

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION



APPROVAL PROCESS HANDBOOK 2018-2019



All India Council for Technical Education Approval Process Handbook (2018–19)

This Handbook is a Legal Document as per All India Council for Technical Education Act, 1987 (52 of 1987) and Section (4.11) of Gazette Policy Regulation No. F.No: AB/ AICTE/ REG/ 2016 of AICTE dated November 30, 2016 Notified on November 30, 2016 in the Gazette of India, Extraordinary, Part-III, Section-4 and amended on December 5, 2017

and

F. No.: AICTE/P&AP/PGDM/2017 dated December 14, 2017 All India Council for Technical Education (Norms and Standards for the Conduct of Post Graduate Diploma in Management) Regulations, 2017 Notified on December 14, 2017

and

Regulations for Vocational Education Notified on December 05, 2012 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, 2014 Notified on February 03, 2016

FOREWORD

The aim of higher education in India is to provide access, equity, quality and accountability at affordable cost to all aspiring Citizens with utmost transparency so as to ensure sustainable economic development of the nation. It is achieved through creation, transmission and dissemination 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. The 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 2018-19 along with revised Gazette Policy Regulation No. F.No: AB/AICTE/REG/2016 of AICTE dated November 30, 2016 and further amended in December 2017. This is expected to create an academic ambience in the Technical Institutions for nurturing and supporting quality so that Technical Education in India will be one of the best in the world. Supporting Institutions for Autonomy, Accreditation of Programmes, Ranking of Institutions, schemes such as Margdarshan, Adjunct Faculty, Trainee Teacher and Unnat Bharat Abhiyan, launching of Student Startup Policy 2016, Smart India Hackathon 2017, 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 revision of all Under Graduate and Post Graduate model Curricula, teacher training Programmes for both new teachers and in service teachers, innovative student Induction Programme, mandatory Internship for students, support for innovation and entrepreneurship, Industry Interaction Cells, starting the work on a national Perspective Plan for Technical Education have been initiated. AICTE has signed several MoUs with both government Departments and private Organizations, NGOs, startups for supporting students and Institutions in getting internship opportunities. The Introduction of National Digital Depository for storing all students' educational Certificates, all fee collections and scholarship disbursals through cashless digital means are major changes initiated by the Government of India and implemented by AICTE.

This manual 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 the AICTE. The emphasis on e-governance to ensure transparency and accountability, and implementing a tech-savvy approach to enable faster processing and clearly defining the Infrastructural norms in Institutions are just a few pointers towards AICTE's efforts at fostering a Technical Education system which is on par with the best Institutions in the world.

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

योगः कर्मसु कौशलम् (Excellence in action is yoga)

Anil Sahasrabudhe
Chairman, AICTE



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Abbreviations	
ACA	Access and Circulation Area
AICTE	All India Council for Technical Education
AIU	Association of Indian Universities
ATM	Automated Teller Machine
ATMA	Association of Indian Management Schools (AIMS) Test For Management Admission
BCA	Bachelor of Computer Application
B.E.	Bachelor of Engineering
B.HMCT.	Bachelor of Hotel Management and Catering Technology
B.Sc.	Bachelor of Science
B.Tech.	Bachelor of Technology
BoG	Board of Governors
BOT	Built Operate and Transfer
CABE	Central Advisory Board of Education
CAT	Common Admission Test
CBSE	Central Board of Secondary Education
CCTV	Close Circuit Television
CoA	Council of Architecture
CMAT	Common Management Admission Test
CPWD	Central Public Works Department
DELNET	Developing Library Network
DDA	Delhi Development Authority
DPR	Detailed Project Report
EC	Executive Committee of AICTE
EoA	Extension of Approval
ERP	Enterprise Resource Planning
EVC	Expert Visit Committee
FDR	Fixed Deposit Receipt
FSI	Floor Space Index
GATE	Graduate Aptitude Test in Engineering
GMAT	Graduate Management Aptitude Test
GPAT	Graduate Pharmacy Aptitude Test
GoI	Government of India
GRC	Grievance Redressal Cell
HMCT	Hotel Management and Catering Technology
ICCR	Indian Council for Cultural Relation
IIM	Indian Institute of Management
IISc	Indian Institute of Science
IIT	Indian Institute of Technology
J&K	Jammu & Kashmir
LCD	Liquid Crystal Display
LoA	Letter of Approval
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.E.	Master of Engineering
MHRD	Ministry of Human Resource and Development, Government of India
MMS	Master of Management Studies
MoA	Memorandum of Association
MODROBS	Modernization and Removal of Obsolescence Scheme by the Council



MOOCs	Massive Online Open Courses
MoU	Memorandum of Understanding
M.Pharm.	Master of Pharmacy
M.Tech.	Master of Technology
NAD	National Academic Depository
NATA	National Aptitude Test in Architecture
NBA	National Board of Accreditation
NBC	National Building Code
NBCC	National Buildings Construction Corporation
NEQIP	North East Quality Improvement Programme
NIOS	National Institute of Open Schooling
NIT	National Institute of Technology
NITTR	National Institute National Institute of Technical Teachers Training and Research
NIRF	National Institutional Ranking Framework
NOC	No Objection Certificate
NRI	Non Resident Indian
NSDA	National Skill Development Agency
NSQF	National Skills Qualifications Framework
OCI	Overseas Citizen of India
PC	Personal Computer
PF	Provident Fund
PG	Post Graduate
PGCM	Post Graduate Certificate in Management
PGDBM	Post Graduate Diploma in Business Management
Ph.D.	Doctor of Philosophy
PIO	Persons of Indian Origin
PPP	Public Private Partnership
PMSSS	Prime Minister's Special Scholarship Scheme
PwD	Persons with Disability
QP	Qualification Packs
RBI	Reserve Bank of India
R&D	Research and Development
RF	Radio Frequency
RO	Regional Office
RPGF	Refundable Performance Guaranty Fund
RPS	Research Promotion Schemes
SAC	Standing Appellate Committee
SAGY	Saansad Adarsh Gram Yojana
SCSC	Standing Complaint Scrutiny Committee
SHC	Standing Hearing Committee
SKP	Skill Knowledge Providers/ Trainers
TDS	Tax Deduction at Source
TER	Technical Education Regulatory
TELNET	Terminal Emulation Programme for TCP/ IP Networks
TFW	Tuition Fee Waiver
UG	Under Graduate
UGC	University Grants Commission
UT	Union Territory
Wi-Fi	Wireless Fidelity
XAT	Xavier's Aptitude Test

Definitions	
1	“Academic Year” means Academic Year of the concerned Affiliating University/ Board and/ or Technical Institution.
2	“Act” means the All India Council for Technical Education Act, 1987 (52 of 1987).
3	“Adjunct Faculty” means resource persons as per guidelines given in Annexure 13 of Approval Process Handbook 2018-19.
4	“Advocate” means an Advocate registered with the Bar Council of India.
5	An “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 Web site hosted by the Council at URL www.aicte-india.org
7	“Approval Process Handbook (APH)” is a handbook published by the AICTE every year prescribing norms and standards for processing of applications submitted for grant of various approvals.
8	“Applicant” is the one who makes an application to the Council for seeking any kind of approval under these Regulations.
9	“Approved Institution” means the Technical Institution approved by the Council.
10	“Architect” means an Architect registered with the Council of Architecture established under the Architects Act, 1972.
11	“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.
12	“Bandwidth Contention” means the contention ratio, ratio of the potential maximum demand to the actual bandwidth.
13	“Break in EoA” means break in the approval of the Institution in the previous year(s).
14	“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.
15	“Chairman” means Chairman of the AICTE as described under sub-section 4(a) of Section 3 of the Act.
16	“Co-Ed Institution” means the Institution admitting male, female and transgender students.
17	“Commission” means University Grants Commission established under Section 4 of the University Grants Commission Act, 1956.
18	“Company” means a Company established/ registered under Section 8 of the Companies Act, 2013.
19	“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.
20	“Compliance Report” means the Report submitted by the Technical Institution complying with requirements as specified in the Approval Process Handbook 2018-19 for the deficiencies observed by Expert Visit Committee/ issues mentioned in Show Cause Notice.
21	“Constituent Institution” means an Institution/ Department/ College/ School as a part of the University.
22	“Council” means All India Council for Technical Education established under Section 3 of the Act.
23	“Course” means one of the branch of learning in a Programme such as Civil Engineering, Mechanical Engineering, etc.
24	<p>“Division” means</p> <ul style="list-style-type: none"> • A batch of maximum of Sixty (60) seats in Under Graduate Programme and Diploma in Engineering and Technology/ Applied Arts and Crafts/ Hotel Management and Catering Technology/ Post Graduate Programme in MCA/ PGDM/ MBA excluding supernumerary seats, if any; • A batch of maximum of Sixty (60) seats in Under Graduate and Diploma in Pharmacy Programme inclusive of supernumerary seats, if any; • A batch of maximum of Forty (40) seats in Under Graduate and Diploma in Architecture/ Planning Programme excluding supernumerary seats, if any;

	<ul style="list-style-type: none"> • A batch of maximum of Thirty (30) seats in Post Graduate Programme in Engineering and Technology/ Architecture/ Planning / Applied Arts and Crafts/ Hotel Management and Catering Technology; • A batch of maximum of Fifteen (15) seats in Post Graduate Programme in Pharmacy, Thirty (30) seats in Pharm.D., Ten (10) seats in Pharm.D. (Post Baccalaureate); • A batch of maximum of Sixty (60) seats in Integrated Degree in Engineering and Technology, Integrated Degree in MCA and Integrated/ Dual Degree in MBA; and • A maximum of Twenty (20) seats per year in fellowship Programme in Management.
25	“EoA” means Extension of Approval granted by AICTE for conduct of Technical Programme(s)/ Course(s) to an Institution for that Academic Year.
26	“EVC” means Expert Visit Committee constituted by the Regional Officer as per the composition given in Approval Process Handbook 2018-19 to verify physically the availability of Infrastructural facilities of the Institution.
27	“Executive Committee” means the Committee constituted by the Council under Section 12 of the AICTE Act.
28	“Faculty” means a Faculty member of the Institutions appointed as per AICTE Regulations for Full Time teaching and other academic activities.
29	“First Shift” means educational activities conducted in the First spell of time (from 8 am to 4 pm) wherever two-Shift working exists.
30	“Foreign National” means the Citizen of Countries other than India who are not of Indian origin as defined under OCI/ PIO.
31	“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.
32	“Government Institution” means Technical Institution established and/ or fully maintained by the Government.
33	“Head of the Institution” means the Vice-Chancellor in case of a University or an Institution Deemed to be University, the Principal or the Director or such other designation as the administrative Head of the Institution of the Technical Institution referred.
34	“Institution Deemed to be University” means an Institution for higher education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the University Grants Commission Act, 1956.
35	“Lateral Entry” means admission of students into second year of Diploma/ Degree/ MCA Programmes as per Chapter V of Approval Process Handbook 2018-19.
36	“Level” means Diploma, Post Diploma, Under Graduate Degree, Post Graduate Degree and Post Graduate Diploma Programmes.
37	“Minority Institution” means a College or an educational Institution established and administered by a minority or minorities and recognized by Competent Authority as Minority College/ Institution.
38	“NBA” means National Board of Accreditation, an autonomous body set up by AICTE, registered under Societies Registration Act, 1860.
39	“Non-Resident Indian (NRI)” means an Indian Citizen who is ordinarily residing outside India and holds an Indian Passport.
40	“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.
41	“Part Time Course” means educational activities conducted in evening time i.e. 5.30 pm to 9.30 pm (six days a week) wherever Regular/ First Shift working exists and are meant only for working professionals or professionals with at least two years of work experience.
42	“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.

