training of teachers in new age technologies mentioned earlier by the following approaches so that they can effectively conduct classes. ATAL academies established in 4 places. Many in the pipeline. 200 FDPs are also planned. Several workshops for faculty conducted. Wherever these workshops were conducted, faculty were charged up and they have taken this seriously and the student workshops have been game changers.

8 module teacher certification program for new age pedagogy and to prepare for 30 to 35 year life cycle of a teacher available both on MOOCs and face to face mode. Teacher training module, curriculum, MOOCs Courses available on SWAYAM. Mandatory for regularization and promotion.

- SWAYAM, MOOCs Courses available on NPTEL



- Winter Internship
- Mentored Teaching

3. **Mandatory Induction program for students of 1st year on joining the Institution**

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

- **Student Activity Cell (SAC)**

It is recommended that each Institution should have one Student Activity Cell (SAC) for implementation of Mandatory Student Induction Program, Universal Human Values-I (SIP) & related follow-up activities.

- **UHV trained Faculty**

Institution should ensure that in every department there should be one UHV trained Faculty for every 20 newly joined students.

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

4. **Promoting Innovation/Start-ups**

Innovation Cell was created with the following emphasis:

- To encourage ideation, creativity amongst school and Technical Institutions students
- Tweaking of India's education system to make it more suited to foster innovation-based economy
- To create mechanism to harness India's ability as a services-led economy for building knowledge-based and innovation-driven economy.
- To facilitate commercialization of celebrated incremental and frugal innovations
- To promote 'Think in India' philosophy
- To invest and reward IP creation

Innovation committee's in 1000 Institutions through MHRDs innovation cell. It is expected to reach to 10000. Regular challenges, ideas for preparing students in innovation leading to Start-ups. India constantly upping it's rating thanks to these initiatives. From 81st place 5 years ago has upgraded to 52nd position this year.

5. **Internship Policy**

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

AICTE Internship Policy is available at

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

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

- **AICTE Activity Points Programme**

AICTE has also made it mandatory for students to earn 'AICTE Activity Points', over and above their academic grades for their contribution towards community and allied activities. UG/ Diploma students should earn 100/ 75 AICTE Activity Points respectively. (Detail available in in Chapter 6 of AICTE Internship Policy).



- **AICTE Internship Portal**

TPO should register on AICTE internship portal (<http://www.internship.aicteindia.org/>) and upload details of all your students in the prescribed format.

- **Monitoring of Internships**

AICTE is monitoring the internships and other industry aligned through url: <http://drive.aicteindia.org/InternshipMonitoringForm/>. You are requested to fill-in the required information quarterly. This is mandatory information to be provided for obtaining EoA.

- **Mandatory Training and Placement Cell**

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

- **5 MoUs with Industry**

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

6. **Exam Reforms**

From rote learning question papers to Blooms taxonomy based questions, remembering type being minimum, and focus on understanding, analysis, application, innovation and creativity. The result of this will be visible very soon. Several workshops on exam reforms are held for faculty.

7. **Mandatory Accreditation** (Accreditation has been made compulsory for increase in intake/ starting new Courses)

8. **Perspective Plan**

Based on the Committee's report, two year's holiday for new Engineering Institutions and Pharmacy Institutions and additional seats, except for changing to EMERGING AREAS.

9. **Industry readiness**

Courses in entrepreneurship, business, management, angel funding, etc. to create Start-ups from Campuses. Already 1000s, if Start-ups have started off creating 1 lakh plus jobs from campuses. Entrepreneurship cell in each Institution and wherever possible incubator to create jobs.

Other Initiatives

- Enforcing the Institutions to sign atleast 5 MoUs with Industries
- Indigenous MOOCs platform SWAYAM created by MHRD and AICTE is today one of the largest with 2700 excellent Courses available from anywhere, anytime on any device from any faculty. 3 million users have on boarded. The Courses are free and one can even transfer credits earned from these Courses to their program.
- Vocational Courses
- National Employability Enhancement Mission (NEEM)
- UKIERI (Leadership Development Program)
- Progressive use of Hindi
- Atal Ranking of Institutions on Innovation Achievements (ARIIA) to systematically rank education Institutions and universities primarily on innovation related indicators



- Clean & Green Campus Award

To recognize Institutions that are doing a good job and to spur others into actions that lead to measurable outcomes regarding engaging students in saving water, energy, recycling of waste, less and effective use, etc.