43	“Prescribed” means as prescribed under Approval Process Handbook 2018-19 and Regulations.
44	“Private University” means a University duly established through a State/ Central Act by a sponsoring body viz., a Society registered under the Societies Registration Act 1860, or any other corresponding law for the time being in force in a State or a Public Trust or a Company registered under Section 25 of the Companies Act, 1956. Private Universities cannot affiliate an Institution.
45	“Programme” means the field of Technical Education, i.e. Engineering and Technology, Pharmacy, Architecture, Planning, Applied Arts and Crafts, Hotel Management and Catering Technology, MCA, Management (MBA/ PGDM/ PGCM) and such other Programmes/ areas as notified by the Act.
46	“Public Private Partnership (PPP)” means a Partnership based on a contract or concession agreement, between a Government or Statutory entity on the one side and a Private Sector enterprise on the other side.
47	“Regional Committee (RC)” means a Committee established for each region under Section 14 of the Act.
48	“Standing Appellate Committee (SAC)” means a Committee constituted by the Chairman as per the composition given in Approval Process Handbook 2018-19 for considering the Appeals of Technical Institutions.
49	“Standing Complaint Scrutiny Committee (SCSC)” means a Committee constituted by the Chairman as per the composition given in Approval Process Handbook 2018-19 for Scrutiny of Complaints received against the Technical Institutions.
50	“Second Shift” means educational activities conducted in the Second spell of time (from 1 pm to 9 pm) wherever two-Shift working exists.
51	“Self-Financing Institution” means an Institution started by a Trust/ Society/ Company and does not receive grant/ fund from Central and/ or State Government/ UT for meeting its recurring expenditure.
52	“Standing Hearing Committee (SHC)” means a Committee constituted by the Chairman as per the composition given in Approval Process Handbook 2018-19 to review the Reports of Expert Visit Committee/ replies received for Show Cause Notices.
53	“Single Shift/ Regular Shift” means where, educational activities of the Technical Institution are conducted between 9 am and 5 pm.
54	“Society” means a Society registered under Societies Registration Act, 1860.
55	“State Level Fee Committee” means a Committee notified by the concerned State Government/ UT Administration for Regulation of fee to be charged by the Technical Institutions.
56	“Supernumerary Seats” includes TFW, OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries, Lateral entry, PwD and J&K Seats notified from time to time, over and above the “Approved Intake”.
57	“Technical Campus” means a Campus which offers more than one Technical Programmes approved by the Council.
58	“Technical Institution” means an Institution set up by Government, Government Aided and Self-Financing/ Trust/ Society/ Company for conducting Course(s)/ Programme(s) in the field of Technical Education, training and research in Engineering and Technology, Pharmacy, Architecture, Planning, Applied Arts and Crafts, Hotel Management and Catering Technology, MCA, Management, and such other Programmes and areas as notified by the Act.
59	“Trust” means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts.
60	“University Department” means a Department established and maintained by the University.
61	“University” means an University defined under Clause (f) of Section 2 of the University Grants Commission Act, 1956.
62	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.

1.1 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 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.

The 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, mandate of AICTE basically covered only Programmes in Engineering and Technology.

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

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

Education in other professional fields such as, Pharmacy, Applied Arts and Crafts has also undergone similar developments during the post-independence period. Programmes for Technical Education, during the first three Five Year Plans, were devoted to 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 eighties towards involvement of Private and Voluntary Organizations in the setting up of 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.

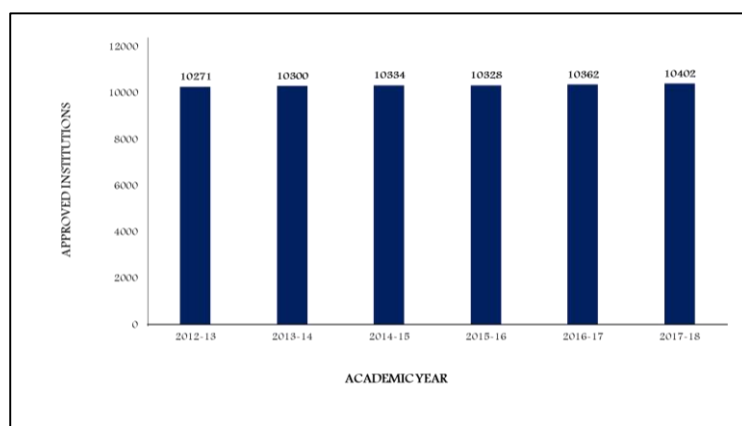
It was in this context that AICTE was given statutory powers by the AICTE Act of Parliament in 1987, with a view to ensure the proper planning and coordinated development of Technical Education System throughout the Country. Technical Education in this context includes fields of Engineering and Technology,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

1.2 Growth of Technical Education

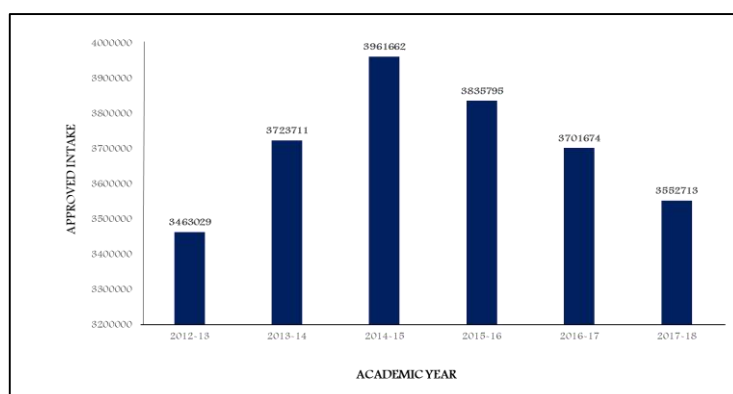
The growth of Technical Education in the Country before independence was very slow. The number of Engineering Colleges and Polytechnics (including Pharmacy and Architecture Institutions) in 1947 was 44 and 43 with an Intake capacity of 3200 and 3400 respectively.

Due to the efforts and initiatives taken during successive Five Year Plans and particularly due to Policy changes in the eighties to allow participation of Private and Voluntary Organizations in the setting up of Technical Institutions on self-financing basis, the growth of Technical Education has been phenomenal.

Technical education at all levels in the Country is witnessing a consistent growth pattern marked by the setting up of new Institutions and the improvement of the existing ones in tune with the quality assurance norms set by the regulating and accreditation agencies.



Growth of Technical Institutions in India



Approved Intake in Technical Institutions

Approved Institutions with Intake for 2015-16

Region	State	Approved Programmes			Approved Intake			Total Approved Institutions	Total Approved Intake
		Diploma	Under Graduate	Post Graduate	Diploma	Under Graduate	Post Graduate		
Central	Chhattisgarh	68	62	45	11502	23706	4776	118	39984
	Gujarat	145	203	245	72670	76704	32745	429	182119
	Madhya Pradesh	179	306	369	36676	110446	47465	538	194587
Central Total		392	571	659	120848	210856	84986	1085	416690
Eastern	Andaman and Nicobar Islands	1	1	0	270	90	0	1	360
	Arunachal Pradesh	2	0	0	440	0	0	2	440
	Assam	13	21	21	2215	5475	1992	43	9682
	Jharkhand	33	18	14	9160	7545	3089	57	19794
	Manipur	1	1	1	100	115	40	2	255
	Meghalaya	3	1	2	380	480	150	6	1010
	Mizoram	2	1	2	180	30	62	3	272
	Nagaland	2	1	1	120	240	60	4	420
	Odisha	150	115	142	47015	48959	17011	304	112985
	Sikkim	2	2	2	405	906	249	4	1560
Tripura	5	3	3	850	630	180	11	1660	
West Bengal	132	106	112	34962	41038	13422	256	89422	
Eastern Total		346	270	300	96097	105508	36255	693	237860
North-West	Chandigarh	5	6	9	1025	1546	1025	13	3596
	Delhi	21	25	53	5865	10080	13403	82	29348
	Haryana	230	190	238	72488	70394	30196	452	173078
	Himachal Pradesh	39	37	33	10858	10660	3078	78	24596
	Jammu and Kashmir	32	9	18	6395	3405	1696	52	11496
	Punjab	190	148	190	67767	50980	21954	379	140701
Rajasthan	251	172	166	63815	65993	17055	447	146863	
North-West Total		768	587	707	228213	213058	88407	1503	529678
Northern	Bihar	47	28	37	14090	9080	3067	96	26237
	Uttar Pradesh	461	423	668	135942	163616	95239	1088	394797
	Uttarakhand	93	53	75	19233	14754	7983	161	41970
Northern Total		601	504	780	169265	187450	106289	1345	463004
South-Central	Andhra Pradesh	332	456	645	88696	194460	102587	855	385743
	Telangana	247	447	676	61980	180583	128457	791	371020
South-Central Total		579	903	1321	150676	375043	231044	1646	756763
South-West	Karnataka	359	268	368	101849	109434	49411	749	260694
	Kerala	73	208	223	22020	65963	23064	364	111047
South-West Total		432	476	591	123869	175397	72475	1113	371741
Southern	Puducherry	9	20	17	2830	9030	1942	31	13802
	Tamil Nadu	508	574	726	215043	288717	85471	1347	589231
Southern Total		517	594	743	217873	297747	87413	1378	603033
Western	Dadra and Nagar Haveli	1	1	2	330	60	186	3	576
	Daman and Diu	2	0	0	540	0	0	2	540
	Goa	9	8	5	2955	1430	588	17	4973
	Maharashtra	707	558	742	192998	178472	95686	1542	467156
Western Total		719	567	749	196823	179962	96460	1564	473245
Grand Total		4354	4472	5850	1303664	1745021	803329	10327	3852014

Approved Institutions with Intake for 2016-17

Region	State/ UT	Approved Programmes			Approved Intake			Total Approved Institutions	Total Approved Intake
		Diploma	Under Graduate	Post Graduate	Diploma	Under Graduate	Post Graduate		
Central	Chhattisgarh	72	60	45	12386	23982	4898	119	41266
	Gujarat	144	204	232	70834	75316	30288	420	176438
	Madhya Pradesh	193	302	366	39094	105345	46722	551	191161
Central Total		409	566	643	122314	204643	81908	1090	408865
Eastern	Andaman and Nicobar Islands	1	3	1	270	190	60	4	520
	Arunachal Pradesh	7	0	1	980	0	18	8	998
	Assam	15	21	23	2335	5435	1863	47	9633
	Jharkhand	38	18	14	10180	7245	3104	62	20529
	Manipur	3	1	1	370	115	40	4	525
	Meghalaya	3	1	2	380	420	150	6	950
	Mizoram	3	1	3	240	30	122	4	392
	Nagaland	4	1	1	300	240	60	6	600
	Odisha	154	113	136	47265	47618	16102	302	110985
	Sikkim	3	2	2	465	840	249	5	1554
Tripura	6	3	3	1030	630	180	12	1840	
West Bengal	156	105	107	39260	39282	11885	277	90427	
Eastern Total		393	269	294	103075	102045	33833	737	238953
North-West	Chandigarh	5	5	8	990	1041	758	12	2789
	Delhi	20	23	51	5360	9270	13132	77	27762
	Haryana	207	186	221	62753	62046	27804	427	152603
	Himachal Pradesh	35	35	28	8998	8978	2104	72	20080
	Jammu and Kashmir	31	9	18	6035	3345	1696	51	11076
	Punjab	195	144	183	67055	47253	20468	376	134776
Rajasthan	233	161	152	58431	60223	15606	417	134260	
North-West Total		726	563	661	209622	192156	81568	1432	483346
Northern	Bihar	61	34	40	17390	10340	3367	119	31097
	Uttar Pradesh	512	417	648	144863	156033	91099	1130	391995
	Uttarakhand	113	51	76	20873	13691	7821	183	42385
Northern Total		686	502	764	183126	180064	102287	1432	465477
South-Central	Andhra Pradesh	327	446	632	87037	185176	95873	841	368086
	Telangana	237	421	624	59950	156103	111368	753	327421
South-Central Total		564	867	1256	146987	341279	207241	1594	695507
South-West	Karnataka	360	267	365	101373	107380	47843	749	256596
	Kerala	78	214	224	23241	66318	22502	375	112061
South-West Total		438	481	589	124614	173698	70345	1124	368657
Southern	Puducherry	9	20	17	2402	9000	1937	31	13339
	Tamil Nadu	513	570	713	213065	283025	81685	1344	577775
Southern Total		522	590	730	215467	292025	83622	1375	591114
Western	Dadra and Nagar Haveli	1	1	2	330	60	186	3	576
	Daman and Diu	2	0	0	540	0	0	2	540
	Goa	9	8	5	2955	1430	615	17	5000
	Maharashtra	719	561	722	184813	168837	88110	1550	441760
Western Total		731	570	729	188638	170327	88911	1572	447876
Grand Total		4469	4408	5666	1293843	1656237	749715	10356	3699795

Approved Institutions with Intake for 2017-18

Region	State	Approved Institutions			Approved Intake			Approved Institutions	Approved Intake
		Diploma	Under Graduate	Post Graduate	Diploma	Under Graduate	Post Graduate		
Central	Chhattisgarh	79	60	45	13520	23488	4878	124	41886
	Gujarat	145	210	233	69255	75897	29445	427	174597
	Madhya Pradesh	205	288	365	40437	95979	46763	556	183179
Central Total		429	558	643	123212	195364	81086	1107	399662
Eastern	Andaman and Nicobar Islands	1	1	0	420	90	0	1	510
	Arunachal Pradesh	8	1	2	1040	180	126	10	1346
	Assam	26	22	23	4050	5595	1854	59	11499
	Jharkhand	46	19	19	12252	6891	2598	73	21741
	Manipur	3	1	1	370	150	40	4	560
	Meghalaya	3	2	2	380	660	150	7	1190
	Mizoram	3	1	3	240	30	122	4	392
	Nagaland	6	1	1	495	240	60	8	795
	Odisha	159	111	133	47750	45688	15342	303	108780
	Sikkim	3	2	2	510	840	234	5	1584
	Tripura	7	3	3	1150	630	180	13	1960
West Bengal	163	108	107	40058	38448	10946	286	89452	
Eastern Total		428	272	296	108715	99442	31652	773	239809
North-West	Chandigarh	5	6	10	890	1546	1095	14	3531
	Delhi	19	25	52	5330	10010	13059	78	28399
	Haryana	203	187	202	58843	53766	24106	417	136715
	Himachal Pradesh	33	32	26	7908	7640	1999	67	17547
	Jammu and Kashmir	30	10	20	5755	3375	1816	53	10946
	Punjab	206	143	180	65395	44315	19646	384	129356
	Rajasthan	226	161	138	53250	56009	13755	402	123014
North-West Total		722	564	628	197371	176661	75476	1415	449508
Northern	Bihar	65	37	40	18100	10910	3307	125	32317
	Uttar Pradesh	567	413	626	146873	138732	86465	1165	372070
	Uttarakhand	130	50	72	21013	12686	6863	197	40562
Northern Total		762	500	738	185986	162328	96635	1487	444949
South-Central	Andhra Pradesh	321	439	615	85027	180433	92642	825	358102
	Telangana	215	387	576	54490	142241	97481	701	294212
South-Central Total		536	826	1191	139517	322674	190123	1526	652314
South-West	Karnataka	361	273	362	99657	108505	46138	756	254300
	Kerala	82	213	225	22691	64769	21999	381	109459
South-West Total		443	486	587	122348	173274	68137	1135	363759
Southern	Puducherry	9	19	14	2422	8700	1733	29	12855
	Tamil Nadu	511	575	700	208823	273299	78745	1339	560867
Southern Total		520	594	714	211245	281999	80478	1368	573722
Western	Dadra and Nagar Haveli	1	1	2	390	60	150	3	600
	Daman and Diu	2	0	0	600	0	0	2	600
	Goa	9	8	5	2975	1430	615	17	5020
	Maharashtra	734	588	694	170543	168140	82647	1563	421330
Western Total		746	597	701	174508	169630	83412	1585	427550
Grand Total		4586	4397	5498	1262902	1581372	706999	10398	3551273

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

Year	Diploma / Post Diploma	Engineering and Technology	Pharmacy	Architecture	Hotel Management and Catering Technology	MCA	Management
2008-09	610903	841018	64211	4543	5794	73995	149555
2009-10	850481	1071896	68537	4133	6387	78293	179561
2010-11	1083365	1314594	98746	4991	7393	87216	277811
2011-12	1117545	1485894	102746	5491	7693	92216	352571
2012-13	1212612	1761976	121652	5996	8401	100700	385008
2013-14	1177918	1804353	137257	9550	6622	119713	364816
2014-15	1307344	1901501	143244	10890	6442	109925	365352
2015-16	1310414	1844642	139622	10986	6430	103048	350161
2016-17	1293843	1752296	130926	9936	6109	94159	329273
2017-18	1261059	1662488	130903	9187	6031	85104	393055

1.3 The AICTE Act, 1987

The 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.

1.4 Important Provisions of the AICTE Act, 1987 on 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 in 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).

1.5 AICTE Profile

1.5.1 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.

1.5.2 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.

1.5.3 Objectives

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

1.5.4 Responsibilities

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

1.5.5 Major Functions and Schemes

- Approval of Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma Level Programme(s) in Technical Institutions



- Approval of variation/ increase in Intake, additional Course(s)/ Programme(s) in Technical Institutions
- Approval for Foreign Collaboration/ Twinning Programme
- 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)
- Modernisation and Removal of Obsolescence (MODROBS)
- Entrepreneurship Development Cell (EDC)
- Project Centre for Technical Education
- Community Colleges under NSQF
- Innovation Promotion Scheme (IPS)
- Research Park
- e-Shodh Sindhu
- e-Learning Centre for Technical Education
- Industry Institution Partnership Cell (IIPC)
- Unnat Bharat Abhiyan
- Saansad Adarsh Gram Yojana (SAGY)
- Seminar Grant
- Travel Grant
- Faculty Development Programme (FDP)
- Quality Improvement Programme
- AICTE-Adjunct Faculty
- Trainee Teacher Scheme
- Research Promotion Scheme (RPS)
- AICTE-INAE-DVP (Distinguished Visiting Professor)
- AICTE-INAE-TRF (Teaching Research Fellowship)
- 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
- AICTE-INAE-TG (Travel Grant for students)
- Skill and Personality development Programme centre for SC/ ST Students

Grant of Approval through a single application for the following:

- Setting up new Technical Institution offering Technical Programme at Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree and Post Graduate Diploma Level
- Change of Site/ Location
- Closure of Institution
- Conversion of Women's Institution into Co-Ed Institution and vice-versa
- Conversion of Diploma Level into Degree Level and vice-versa

1.1 Introduction

- a. A new Technical Institution shall be established by providing Infrastructure and other requirements as per the Approval Process Handbook 2018-19.
- 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 permit admission of students to a Technical Programme which is not approved by the Council.
- d. Technical Institution shall satisfy the Land norms given in Appendix 4 of Approval Process Handbook 2018-19.
- e. **Applicants are advised to apply only if the Building for the First Year is complete as per the Infrastructure requirements in all respects at the time of submitting the application on the AICTE Web-Portal www.aicte-india.org**
- f. The applications received shall be processed as per the procedures, norms and standards prescribed in the Approval Process Handbook 2018-19. The Institution should also adhere to the existing Central, State and Local laws.

1.2 Time Schedule for processing of applications

- a. AICTE shall notify through a Public Notice in the leading newspapers and through the AICTE Web-Portal from time to time, inviting applications with cutoff dates for various purposes and processing thereof. **The time schedule mentioned in the Public Notice shall be final and binding.** To process any request from the Institution regarding approval, online application is mandatory. Applications submitted offline are not valid.
- b. The submission of application on the AICTE Web-Portal and generation of pay in slip shall not be later than the last date as notified in the Public Notice published in the leading newspapers and through the AICTE Web-Portal.

1.3 Seeking approval of the Council

1.3.1 Application for

- a. Setting up new Technical Institution offering one Technical Programme at Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree and Post Graduate Diploma Level for conducting Programmes in Engineering and Technology, Pharmacy, Architecture, Planning, Applied Arts and Crafts, Hotel Management and Catering Technology, MCA and Management.
- b. Change of Site/ Location of the Institution

- c. Closure of the Institution
- d. Conversion of Women's Institution into Co-Ed Institution and vice-versa
- e. Conversion of Diploma Level into Degree Level and vice-versa

1.3.2 Requirements and Eligibility

- a. A Society registered under the Societies Registration Act, 1860 through the Chairman/ President or 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/ President or Secretary of the Trust or
- c. A Company established under Section 8 of Companies Act, 2013 or
- d. Central or State Government/ UT Administration or by a Society or a Trust registered by 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.

1.3.3 Institutions applying under MHRD Schemes

- a. In terms of policy initiatives of MHRD, Government of India for promotion of Technical Education in un-served/ underserved Districts across the Country for opening of Polytechnics by the respective State Government/ UT under the Scheme of "Sub-Mission on Polytechnics", the list of Districts identified under this scheme is given in Annexure 1 of Approval Process Handbook 2018-19. 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 of MHRD to establish a Technical Institution by the respective State Government/ UT in "Educationally Backward Districts/ Left Wing Extremism (LWE) affected" as notified by the Central Government from time to time (or) in a District where there is no such Institution. The list of Districts identified as Higher Educationally Backward Districts is given in Annexure 1 of Approval Process Handbook 2018-19. If any of the mentioned Districts are carved out administratively, then those carved out Districts shall also be considered under the Educationally Backward/ 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 the 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. The Institutions shall function in a temporary campus and will move to their permanent campus within 2 years from the date of Letter of Approval (LoA). However, AICTE shall send Expert Visit Committee after 2 years to such Institutions to assess the status of readiness of the State Government/ UT for operationalization of these Institutions in the permanent Location.

1.3.4 Existing Institutions approved by other Regulatory Bodies, seeking approval for the first time from AICTE for conducting Technical Programme(s)

- a. The Institutions approved by the Council of Architecture in the previous Academic Years.
- b. Non-Technical Institutions seeking approval for conducting MCA/ MBA.



- c. University Departments/ Constituent Colleges seeking approval for conducting Diploma/ Under Graduate/ Post Graduate Programme(s) in Technical Education.
- 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).
- e. Further, for such Institutions, exclusive Building and Principal are not required. However, the Institutions should fulfill all other norms (as per Approval Process Handbook 2018-19) such as separate Head of the Department, Faculty, Infrastructure, Built-up area, etc.

1.3.5 **Institutions Deemed to be University/ Private University seeking approval for the first time from AICTE shall submit an application as a new Technical Institution for all their existing Technical Programme(s) and Course(s).** Institution Deemed to be University having multiple campuses should apply separately for each campus for approval.

1.4 Submission of Application

1.4.1 User ID and Password

- a. An unique USER ID shall be allotted to each new application for setting up of a new Institution on payment of ₹5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal www.aicte-india.org.
- b. Institutions applying for Change of Site/ Location/ Closure of Institution/ Conversion of Women's Institution into Co-Ed Institution and vice-versa/ Conversion of Diploma Level into Degree Level and vice-versa shall apply from their existing Login itself.
- c. If any existing Institution has not obtained a USER ID/ Password previously, a new unique USER ID shall be allotted to Applicants on payment of ₹5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal www.aicte-india.org.
- d. If any existing Institution has forgotten the Password, the Institution shall apply to Regional Office with an Affidavit¹ for "Forgotten Password" along with the proof of payment made. Regional Officer shall verify and upload in the Web-Portal for allotment of Password to the Applicants for further processing.
- e. Using the USER ID, the application in the prescribed Format shall be filled and submitted on the 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 Details of Technical Education Regulatory (TER) Charges

- a. For Setting up new Technical Institution offering Technical Programme at Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree and Post Graduate Diploma:

Sl. No.	Type of Institution	TER Charges ₹ in Lakh
i	Minority Institution	6.0
ii	Institution set up in J&K, North Eastern States	6.0
iii	Institution set up exclusively for women	6.0
iv	Government/ Government aided/ Central University/ State University	Nil
v	All other Institutions including Institution Deemed to be University/ Private University	8.0
vi	ALL Applicants under (i), (ii), (iii) and (v) whose application was rejected and issued Final LoR in the previous year i.e. 2017-18*	3.0



vii	Existing Institutions seeking approval for the first time from AICTE - Approved by Council of Architecture in the previous Academic Years/ Non-Technical Institutions conducting MCA/ MBA	2.0
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* Not applicable for Application which was rejected in 2017-18 and TER Charges refunded under Clauses 1.4.7.b and 1.10.j of this Chapter. Such Applicant shall apply afresh as a new Institution.

Applicants under (vi) are not eligible for refund of TER Charges as per Clauses 1.4.7.b and 1.10.j of this Chapter.

- b. For Change of Site/ Location, Closure of Institution, Conversion of Women's Institution into Co-Ed Institution and vice-versa/ Conversion of Diploma Level into Degree Level and vice-versa.

Sl. No.	Type of Institution	Change in Site/ Location/ Conversion of Women's Institution into Co-Ed Institution and vice-versa (₹ in Lakh)	Closure of Institution other than PGDM Institution (₹ in Lakh)	Closure of PGDM Institution (₹ in Lakh)	Conversion of Diploma Level into Degree Level and vice-versa (₹ in Lakh)
i	Minority Institution	2.0	0.25	2.0	6.0
ii	Institution set up in J&K, North Eastern States	2.0	0.25	2.0	6.0
iii	Institution set up exclusively for Women	2.0	0.25	2.0	6.0
iv	Government/ Government aided/ Central University/ State University	Nil	Nil	Nil	Nil
v	All other Institutions	3.0	0.50	2.0	8.0

- c. In extraordinary circumstances, if additional Scrutiny/ Expert Visit Committee has to be conducted, the Applicant has to remit ₹2.0 Lakh through online.
- d. The TER Charges shall be paid through the AICTE payment gateway on the AICTE Web-Portal, through Corporate Internet banking within the deadline failing which, the application shall not be considered.
- e. Only those applications submitted within the cutoff date including payment shall be considered for processing.