- AICTE-ECI Chhatra Vishwakarma Awards

AICTE & ECI are jointly holding a competition “AICTE-ECI Chhatra Vishwakarma Awards” for innovative projects of the students of AICTE approved Degree & Diploma Level Technical Institutions.



15.0 Ready Reckoner for Frequent Queries

1. No need to submit the hard copy of the application to the Regional Office.
2. University Departments shall apply under the same PID of the University
3. In case of applications under Chapter II, NOC from the State Government/ UT is required only for Change of Name of the Trust/ Merger of the Trust/ Society/ Company and Closure of the Institution.
4. If the Applicant/ Institution is invited to appear before the Scrutiny/ Re-Scrutiny to verify the documents/ to present their case before the Standing Hearing Committee/ Standing Appellate Committee for compliance of the deficiencies, the representative(s) shall also bring the documents presented to the Scrutiny/ Expert Visit Committee to make use of the opportunity given effectively.
5. If an Institution intends to utilise a Building constructed earlier, the Building approvals obtained from the then authorities shall be produced, else the approval for the same shall be obtained from the current approving authorities.
6. If the Institution intending to modify the Non-Editable fields such as name of the Trustee, Land details, etc. shall contact AICTE HQ with supporting documents.
7. 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.
8. TER charge is applicable, if self-financing Courses are offered at Government aided Institutions.
9. Student admission is the subject of State Authorities.
10. AICTE does not insist on separate boundary walls for Institutions existing in the same Campus by the same Trust/ Society/ Company, provided the Land and Built-up norms shall be fulfilled for the Programmes/ Courses approved.
11. 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.
12. EVC shall check the facilities only for “Approved Intake”, not based on admitted students.
13. Certificate verification for PGDM Programme, for employment/ higher Education shall be obtained from the concerned Institution.
14. Excess payment shall be refunded, not adjusted in future transactions.
15. TER charges are accepted only by digital payment through the Portal, Demand Draft is not accepted under any circumstance.
16. 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.
17. For the release of Security Deposits through FDR/RTGS, only online applications are accepted. The status of processing shall be viewed through the portal.
18. To submit any documents to the AICTE HQ/ Regional Office, use the following e-mail ids:

Region	Headquarters	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

19. 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
1	II	Extension of Approval based on Self-Disclosure	EC
2	II	Introduction/ Continuation of seats for Non Resident Indian(s)	
3	I	Setting up a new Technical Institution	Scrutiny followed by EVC
4	II	Change of Site/ Location	
5	II	Conversion of Diploma Level into Degree Level	
6	II	To start new Programme/ Level in the existing Institutions	
7	II	Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus (applied with Land relaxation)	
8	V	Introduction of Open and Distance Learning Courses	
9	II	Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake	EVC
10	II	To start Diploma/ Degree in Pharmacy in existing Institutions	
11	II	Introduction of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries	
12	V	Increase in Approved Intake in the Courses/ Introduction of new Courses in Open and Distance Learning mode	Scrutiny
13	II	Conversion of Degree Level into Diploma Level	
14	II	Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus (applied without any Land relaxation)	
15	II	Conversion of Women's Institution into Co-Ed Institution and vice-versa	
16	II	Increase in Intake/ Additional Course(s) including Institutions having total "Approved Intake" less than the "Maximum Intake Allowed"	
17	II	Introduction of Integrated/ Dual Degree Course	
18	II	Closure of the Institution	
19	II	Conversion of PGDM Course(s) into MBA Course(s) and vice-versa	
20	II	Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa	
21	II	Conversion of Courses into allied Vocational Courses	
22	II	Introduction of Fellow Program in Management	
23	II	Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)	
24	II	Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University)	
25	II	Change in the Minority Status of the Institution	
26	II	Change in the Name of the Bank	
27	II	Change in the Name of the Trust/ Society/ Company	
28	II	Extended EoA	
29	V	Closure of Courses in Open and Distance Learning mode	
28	III	Collaboration and Twinning Programme	
29	VI	Vocational Courses	





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