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 application is completed. 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.

1.4.4 All Applicants shall submit an Affidavit⁴ sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner on ₹100/- Non-judicial stamp paper/ e-stamp paper. In case of any false information, AICTE shall invoke the provisions, both civil and/ or criminal as per the Regulations in place.

1.4.5 A printout of the complete online application as submitted on the AICTE Web-Portal, along with the proof of payment, and documents mentioned as per Appendix 16 of Approval Process Handbook 2018-19 duly attested by the Secretary of the Trust shall be submitted on the date of Scrutiny at the Regional Office, along with a stamped receipt from an authorized signatory of Affiliating University/ Board and Concerned State Government/ UT as proof of submission of these documents, failing which the Scrutiny shall not be conducted.

1.4.6 Applications complete in all respects and in order 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 to the concerned Regional Office of the Council, their views on the application received by them, within a period of **21 days** from the date of receipt of the application of an Institution with valid reasons or otherwise along with the Perspective Plan of the Concerned State Government/ UT and in any case, not later than the last date of submission of application as per the prescribed schedule of AICTE. Perspective Plan provided by different States/ UTs shall be displayed in the AICTE Web-Portal.
- b. Based on the Perspective Plan of the Concerned State Government/ UT, if any State Government/ UT has not given the NOC for setting up of new Institution, the Scrutiny/ Re-Scrutiny Committee shall reject the application. 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 receipt of views from the State Government/ UT and/ or the Affiliating University/ Board on the application of an Institution, the Council shall proceed for further processing.

1.5 Change of Site/ Location

1.5.1 Requirements and Eligibility

- a. The AICTE approved existing Institution seeking for Change of Site/ Location shall apply on the AICTE Web-Portal along with the Extension of Approval as per norms.
- b. The additional documents to be submitted for Change of Site/ Location shall be as per Appendix 16 of Approval Process Handbook 2018-19.
- c. The Change of Site/ Location shall be allowed within the jurisdiction of the Affiliating University/ Board. However, for PGDM Institutions, the Change in Site/ Location shall be allowed within the City/Town.

1.5.2 Procedure

- a. The application shall be processed as per the Procedure of approval for New Institution. It shall be necessary to provide Built-up area as per norms required to conduct all the existing Course(s) at the new Site/ Location. Expert Visit Committee shall verify the completeness of Infrastructure ONLY.
- 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 Location.
- g. Request for approval for partial shifting of the Course(s)/ Programme(s) in the Institution shall not be considered.

1.6 Closure of Institution

1.6.1 Requirements and Eligibility

- a. The AICTE approved existing Institution seeking for Progressive Closure or Complete Closure shall apply on the AICTE Web-Portal as per norms.
- b. In case of Progressive Closure, final Closure order shall be issued after completion of the Programme(s) and submission of Affidavit² by the Institution.
- c. In case of Progressive Closure, Closure at the First Year level shall be allowed in the current Academic Year. However, the subsequent years of working shall lapse at the end of each Academic Year progressively.
- d. In case of Complete Closure, the Institution shall be closed completely in one instance.
- e. Once Complete Closure is approved, the Promoter of the said closed Institution shall have to apply only afresh for starting new Technical Programme. However, this is not applicable for Institutions approved for Progressive Closure. Such Institutions shall be considered after final Closure order is issued by the Council before submission of application for establishment of new Institution.
- f. 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.
- g. The additional documents to be submitted for Closure of Institution shall be as per Appendix 16 of Approval Process Handbook 2018-19. For Closure of PGDM Institution, NOC from Affiliating University/ Board is not applicable.

1.6.2 Procedure

- a. Scrutiny Committee shall verify the correctness of the documents.
- b. Scrutiny Committee Reports shall be uploaded on the Web-Portal by Regional Office.
- c. Scrutiny Committee Report shall be placed before Regional Committee for further processing.
- d. The Closure of the Institution shall be effected only on receipt of approval by the Council.

1.6.3 The application for the Closure of 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.

1.6.4 Applications of existing Institutions who have applied for Closure of Institution, and if such application is not approved by the Council due to certain deficiencies; the Institution shall be



given EoA with ZERO Intake for the current Academic Year. However, 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.

1.7 Conversion of Women's Institution into Co-Ed Institution and vice-versa

1.7.1 Requirements and Eligibility

- a. The AICTE approved Institution seeking approval for Conversion of Women's Institution into Co-Ed Institution and vice-versa shall apply on the AICTE Web-Portal along with the Extension of Approval as per the norms.
- b. The additional documents to be submitted for Conversion of Women's Institution into Co-Ed Institution and vice-versa shall be as per Appendix 16 of Approval Process Handbook 2018-19.
- c. The admission of students in the Institution for three consecutive years should be less than 60%, in case of Conversion of Women's Institution into Co-Ed Institution.

1.7.2 Procedure

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

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

1.8.1 Requirements and Eligibility

- a. The Institution shall have to apply for Progressive/ Complete Closure of Regular/ First Shift and Second Shift/ Part Time (if existing) including Post Graduate Course(s), if any, for the existing Course(s) and Level(s).
- b. The additional documents to be submitted for Conversion of Diploma Level into Degree Level and vice-versa shall be as per Appendix 16 of Approval Process Handbook 2018-19.
- c. The Standalone Institutions in existence for a minimum period of 5 years ONLY are eligible.
- d. **Merging of Courses is not permitted.**
- e. **Conversion of Level shall be permitted ONLY for Regular/ First Shift Course(s).**
- f. Conversion shall be permitted for all the Courses in the said Level and partial conversion of few Courses in the said Level is not permissible. In case, closest available nomenclature does not exist in Annexure 5 or 6 of Approval Process Handbook 2018-19, then such Course(s) shall not be permitted for Conversion.

1.8.2 Procedure

- a. The AICTE approved 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 5 or 6 of Approval Process Handbook 2018-19 (as applicable) on the AICTE Web-Portal as per the norms. In case, closest available nomenclature does not exist in Annexure 5 or 6 of Approval Process Handbook 2018-19, then such Course(s) shall have to be applied for Closure.



- b. The Institution may also seek change in the name of the Institution.
- c. The application shall be processed as per the procedure of approval for New Institution.
- d. It shall be necessary to provide adequate Infrastructural facilities as per Approval Process Handbook 2018-19 to conduct all Course(s).
- e. The Conversion of Diploma Level into Degree Level and vice-versa shall be effected only after grant of approval by the Council.

Note: Land relaxation and refund of additional Security Deposit shall not be allowed for Institutions applying for Conversion of Degree Level into Diploma Level. In case of applications seeking vice-versa, the norms as per Approval Process Handbook 2018-19 shall have to be fulfilled.

1.9 Establishment of New Institutions

1.9.1 Requirements and Eligibility

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

Further to that it shall be open for the Promoter Society/ Trust/ Company of the proposed Institution 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 Institution situated on that Land.

- b. Land/ Built-up area requirement for Technical Institution shall be as per Appendix 4 of Approval Process Handbook 2018-19.
 - 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 obstacles come later, connectivity shall be ensured and proper Safety Certificate should be produced from Competent Authority.
 - Land Use Certificate shall be obtained from the Competent Authority as designated by concerned State Government/ UT.
 - Land Conversion Certificate shall be obtained from the Competent Authority as designated by concerned State Government/ UT.
 - Land Classification Certificate shall be obtained from the Competent Authority as designated by concerned State Government/ UT.
 - State wise Competent Authorities for issuing the Certificates pertaining to Land/ Building are given in Annexure 2 of Approval Process Handbook 2018-19.
 - Certificate of Occupancy/ Completion (as applicable) shall be obtained from the Competent Authority (as per standard format prescribed by the issuing Authority). State wise Competent Authorities for issuing the Occupancy/ Completion Certificate are given in Annexure 3 of Approval Process Handbook 2018-19.
- c. Building for the First Year should be completed in all respect as per the Infrastructure requirements. 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.

- d. Instructional area/ Administrative area/ Amenities area requirements as stated in the Appendix 4 of Approval Process Handbook 2018-19 shall be applicable for a Technical Institution.
- e. Access and Circulation Area (ACA) shall be 25% of Built-up area.
- f. Central Library with Reading Room: Programme wise area requirement shall be as per Appendix 4 of Approval Process Handbook 2018-19.
- g. Computer Centre: Programme wise area requirement shall be as per Appendix 4 of Approval Process Handbook 2018-19.
- h. Requirement of Computers, Software, Internet and Printers shall be as per Appendix 5 of Approval Process Handbook 2018-19.
- i. Requirement of Laboratory Equipment shall be as per Appendix 5 of Approval Process Handbook 2018-19 (as per the Curriculum of respective Affiliating University/ Board).
- j. Requirement of Books and Library facilities for each Programme shall be as per Appendix 5 of Approval Process Handbook 2018-19.
- k. Essential and Desirable requirements shall be as per Appendix 6 of Approval Process Handbook 2018-19.
- l. Requirement of Journals shall be as per Appendix 10 of Approval Process Handbook 2018-19.
- m. The Head of the “Technical Institution” shall be named as “Principal/ Director” having qualifications as per AICTE norms as defined for Principal in a Programme of the Technical Institution.

1.9.2 The fund position of the Applicant (except Government/ Government aided/ Central University/ State University) in the form of FDRs and/ or Bank accounts in 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 Degree and Post Graduate Diploma)	Total minimum funds required as proof of operational expenses at the time of Scrutiny in the name of Society/ Trust (₹ in Lakh)
i	Engineering and Technology	100
ii	Pharmacy	50
iii	Architecture and Planning	
	a. Architecture	50
	b. Planning	50
iv	Applied Arts and Crafts	50
v	Hotel Management and Catering Technology	50
vi	MCA	50
vii	Management	50

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



- 1.9.4 Applicants shall not use the names of the Existing Institutions within the State. 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.
- 1.9.5 All Institutions shall use same font and size for the full name of the Institutions, wherever it is displayed.
- 1.9.6 A maximum of five Courses as per Appendix 2 of Approval Process Handbook 2018-19 shall be approved for a New Institution at the level of a Diploma Institution or a Degree Institution (Under Graduate/ Post Graduate), a combination of Diploma, Under Graduate and Post Graduate shall not be approved, in case of Engineering and Technology.
- 1.9.7 Applications for the cases listed in Clauses 1.3.1 of this Chapter are not eligible to apply for Introduction of Second Shift/ Part Time/ NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries/ Twinning/ Fellowship Programmes. However, the Applicants under Clause 1.3.1 (a) of this Chapter shall be eligible for the same after one batch of students pass out.
- 1.9.8 Evaluation of the application by Scrutiny/ Re-Scrutiny Committee
- a. The applications shall be evaluated by a Scrutiny/ Re-Scrutiny Committee constituted by the Regional Officer by the selection of members through automated selection process provided on the AICTE Web-Portal. However, if any member of 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 Chairman, Regional Committee shall opt to choose another expert from approved panel of the experts manually. Under extraordinary circumstances, the Scrutiny/ Re-Scrutiny 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. Applicants shall present their application and **ALL** original documents along with self-attested copies as per Appendix 16 of Approval Process Handbook 2018-19, before the Scrutiny Committee. Applicants shall adhere to Scrutiny schedule and not to remain absent at the time of Scrutiny.
 - f. The Scrutiny Committee shall verify the authenticity of the documents submitted by the Applicant as mentioned in the Appendix 16 of Approval Process Handbook 2018-19 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 Society/ Trust/ Company through 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 Report are filled completely.
- k. Applications which are found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee shall be processed further for an Expert Visit Committee and the date of visit shall be communicated through Web-Portal.
- l. The attested copies of original documents shall be retained by the Regional Office.

1.9.9 Evaluation of the application by Expert Visit Committee

- a. The Expert Visit Committee shall be constituted by the Regional Officer by the selection of members through automated selection process provided on the AICTE Web-Portal. However, if any member of 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 Chairman, Regional Committee shall opt to choose another expert from 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. Role and responsibility of the Expert Visit Committee: An Expert Visit Committee shall visit the proposed premises of the Institution to verify the following:
 - Readiness with respect to Appendix 4 of Approval Process Handbook 2018-19, i.e. Instructional, Administrative and Amenities area requirements for the First Year for Technical Institution as per the Building Plan duly accepted and counter signed by the Scrutiny Committee members
 - Readiness with respect to Appendix 5 of Approval Process Handbook 2018-19, i.e. Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals and Library facilities for Technical Institution
 - Readiness with respect to Appendix 6 of Approval Process Handbook 2018-19, i.e. Essential and Desirable requirements for Technical Institution
 - Progress related to appointment of Principal/ Director and Faculty with respect to the norms, standards and conditions prescribed by the Council
- c. Concerned Regional Officer shall make necessary arrangements for conduct of the Expert Visit Committee, however, he/ she shall not be a part of the Committee.
- d. Expert Visit Committee shall have access to the Report of the Scrutiny/ Re-Scrutiny Committee.
- e. Expert Visit Committee shall verify actual availability of Equipment as per the Curriculum and Syllabus of the Affiliating University/ Board, Computers, Software, Internet, Printers, Book Titles, Book Volumes, subscription of National and International Journals and Stock Registers. Mere presentation of Purchase Orders/ Payment records for subscription etc. without actual availability shall not be considered.
- f. Expert Visit Committee shall also verify documents in original as mentioned in Appendix 16 of Approval Process Handbook 2018-19 with respect to actual Infrastructure visited.

- g. The Applicant shall arrange for Video recording at his/ her own expense with date and time of the entire proceedings of the Expert Visit Committee which shall form a part of the Expert Visit Committee Report.
- 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 16 of Approval Process Handbook 2018-19
 - Video recording of 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 Scrutiny/ Re-Scrutiny Committee Report and Expert Visit Committee Report shall be done by the concerned Regional Office.

1.9.10 Evaluation of the application by Regional Committee

- a. The Reports of Scrutiny/ Re-Scrutiny Committee and Expert Visit Committee shall be made available to the Regional Committee. The Regional Committee shall consider these Reports along with the views of concerned State Government/ UT based on the Perspective Plan and Affiliating University/ Board, if any, and recommend the application for further processing. The Regional Officer shall ensure and certify that all the fields of Regional Committee Report are filled completely.
- b. Regional Officer concerned, while forwarding the recommendations of the Regional Committee for further processing of issuance of LoA or otherwise to AICTE Head Quarter shall verify that the procedures and parameters prescribed under these Regulations and Approval Process Handbook 2018-19 are followed by the Scrutiny/ Re-Scrutiny Committee, Expert Visit Committee and Regional Committee.
- c. The Bureau concerned at AICTE Head Quarter shall also verify that the procedures and parameters prescribed under these Regulations and Approval Process Handbook 2018-19 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.

1.10 Grant of Approval

- a. The Executive Committee after considering the recommendations of the Regional Committee and views of the Approval Bureau shall take decision for grant of approval or otherwise. The decisions of the Executive Committee shall be ratified by the Council.
- b. Applicants, whose applications are recommended for grant of approval by the Executive Committee shall be informed for submission of Security Deposit along with an Affidavit³.
- c. The decision of the Executive Committee shall be uploaded in 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.
- d. Applicants under Clause 1.10 (b) of this Chapter 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 and Post Diploma		Under Graduate		Post Graduate Degree and Post Graduate Diploma	
		Minority/ Women's/ J&K/ North Eastern States	Others	Minority/ Women's/ J&K/ North Eastern States	Others	Minority/ Women's/ 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 and Crafts	12	15	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

- e. The amount deposited by the Institution shall remain with the Council for 10 years. The interest accrued on this deposit shall be utilized by the Council for Quality Improvement Programme for Faculty and giving Scholarships to students.
- f. Applicants, whose applications are recommended for Conversion of Women's Institution into Co-Ed Institution or Conversion of Diploma Level into Degree Level, shall create the Security Deposit for the remaining amount as per the requirements of Approval Process Handbook 2018-19 for the remaining period of 10/ 8 years, as applicable. No deposit is required where NOC was already issued to the Institution for the release of the earlier FDR.
- g. The Principal amount shall be returned to the Society/ Trust/ Company on expiry of the term. However, the term of the deposited amount could be extended for a further period as shall be decided on case to case basis and/ or forfeited in case of any violation of norms, conditions, and requirements and/ or non-performance by the Institution and/ or Complaints against the Institution.
- h. **Validity of the Letter of Approval, 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.** Even, if the Institution fails to admit the students in the current Academic Year due to non-affiliation by the University/ Board or non-fulfillment of State Government/ UT requirements, the Institution has to apply online on the AICTE Web-Portal for Extension of Approval for the **next Academic Year.**
- i. An Expert Visit Committee may be conducted any time before the first batch of students has passed out, to verify the fulfillment of the norms as per Approval Process Handbook 2018-19.
- j. If the application for New Institution/Conversion of Diploma Level into Degree Level and vice-versa is rejected at the level of Scrutiny/Re-Scrutiny, the TER Charges after a deduction of ₹50000/- (Rupees Fifty Thousand only) shall be refunded to the Applicant.
- k. **The Council shall normally not grant Conditional Approval to any Institution.**

1. Applications made for Change of Site/ Location/ Conversion of Women's Institution into Co-Ed Institution and vice-versa/ Conversion of Diploma level into Degree level and vice-versa rejected by Council shall be processed for Extension of Approval as per Chapter II of Approval Process Handbook 2018-19. The approval of additional/ new Course(s) shall be governed as per Chapter II of Approval Process Handbook 2018-19.
- m. An Institution/ Applicant, if aggrieved by the decision of Executive Committee, shall **appeal** as per the Procedure given in Clause 1.12 of this Chapter and the final decision of the Council shall be uploaded on or before 30th April of the Calendar Year.

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

- a. New Institutions granted Letter of Approval shall comply with the appointment of Faculty and Principal/ Director as the case may be, as per Policy regarding minimum qualifications pay scales etc., as prescribed in the Approval Process Handbook 2018-19.
- b. Institutions shall appoint Faculty/ Principal/ Director and 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. In no circumstances, unless the appointment of all Faculty and other Staff is in place, an Institution shall commence the Programme.

1.12 Appeal Procedure

- a. As per the provision laid down in Clause 1.10.m 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.
- d. The Report of the Scrutiny and/ or Expert Visit Committee (as applicable) shall be placed along with the observations of the Approval Bureau, before the Standing Appellate Committee on the date and time scheduled by AICTE. An Officer of the Council concerned shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings; however, he/ she shall not be a part of the Committee.
- e. Two representatives of the Institution shall be invited to present their case along with the compliance and supporting documents, before the Standing Appellate Committee.

Self-attested Photo ID proof and an authorization letter from the Chairman/Secretary of the Trust/ Society/ Company shall be produced to the Committee.

- f. The Standing Appellate Committee shall either Recommend/Not Recommend the case to the Council or recommend for Scrutiny/ Expert Visit Committee. Accordingly, Scrutiny/ Expert Visit Committee shall be conducted as per Clause 1.9.8/ 1.9.9 respectively of this Chapter and the reports of the same shall be placed before another Standing Appellate Committee.
- g. Representatives of the Applicants where Expert Visit Committee was conducted for the first time to the Institution after Standing Appellate Committee, **ONLY** shall be invited to present



their case along with the supporting documents, before the Standing Appellate Committee. Applicable to cases listed in Clause 1.3.1 of this Chapter only.

- h. The concerned Officer in Approval Bureau shall ensure and certify that all the fields of all the Reports are filled completely.
 - i. 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.
 - j. Applicants, whose applications are recommended for grant of approval by the Council shall be informed for submission of Security Deposit along with an Affidavit³.
 - k. A final 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.
 - l. LoA shall not be granted after 30th April, 2018 in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA No.9048/ 2012.
- 1.13 Process Flowchart for establishment of a New Institution is given in Annexure 7 of Approval Process Handbook 2018-19.**



Grant of Approval through single application for the following:

- Extension of Approval to the existing Institutions/ Continuation of approval after a break in the preceding Academic Year/ Restoration
- Extended EoA
- Increase in Intake/ Additional Course(s)
- Addition of Integrated/ Dual Degree Course
- To Start Diploma in Degree Pharmacy Institutions and vice-versa
- Conversion of Management Institutions running PGDM Course into MBA Course
- Conversion of Second Shift Course(s) into First Shift Course(s)
- Introduction of Part Time Course(s)
- Introduction of Fellowship Programme in Management
- Introduction of Supernumerary Seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries
- Introduction of seats for Non Resident Indian(s)
- Change in name of the Course(s)/ Reduction in Intake/ Closure of Programme(s) and/ or Course(s)
- Change in name of the Institution or Affiliating University/Board
- Change in name of the Trust/ Society/ Company

2.1 Introduction

- a. Institution offering Technical Education shall not continue Technical Course(s) or Programme(s) beyond the specified period of approval given by the Council.
- b. Each Institution offering Technical Programme at Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma Level shall submit an application to the Council every year for Extension of Approval of Course(s) offered by the Institution.
- c. Merging of Institutions having individual Permanent IDs into a single Permanent ID is not permissible.

2.2 Time Schedule for Processing of Applications

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

2.3 Submission of application**2.3.1 Allotment of USER ID**

- a. The Existing Institutions shall use the USER ID's allotted to them previously.
- b. If the Institution has not obtained a USER ID/ Password previously, an unique USER ID shall be allotted to Applicant Institutions on payment of ₹5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal www.aicte-india.org.

- c. If any existing Institution has forgotten the Password, the Institution shall apply to Regional Office with an Affidavit¹ for “Forgotten Password” along with the proof of payment made. Regional Officer shall verify and upload in the Web-Portal for allotment of Password to the Applicants for further processing.
- d. The Institution shall submit an application for Extension of Approval online on the AICTE Web-Portal www.aicte-india.org.

2.3.2 Seeking approval of the Council for

- a. Extension of Approval to the existing Institutions/ Continuation of approval after a break in the preceding Academic Year(s)/ Restoration
- b. Extended EoA
- c. Increase in Intake/ Additional Course(s)
- d. To Start Diploma in Degree Pharmacy Institutions and vice-versa
- e. Conversion of Management Institutions running PGDM Course into MBA Course
- f. Conversion of Second Shift Course(s) into First Shift Course(s)
- g. Introduction of Part Time Course(s)
- h. Addition of Integrated Degree in Engineering and Technology
- i. Addition of Integrated/ Dual Degree in Management
- j. Addition of Integrated Degree in MCA
- k. Addition of Integrated Degree in Hotel Management and Catering Technology
- l. Introduction of Fellowship Programme in Management Programme
- m. Introduction of Supernumerary Seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries
- n. Introduction of Non Resident Indian(s) Seats
- o. Change in name of the Course/ Reduction in Intake/ Closure of Programme(s) and/ or Course(s)
- p. Change in name of the Institution or Affiliating University/Board
- q. Change in name of the Trust/ Society/ Company

2.3.3 An unique identification number is allotted to each application for further reference. Using this number, the Applicant shall be able to track the status of the application at various stages of processing through the AICTE Web-Portal.

2.3.4 An Applicant using login ID and password, shall enter/ edit data as required.

2.3.5 TER Charges in ₹ Lakh for various applications of (Diploma, Post Diploma, Under Graduate Degree, Post Graduate Degree and Post Graduate Diploma Institutions)

Type of Institution	Extension of approval			Increase in Intake/ additional Course(s)/ Integrated/ Dual Degree Course(s)/ Introduction of Part Time Course(s)	Introduction or Continuation of NRI seats	Introduction or Continuation of OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats	Introduction of Fellowship Programme in Management Programme	Reduction in Intake/ Closure of Course/ Programme / Change in name of the Course	Change in name of Institution / Affiliating University / Board*	Diploma in Degree and Pharmacy and vice-versa/ Conversion of Management Institutions running PGDM Course into MBA Course/ Conversion of Second Shift Course into First Shift Course/ Change in name of the Trust/ Society/ Company
	Extension of approval per Programme	Break in EoA/ Restoration	Amount of Late Fee							
Minority Institution	0.75	3.0	2.0	0.75	0.75	3.0	10.0	0.25	0.75	2.0
Institution set up in J&K, North Eastern States	0.75	3.0	2.0	0.75	0.75	3.0	10.0	0.25	0.75	2.0
Institution set up exclusively for women	0.75	3.0	2.0	0.75	0.75	3.0	10.0	0.25	0.75	2.0
Government/ Government aided/ Central University/ State University	Nil	Nil	0.10	Nil	Nil	Nil	Nil	Nil	Nil	Nil
All other Institutions	1.0	3.0	2.0	1.0	1.0	5.0	15.0	0.50	1.0	3.0

*No fees shall be charged, if State Government/ UT changes the jurisdiction of the Affiliating University

Note:

- TER Charges shall not be refunded in case of Closure of Programme(s)/ Course(s), once the application is processed and issued rejection due to non-submission of NOCs from State Government/ UT/ Affiliated University/ Board/ Trust in the format prescribed by AICTE.
- No NOCs from University/ Board/ State Government/ UT shall be required for reduction in Intake to Non-Zero Intake of Course(s) and Closure of Second Shift Course(s).
- In extraordinary circumstances, if additional Scrutiny/ Expert Visit Committee have to be conducted, the Applicant has to remit ₹2.0 Lakh through online.

2.3.6 Payment

- Above fee is applicable irrespective of number of Divisions/ Courses applied for Increase/ Closure.
- The TER Charges shall be paid through the AICTE payment gateway on the AICTE Web-Portal, through Corporate Internet banking within the deadline failing which, the application shall not be considered.
- Only those applications submitted within the cutoff date shall be considered for processing, subject to realization of the Payment.

2.3.7 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.

2.3.8 The AICTE Web-Portal permits the generation of Deficiency Report.



- 2.3.9 **After pressing the “submit” tab, the data shall not be allowed for any further editing, till the processing of application is completed.** Applicants shall exercise utmost caution before pressing the “submit” tab.
- 2.3.10 Submission of an application on Web-Portal on or before the last date as mentioned in the schedule is mandatory.
- 2.3.11 An Affidavit⁴ sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner on ₹100/- Non-judicial stamp paper/ e-stamp paper is to be submitted. In case of false information, the AICTE shall invoke the provisions, both civil and/ or criminal as per the Regulations in place.
- 2.3.12 A printout of the proof of payment, Affidavit⁴ and additional documents as per Appendix 17 of Approval Process Handbook 2018-19 (if applicable) shall be submitted along with a stamped receipt from an authorized signatory of Affiliating University/ Board and Concerned State Government/ UT as proof of submission of these documents (applicable for Institutions seeking approval other than EoA) within 7 days from the last date of submission of application to the Regional Office.
- 2.3.13 Applications complete in all respects and in order shall only be processed.

2.4 EoA/ Break in EoA/ Restoration

2.4.1 Requirements and Eligibility

- a. The Institution shall apply on the AICTE Web-Portal along with the documents as per Appendix 17 of Approval Process Handbook 2018-19.
- b. Institutions have to upload Occupancy/ Completion Certificate/ Building License/ Form D issued by the Competent Authority. In any case, the Structural Stability Certificate from the registered Structural Engineer shall have to be uploaded. After the expiry of a period of thirty years from the issue of Completion Certificate and every ten years thereafter Structural Stability Certificate from the registered Structural Engineer for the purpose of certifying that the Building is fit for human habitation has to be submitted along with the application.

For Government Buildings, the Government Building Act, 1899 is applicable.

- c. Institutions have to upload a valid Fire Safety Certificate issued by the Competent Authority.
- d. Institutions applying for Break in EoA/ Restoration shall not be eligible for increase in Intake/ Introduction of new Course(s)/ Part Time Course(s)/ Introduction of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats/ Introduction of Twinning/ Fellowship Programme.

2.4.2 Procedure

- a. The applications received shall be processed as per the procedures, norms, standards and schedule prescribed in the Approval Process Handbook 2018-19 as notified by the Council. The Institution should also adhere to the existing Central, State and Local laws.
- b. Grant of Extension of Approval is based on Self-Disclosure of required facilities and Infrastructure availability as submitted online on the AICTE Web-Portal. If there is “Zero Deficiency” based on Self-Disclosure, then the system shall allot the Intake applied for, as per the Approval Process Handbook 2018-19.
- c. Institutions which had not applied for EoA in the preceding Academic Years shall be considered as “Break in EoA” and shall be processed for EoA upon verification of adequate Infrastructural facilities as per Approval Process Handbook 2018-19 by an Expert Visit Committee.



- d. Restoration of Intake shall be processed upon verification of adequate Infrastructural facilities as per Approval Process Handbook 2018-19 by an Expert Visit Committee.
 - e. The Council shall monitor for fulfillment of all norms by the Institution and in the event of non-fulfillment, the Council shall initiate penal action as per Regulations.
- 2.4.3 **Institutions having Course(s) where admission is less than 30% of “Approved Intake” for the past 5 years consistently, the Council shall reduce 50% of the “Approved Intake” in such Course(s) in the current Academic Year with the approval of the Council.**
- 2.4.4 **Institutions having Course(s) where admission is 0 for the past 5 years, such Course(s) shall be closed in the current Academic Year with the approval of the Council.**

2.5 Extended EoA

2.5.1 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 2019 and those Institutions who have applied and obtained NBA accreditation from 1st July of the corresponding Academic Year, the period of approval for such Institutions for the existing Course(s) shall be for a minimum period of **THREE** years or for the Academic Year up to which the NBA accreditation is valid, whichever is more.

(OR)

In case of Institutions having UGC Autonomous status (Academic/ Administrative/ Financial Autonomous) as conferred by the Affiliating University, and if the live Autonomy period is valid beyond 10th April 2019, 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 shall apply on the AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.
 - c. The Institution shall have “Zero Deficiency” based on Self-Disclosure as per the Deficiency Report generated through Web-Portal.
 - d. No punitive action is pending against the Institution or FIR is filed by CBI or any other agency.
- 2.5.2 Procedure

- a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19 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 updated Institutional information including Faculty and students on the AICTE Web-Portal as per the Schedule notified by AICTE for downloading Extension of Approval letter every year.

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

2.6 Increase in Intake/ Additional Course(s)

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

- a. Increased demand of technically skilled personnel
- b. Increased utilization of Infrastructure available at the Technical Institutions
- c. Facilitate cost effective education to masses through increased utilization of Infrastructure available at the Technical Institutions
- d. Enabling Faculty to pursue Post Graduate Education
- e. Ensure quality of Technical Education being imparted

2.6.2 Requirements and Eligibility

- a. The Institution shall have valid NBA accreditation for the existing Course(s) as deemed necessary.
- b. The Institution shall apply on the AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.
- c. The Institution shall have “Zero Deficiency” based on Self-Disclosure as per the Deficiency Report generated through Web-Portal.
- d. No punitive action is pending against the Institution or FIR is filed by CBI or any other agency.

2.6.3 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 **FOUR** new Course(s)/ expansion of existing Course(s) within the definition of Division/ Programme/ level in the Regular/ First Shift, subject to the following conditions:

- a. A maximum of two Divisions shall be allowed to be added in the existing valid NBA accredited Diploma/ Under Graduate/ Post Graduate Course(s), subject to the condition that total number of Divisions after expansion per Course shall not exceed **THREE** Divisions.
- b. New Diploma/ Under Graduate Course(s) with only **ONE** Division shall be allowed at respective level including Technical Campus.
- c. New Post Graduate Course(s) with only **ONE** Division shall be allowed in specializations where corresponding or relevant Under Graduate Course(s) exist.
- d. Institutions with any accredited Course shall be permitted to utilize the benefit of accreditation **only once** for increase in Intake/ additional Course(s) etc.
- e. If an Institution is having more than **FOUR** accredited Courses, the accredited Course(s) above **FOUR** shall be utilized for increase in Intake/ additional Course(s) in the subsequent years subject to the validity of accreditation.
- f. Institution getting approval for new Course(s) in a particular Academic Year shall also be considered for grant of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries subject to fulfilment of norms of Approval Process Handbook 2018-19.

- g. Institutions with less than SEVEN years shall apply for Closure of Course(s) and apply for increase in Intake/ new Course within the maximum permissible Intake as per Approval Process Handbook 2018-19.
- h. **An existing Course having a valid NBA accreditation shall be used for an increase in Intake/ Introduction of a new Course ONLY ONCE within a span of 6 years.**
- i. Institution/ Trust/ Society/ Company or a member belonging to these, if charge-sheeted, EoA to such Institution shall not be withheld on the basis of charge-sheet filed by the CBI. AICTE shall consider the grant of EoA 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.

No increase in 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 enquiries 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.

Illustration for Expansion in Institutions having NBA Accredited Course(s):

An Institution XYZ offers 11 Courses (3 Diploma + 5 Under Graduate + 3 Post Graduate) out of which 2 Courses at Diploma, 3 Courses at Under Graduate and 1 Course at Post Graduate level have valid NBA accreditation as on 10th April, 2018. Such Institutions are eligible for addition (expansion) of Divisions and starting new Course(s) as given below:

Name of the Institution: XYZ

Courses offered	Courses with valid NBA accreditation	Eligible for Expansion/ New Course as below (A maximum of 4 Courses) in the First Shift
Diploma 1	Diploma 1	<p style="text-align: center;">Addition of Divisions</p> <p>Addition of Divisions (not more than 2 in each Course) in existing valid accredited Courses at Diploma + Under Graduate + Post Graduate Level (Diploma 1, Diploma 3, UG 1, UG 3, UG 5 and PG 2) not exceeding total of 04 Divisions.</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Addition of Divisions in existing accredited Course(s) + starting new Course(s)</p> <p>Addition of Divisions (not more than 2 in each Course) in existing valid accredited Courses (Diploma 1, Diploma 3, UG 1, UG 3, UG 5 and PG 2) + New Course(s) with only one Division in each Course at Diploma/ UG/ PG Level (Diploma 4, Diploma 5...etc./ UG 6, UG 7...etc./ PG 4, PG 5 ... etc.) but not exceeding total of 4 Divisions.</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Starting New Course(s)</p> <p>Introduction of New Course(s) with only ONE Division in each Course at Diploma (Diploma 4, Diploma 5...etc.), UG (UG 6, UG 7 etc...) and PG (PG 4, PG 5), not exceeding total of 04 Divisions.</p> <p>Note: Institution shall not be eligible for expansion in non-accredited Course(s) such as Diploma 2, UG 2, UG 4, PG 1 and PG 3.</p>
Diploma 2	-	
Diploma 3	Diploma 3	
UG 1	UG 1	
UG 2	-	
UG 3	UG 3	
UG 4	-	
UG 5	UG 5	
PG 1	-	
PG 2	PG 2	
PG 3	-	

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



- a. The Institutions which are in existence for less than SEVEN YEARS or which are not eligible for applying for NBA accreditation shall be allowed to increase in Intake/ expansion without mandatory accreditation condition as per the following Table, subject to “Zero Deficiency” based on Self-Disclosure on the AICTE Web-Portal.

Increase in Intake/ Expansion in Institutions without NBA accreditation

Sl. No.	Programme	Level	Maximum No. of Divisions allowed	Maximum Intake allowed	
i	Engineering and Technology	Diploma	5	300	
		Under Graduate	5	300	
ii	Pharmacy	Diploma	1	60	
		Under Graduate	2	120	
iii	Architecture and Planning				
		a. Architecture	Diploma	2	80
			Under Graduate	3	120
b. Planning	Under Graduate	3	120		
iv	Applied Art and Craft	Diploma	3	180	
		Under Graduate	3	180	
v	Hotel Management and Catering Technology	Diploma	3	180	
		Under Graduate	3	180	

- b. The Standalone Institutions offering Post Graduate Course(s) which are in existence for less than FIVE YEARS or which are not eligible for applying for NBA accreditation shall be allowed to increase in Intake/ expansion without mandatory accreditation condition as per the following Table, subject to “Zero Deficiency” based on Self-Disclosure on the AICTE Web-Portal.

Increase in Intake/ Expansion in Institutions without NBA accreditation

Sl. No.	Programme	Maximum No. of Divisions allowed	Maximum Intake allowed
i	MCA	3	180
ii	Management	3	180

- c. AICTE approved existing Institutions having total “Approved Intake” less than the “Maximum Intake Allowed” shall be permitted to increase up to the “Maximum Intake Allowed” without NBA accreditation subject to “Zero Deficiency” based on Self-Disclosure on the AICTE Web-Portal.
- d. In all the above cases, the Institution shall apply on the AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.

2.6.5 Procedure

Procedure for Introduction of Course/ Division shall be considered in accordance with the Intake and Number of Course(s)/ Divisions in the Technical Institution on fulfillment of the following requirements:

- a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19 submitted for increase in Intake/ additional Course(s) for EoA.

- b. Scrutiny Committee Reports shall be uploaded on the Web-Portal by Regional Officer and forwarded for further processing.
 - c. An appeal shall be allowed for submitting NBA/ UGC Autonomy Certificate if it was not issued by the NBA/ UGC at the time of Scrutiny Committee.
- 2.6.6 Merging of certain Regular/ First Shift Course(s) in **Engineering and Technology** in Under Graduate Degree and Diploma Course(s) is permitted as per the guidelines given in Annexure 4 of Approval Process Handbook 2018-19, so that the Intake after merging shall be equal to the sum total of the individual Course(s) and Divisions, subject to the condition that total number of Divisions after merging per Course shall not exceed THREE Divisions, provided the Faculty student ratio be maintained. Merging is considered for all Divisions of a Course while partial merging of few Divisions is not permissible. For example, if an Institution has Courses such as Computer Science Engineering and Software Engineering, both the Courses shall be merged either to Computer Science Engineering or Software Engineering.
- 2.6.7 Institutions having an “Approved Intake” less than a Division size in any of the Regular/ First Shift Course(s) as prescribed by the Council may apply for Intake of full Division size themselves and shall maintain Faculty: Student ratio accordingly, without NBA accreditation/ NOC from Affiliating University/ Board/ State Government/ UT; subject to “Zero Deficiency” based on Self-Disclosure in the AICTE Web-Portal. However, this is not applicable in case of Institutions under penal action.
- 2.6.8 The consolidated list of all Institutions with the “Approved Intake” shall be placed by the Approval Bureau before the Executive Committee for approval or otherwise. The same shall be notified on the Web-Portal. Further the Institution shall print the Extension of approval letter along with “Approved Intake” through the Institution login.

2.7 Addition of Integrated Degree in Engineering and Technology

- 2.7.1 In respect of Integrated Programme(s), UGC norms shall be applicable, as per Section 4 of PART III of UGC Gazette Notification, 2014 and amended time to time.

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 4 of Approval Process Handbook 2018-19.

2.7.2 Requirements and Eligibility

- a. AICTE approved Institutions where Course(s) in Engineering and Technology Programme are already in existence shall be eligible to apply on the AICTE Web-Portal for approval of Five Years Integrated Degree in Engineering and Technology. It is mandatory for existing one Course in Engineering and Technology to be accredited by NBA to start any Integrated Degree in Engineering and Technology.
- b. Approval shall be considered only to those Institutions where there is “Zero Deficiency” based on Self-Disclosure.
- c. Only one Division of 60 students shall be approved for Institutions applying for Five Years Integrated Degree in Engineering and Technology where University affiliated Course(s) in Engineering and Technology Programme are already in existence.
- d. No OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries/ NRI seats shall be allotted for these Course(s).
- e. Collaboration and Twinning Programme shall not be permitted for these Course(s).

- f. Tuition Fee Waiver shall be applicable as per provisions in Approval Process Handbook 2018-19.
- g. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook 2018-19 to Regional Office along with the application.

2.7.3 Procedure

- a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19 submitted for Integrated Degree in Engineering and Technology.

2.7.4 Student's eligibility for admission and procedure for admission

- a. University affiliation for these Course(s) shall be necessary before effecting admission.
- b. Eligibility shall be as per Appendix 1 of the Approval Process Handbook 2018-19.
- c. State Government/ UT admission authority shall effect the admission for this Course.

2.8 Addition of Integrated/ Dual Degree in Management

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

Five Years Integrated/ Dual Degree in Management leading to Master of Business Administration (MBA)

2.8.2 Requirements and Eligibility

- a. AICTE approved Institutions where Course(s) in Management Programme are already in existence shall be eligible to apply on the AICTE Web-Portal for approval of Five Years Integrated/ Dual Degree in Management. It is mandatory for existing Management Course to be accredited by NBA to start any Integrated/ Dual Degree in Management.
- b. Approval shall be considered only to those Institutions where there is "Zero Deficiency" based on Self-Disclosure.
- c. Only one Division of 60 students shall be approved for Institutions applying for Five Years Integrated/ Dual Degree in Management where University affiliated Course(s) in Management Programme are already in existence.
- d. No OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries/ NRI seats shall be allotted for these Course(s).
- e. Collaboration and Twinning Programme shall not be permitted for these Course(s).
- f. Tuition Fee Waiver shall be applicable as per provisions in Approval Process Handbook 2018-19.
- g. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook 2018-19 to Regional Office along with the application.

2.8.3 Procedure

- a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19 submitted for Integrated/ Dual Degree in Management.

2.8.4 Student's eligibility for admission and procedure for admission



- a. University affiliation for these Course(s) shall be necessary before effecting admission.
- b. The admission for this Course 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 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.

- c. State Government/ UT admission authority shall effect the admission for this Course.

2.9 Addition of Integrated Degree in Master of Computer Application (MCA)

- 2.9.1 In respect of Integrated Programme(s), UGC norms shall be applicable, as per Section 4 of PART III of UGC Gazette Notification, 2014 and amended time to time.

Five Years Integrated Degree in Computer Applications leading to Master of Computer Application.

2.9.2 Requirements and Eligibility

- a. AICTE approved Institutions where University affiliated Course(s) in MCA are already in existence, shall be eligible to apply on the AICTE Web-Portal for approval of Five Years Integrated Degree in MCA. It is mandatory for existing MCA Course to be accredited by NBA to start any Integrated Degree in MCA.
- b. Approval shall be considered only to those Institutions where there is “Zero Deficiency” based on Self-Disclosure.
- c. Only one Division of 60 students shall be approved for Institutions applying for Five Years Integrated Degree in MCA where University affiliated Course(s) in MCA Programme are already in existence.
- d. No OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries/ NRI seats shall be allotted for these Course(s).
- e. Collaboration and Twinning Programme shall not be permitted for these Course(s).
- f. Tuition Fee Waiver shall be applicable as per provisions in Approval Process Handbook 2018-19.
- g. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook 2018-19 to Regional Office along with the application.

2.9.3 Procedure

- a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19 submitted for Integrated Degree in Master of Computer Applications.

2.9.4 Student’s eligibility for admission and procedure for admission

- a. University affiliation for these Course(s) shall be necessary before effecting admission.



- b. Eligibility as per Appendix 1 of Approval Process Handbook 2018-19.
- c. State Government/ UT admission authority shall effect procedure related to admission.

2.10 Addition of Integrated Degree in Hotel Management and Catering Technology

2.10.1 Five and half Years Integrated Degree in Hotel Management and Catering Technology leading to Master Degree in Hotel Management (MHMCT in the respective discipline).

Master of Management in Hotel Management and Catering Technology shall be awarded on completion of the following:

- a. Bachelor Degree in Hotel Management and Catering Technology
- b. Credits in Management subjects in Third Semester to Eighth Semester for Hotel Management and Catering Technology
- c. Credits at Ninth Semester and Tenth Semester for Hotel Management and Catering Technology
- d. Six months internship in Eleventh Semester for Hotel Management and Catering Technology

2.10.2 Requirements and Eligibility

- a. AICTE approved Institutions where at least one batch has graduated shall be eligible to apply on the AICTE Web-Portal for approval of five and half Years Integrated Course in Hotel Management and Catering Technology. Approval shall be considered only for the existing Programme(s).
- b. Approval shall be considered only to those Institutions where there is “Zero Deficiency” based on Self-Disclosure.
- c. 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.
- d. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook 2018-19 to Regional Office along with the application.

2.10.3 Procedure

- a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19 submitted for Integrated Degree in Hotel Management and Catering Technology.

2.10.4 Student’s eligibility for admission and procedure for admission

- a. University affiliation for these Course(s) shall be necessary before effecting admission.
- b. Entry level qualifications shall be same as prescribed for admission to Bachelor Degrees in Hotel Management and Catering Technology as specified in Appendix 1 of Approval Process Handbook 2018-19.
- c. Selection of the students for this Course shall be done at the start of 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.
- d. State Government/ UT admission authority shall effect procedure related to admission.



2.11 To Start Diploma in Degree Pharmacy Institutions and vice-versa

2.11.1 Requirements and Eligibility

- a. AICTE approved existing Institutions offering Diploma in Pharmacy shall be permitted to start Degree in Pharmacy and vice-versa in the same Institution provided the requirement of the Built-up area shall be as per Appendix 4 and maintaining Faculty: Student as per Approval Process Handbook 2018-19.
- b. The Institution shall apply on the AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.

2.11.2 Procedure

- a. The application shall be considered upon verification of adequate Infrastructural facilities as per Approval Process Handbook 2018-19 by an Expert Visit Committee.
- b. AICTE approved existing Institutions running Degree Pharmacy Programme shall only be permitted to run Pharm.D. Programme.
 - The Institutions already running Pharm.D. with the approval of PCI shall apply on the AICTE Web-Portal for approval of AICTE. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.
 - Applications for the Introduction of Pharm.D. shall be processed as per Clause 2.6 of this Chapter. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.

2.12 Conversion of Management Institutions running PGDM Course into MBA Course

2.12.1 Requirements and Eligibility

- a. Conversion of Management Institutions running PGDM Course into MBA Course is permissible so that the Intake after conversion shall not exceed “Maximum Allowed Intake”, subject to the fulfilment of the requirements of Built-up area as given in Appendix 4 and maintaining Faculty: Student as per Approval Process Handbook 2018-19.
- b. AICTE approved existing Management Institutions seeking approval for Conversion of PGDM Course into MBA Course shall apply on the AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.

2.12.2 Procedure

- a. The application shall be considered upon verification of adequate Infrastructural facilities as per Approval Process Handbook 2018-19 by an Expert Visit Committee.

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

2.13.1 Requirements and Eligibility

- a. Institutions offering Course(s) only in Second Shift or offering same Course(s) in both the First and Second Shifts at the same Level shall be permitted to convert the Second Shift Course(s) into First shift, subject to the fulfilment of the requirements of Built-up area as per Appendix 4 and maintaining Faculty: Student based on the combined “Approved Intake” as per Approval Process Handbook 2018-19.



- b. AICTE approved existing Institution seeking approval for Conversion of Second Shift Course(s) into First Shift Course(s) shall apply on the AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.

2.13.2 Procedure

- a. The application shall be considered upon verification of adequate Infrastructural facilities as per Approval Process Handbook 2018-19 by an Expert Visit Committee.

2.14 Introduction of Part Time Course(s)

- a. Part Time Course shall be approved, subject to the same Course being run in the First Shift.
- b. Institutions already having approval for Part Time Course(s) shall not be allowed to increase the intake in such Course(s).
- c. No Part Time Course shall be approved for the Institutions running Second Shift.
- d. No NRI/ Supernumerary seats shall be allotted to Part Time Course(s).
- e. Duration of the Part Time Course is as per the prevailing rules and Curriculum of the Affiliating University/Board. However, the minimum duration shall not be less than 1.5 times of the Regular/ First Shift Course.

2.14.1 Requirements and Eligibility

- a. Institutions having a minimum of 80% admission in the last three years consecutively.
- b. Institutions shall be eligible for Part Time Course(s) equal to 50% of that of the “Approved Intake” of the First Shift Course, limited to a maximum **FOUR** Courses with one Division per Course.
- c. A maximum of one Division/Course only shall be allowed.
- d. Existing Faculty working in First Shift shall be utilized with suitable remuneration as per the Affiliating University/ Board along with Guest Faculty, if any.
- e. AICTE approved existing Institution seeking approval for Introduction of Part Time Course(s) shall apply on the AICTE Web-Portal.
- f. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook 2018-19 to Regional Office along with the application.

2.14.2 Procedure

- a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19 submitted for Introduction of Part Time Course(s).

2.14.3 Student’s eligibility for admission and procedure for admission

- a. University/Board affiliation for these Course(s) shall be necessary before effecting admission.
- b. Eligibility shall be as per Appendix 1 of Approval Process Handbook 2018-19.
- c. State Government/ UT admission authority shall effect the admission for this Course.

2.14.4 Professional Societies approved by other Regulatory Bodies shall apply for Part Time Courses. Further, remote centres of the same should also apply separately for approval.



- a. The Applicant shall apply on the AICTE Web-Portal along with the documents (as applicable) as per Appendix 16 of Approval Process Handbook 2018-19.
- b. The same shall be considered upon verification of adequate Infrastructural facilities as per Approval Process Handbook 2018-19 by Scrutiny and Expert Visit Committee.
- c. TER Charges shall be paid as per 1.4.2.vii.

2.15 Introduction of Fellowship Programme in Management Programme

- a. The approval shall be granted for the complete duration of the Fellowship Programme in Management.
- b. The minimum duration of the Course shall be 2 years, but shall not exceed beyond 5 years. However, in exceptional circumstances beyond 5 years, the student shall have to re-register and has to complete within the extended period of 2 years.

2.15.1 Requirements and Eligibility

- a. Institutions where Course(s) in Management Programme (MBA/ PGDM/ MMS) are already in existence shall be eligible to apply for approval of Fellowship Programme in Management. It is mandatory for existing Management Course (as applicable) to be accredited by NBA to start Fellowship Programme in Management.
- b. The Institution should have a valid accreditation by NBA.
- c. AICTE approved existing Institution seeking approval for Introduction of Fellowship Programme in Management Programme shall apply on the 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 CBI investigation, ragging, non-payment of dues to Council and other punitive actions.
- f. The Institution should have required number of Full Time Faculty members as per the AICTE norms for running MBA/ MMS/ PGDM Programme.
- g. The Institutions should have at least 50% and 25% of the Full Time Faculty members with Ph.D./ Fellow from AICTE approved Institutions/ AIU recognized University/ reputed University from abroad or fellows from IIM, if the Institutions apply for 20 seats and 10 seats respectively. These Faculty members should have at least two papers published in referred indexed cited International/ National Journals in the last 3 years.
- 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. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook 2018-19 to Regional Office along with the application.

2.15.2 Procedure

- a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19 submitted for Introduction of Fellowship Programme in Management Programme.
- b. The eligible Institution shall be allotted a maximum of 20 seats for Fellowship Programme in Management. However, the Institution may apply for 10 seats also.



- c. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal as per the procedure in Clause 1.12 of Chapter I of Approval Process Handbook 2018-19.

2.15.3 Student's eligibility, procedure for admission and conduct of Programme shall be as per details given in Appendix 20 of Approval Process Handbook 2018-19.

2.16 Introduction of Supernumerary Seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries

2.16.1 Requirements and Eligibility

- a. AICTE approved existing Institution seeking approval for 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 the AICTE Web-Portal.
- b. 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.
- c. 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.
- d. The Institution shall have "Zero Deficiency" based on Self-Disclosure as per the Report generated.
- e. The Institution was not enforced any punitive action previously by AICTE.
- f. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook 2018-19 to Regional Office along with the application.
- g. Grant of Approval for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries.
 - Fifteen percent (15%) over and above the "Approved Intake" per Course in all the AICTE approved Institutions and University Departments, approved by the Council, offering Technical Course(s) shall be allowed on supernumerary basis for admitting students from amongst 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.
 - 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. **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 approval from AICTE for the above seats and fulfillment of requisite Infrastructure as per the Approval Process Handbook 2018-19.**
 - 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 approval from AICTE for the NRI seats and fulfillment of requisite Infrastructure as per the Approval Process Handbook 2018-19.

2.16.2 Procedure



The availability of adequate Infrastructural facilities in the Applicant Institution as per the Norms of Approval Process Handbook 2018-19 shall be verified by Expert Visit Committee. These supernumerary seats shall be exclusively meant for these categories of students in the Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma Course(s) with a condition that under no circumstances a seat remaining unfilled shall be allowed to anyone other than a Foreign National/ OCI/ PIO/ Children of Indian Workers in the Gulf Countries.

Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in the Gulf Countries admitted in AICTE approved Institutions through Indian Council for Cultural Relation (ICCR or as Government of India nominee) shall be included within this ceiling.

2.16.3 The Institution shall submit an application for Continuation of approval for supernumerary seats for admitting Foreign National/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries, as a part of application of Extension of Approval, every year, giving details of Faculty and other facilities.

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

2.16.5 Institutions admitting Foreign Nationals should ensure registration of foreign students with concerned Foreigners Regional Registration Officer (FRRO).

2.16.7 However, in case of Pharmacy Institutions, Supernumerary seats shall be considered within the Division.

2.16.8 Fee and Admission

- The concerned State Government/ UT shall notify the tuition and other fee for candidates to be 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 on seats reserved for them i.e. One Third (1/ 3) of 15% supernumerary seats. Fee prescribed for NRI seats shall not be applicable to this admission.
- Admission to these seats shall be done on merit basis among Applicants of these categories.

2.17 Introduction of seats for Sons/ Daughters of Non Resident Indian(s)

2.17.1 Requirements and Eligibility

- a. AICTE approved existing Institution seeking approval for admitting Sons and Daughters of Non Resident Indian(s), Institutions shall apply on the AICTE Web-Portal.
- b. Five percent (5%) of seats within “Approved Intake” shall be allowed for admission under NRI category.
- c. The Institution shall have “Zero Deficiency” based on Self-Disclosure as per the Report generated.
- d. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook 2018-19 to Regional Office along with the application.

2.17.2 Procedure

- a. Grant of Approval for admission under NRI is based on Self-Disclosure of required facilities and Infrastructure availability as submitted online on the 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.
- c. The Institution shall submit an application for Continuation of approval for NRI seats, as a part of application of Extension of Approval, every year, giving details of Faculty and other facilities.

2.17.3 Fee and Admission

- a. Competent Authority for admission shall be the same as for regular admission and shall fetch 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 Course(s)/ Division.
- c. Competent Authority for admission shall prepare 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.

2.17.4 Institutions shall follow the Academic Calendar as per Appendix 19 of Approval Process Handbook 2018-19.

2.18 Change in name of the Course/ Reduction in Intake/ Closure of Programme(s) and/ or Course(s)

2.18.1 Requirements and Eligibility

- a. AICTE approved existing Institutions seeking approval for Change in name of the Course (Refer Annexure 4 of Approval Process Handbook 2018-19)/ Reduction in Intake/ Closure of Programme and/ or Course shall apply on the AICTE Web-Portal. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook 2018-19 to Regional Office along with the application.
- b. Institutions may apply for reduction in Intake in any of the Regular/ First Shift Course(s) within a Division by themselves in the AICTE Web-Portal and maintain Faculty: Student ratio accordingly without NOC from Affiliating University/ Board/ State Government/ UT and the restoration to the original “Approved Intake” of full Division is permissible without NBA.

Illustration for Reduction/ Restoration in Intake

No. of Divisions	Approved Intake for Under Graduate	Permissible Reduction in Intake	Permissible Intake for Restoration
1	60	30	60
2	120	90	120
2	120	60	60



3	180	150	180
3	180	120	120

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

2.18.1 Procedure

- a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19 submitted for Change in name of the Course/ Reduction in Intake/ Closure of Programme(s) and/ or Course(s), as applicable.
- b. For Closure of Programme(s)/ Course(s), the Institution shall submit the relevant NOCs on or before 31st December of the respective Academic Year.

2.19 Change in name of the Institution or Affiliating University/Board

2.19.1 Requirements and Eligibility

- a. AICTE approved existing Institution seeking approval for Change in name of the Institution or Affiliating University/ Board shall apply on the AICTE Web-Portal.
- b. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook 2018-19 to Regional Office along with the application.
- c. **Institutions shall not use the names of the Existing Institutions within the State.**

2.19.2 Procedure

- a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19 submitted for Change in name of the Institution or Affiliating University/Board, as applicable.
- b. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal as per the procedure in Clause 1.12 of Chapter I of Approval Process Handbook 2018-19.

2.20 Change in name of the Trust/ Society/ Company

2.20.1 Requirements and Eligibility

- a. AICTE approved existing Institution seeking approval for Change in name of the Trust/ Society/ Company including merging of Trust/ Society/ Company shall apply on the AICTE Web-Portal.
- b. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook 2018-19 to Regional Office along with the application.
- c. Merger 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.
- d. Merging of Trust/ Society/ Company shall be processed as per the respective laws laid down in the Acts.

- e. 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.
- f. 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.

2.20.2 Procedure

- a. Composition of Scrutiny Committee for Change of Trust/ Society/ Company shall be as per Chapter I of Approval Process Handbook 2018-19.
- b. Scrutiny Committee shall verify the correctness of the documents.
- c. Scrutiny Committee Reports shall be uploaded on the Web-Portal by Regional Officer and forwarded for further processing.
- d. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal as per the procedure in Clause 1.12 of Chapter I of Approval Process Handbook 2018-19.

2.20.3 **The Council reserves its right to reject the application for Change in 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.**

2.21 Expert Visit Committee

- a. 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 per Approval Process Handbook 2018-19. Further, Expert Visit Committee members should interact with students and Faculty members, in the absence of Institution authorities. Expert Visit Committee shall also verify the facts relating to Complaints, if forwarded by Regional Office and give specific remarks in the Report.
- b. Additional experts may be co-opted in any of the Committee for processing of applications, Complaints, etc. as per the requirement.
- c. The report of the Expert Visit Committee/ Show Cause notice, if issued shall be placed before the Standing Hearing Committee.
- d. Two representatives of the Institution shall be invited to present their case along with the compliance and supporting documents before the Standing Hearing Committee.

Self-attested Photo ID proof and an authorization letter from the Chairman/Secretary of the Trust/ Society/ Company shall be produced to the Committee.
- e. The recommendations of Standing Hearing Committee shall be placed before the Executive Committee for approval. The decision of the Executive Committee shall be communicated to the Institution by a detailed Speaking Order.
- f. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to **appeal once** as per the procedure of appeal in Clause 1.12 of Chapter I of Approval Process Handbook 2018-19.

- g. Feedback from Faculty members and students available in the AICTE Web-Portal about the Institution shall be given due importance. Institutions at random would be subject to surprise inspection for the fulfillment of the norms of Approval Process Handbook 2018-19.
 - h. If any document submitted is found to be fraudulent, criminal case shall be filed against the Principal of the Institution and the Chairman/ Secretary of the Trust/Society/Company.
- 2.22 The applications are processed as per the procedure given in Approval Process Handbook 2018-19 and the Executive Committee/ Council shall grant EoA as applicable for Technical Institutions to continue for conducting Technical Education and such other Programmes and areas. The decisions taken by the Executive Committee are ratified by the Council.
- 2.23 EoA shall not be granted after 30th April, 2018 in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA No.9048/ 2012.
- 2.24 Student's eligibility for admission shall be as per Appendix 1 of Approval Process Handbook 2018-19.

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 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 award of Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma.
- b. An Indian University Department or Institution which is already in existence and is duly approved by the Council, interested in imparting Technical Education leading to award of Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma of a Foreign University/ Institution through collaborative/ Twinning arrangements, provided there is "Zero Deficiency" based on Self-Disclosure.
- c. An Indian University Department or Institution should have a valid NBA accreditation for one year beyond 10th April, 2018 in the Programme/ Course for which Twinning is sought.
- d. No Foreign University/ Institution shall establish/ operate its educational activity in India leading to award of Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma without specific approval of the Council.
- e. Accreditation by the authorized agency in 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 award of Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma Level (ONLY Regular/ First Shift Courses) shall have the same nomenclature as it exists in their Parent Country. There shall not be any distinction in the academic Curriculum, mode of delivery, pattern of examination, etc. and such Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma 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.

3.3 Collaboration and Twinning Programmes

- a. The Indian Partner Institution shall be affiliated to the University/ Board.
- b. The Foreign University/ Institution and the Indian Partner Institution shall enter in to a bipartite agreement/ MoU for this purpose.
- c. The Indian Institution and the concerned Affiliating University/ Board shall also enter into a bipartite agreement/ MoU for this purpose.
- d. For Course(s) where University/ Board approval is not mandatory, the Foreign University/ Institution and the Indian Partner Institution shall enter in to a bipartite agreement/ MoU for this purpose.
- e. **The students admitted under the Twinning Programme should spend at least one Semester for two years Programme and two Semesters for four years of the Course work of the Programme in the Foreign University/ Institution in its Parent Country.**
- f. The students failing to secure Visa should be enrolled in a similar Programme being conducted by the Indian Partner Institution, affiliated to a University/ Board. The Intake of such students shall be over and above the “Approved Intake” of the Programme being conducted by the Indian Partner Institution.
- g. Institutions admitting foreign nationals should ensure registration of Foreign students with concerned Foreigners Regional Registration Officer (FRRO).
- h. The Degree shall be awarded by the Foreign University/ Institution and in its Parent Country.

3.4 TER Charges

- a. The TER Charges shall be paid through the AICTE payment gateway on the AICTE Web-Portal www.aicte-india.org, through Corporate Internet banking 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	10.0	5.0
ii	Institution set up in North Eastern States	10.0	5.0
iii	Institution set up exclusively for Women	10.0	5.0
iv	Government/ Government aided/ Central/ State University	Nil	Nil
v	All other Institutions	15.0	7.5

3.5 Procedure

- a. AICTE approved Existing Institution seeking approval for Collaboration and Twinning Programme shall apply on the AICTE Web-Portal and shall be processed by the Scrutiny/ Re-Scrutiny followed by Expert Visit Committee as per the procedure mentioned in Clauses 1.9.8 and 1.9.9 of Chapter I of the Approval Process Handbook 2018-19.
- b. Lateral entry and Supernumerary seats shall not be allowed in Foreign Collaboration and Twinning Programme.
- c. Institution shall provide all required documents in original as per Appendix 17 of Approval Process Handbook 2018-19 as the case may be, at the time of the Scrutiny/ Re-Scrutiny/



Expert Visit Committee for verification. The Institution shall submit attested copies of all the original documents to the Expert Visit Committee.

- d. Following additional documents shall be necessary while seeking approval for Foreign Collaboration and Twinning Programme(s).
- No Objection Certificate from concerned Embassy in India with a mention of genuineness of Technical Institution of the respective Country.
 - MoU as per Clause 3.3 of this Chapter.
 - Affidavit⁵ 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
- 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/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma and any such 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 and/ or to verify the compliance of conditions, Norms, Standards etc. prescribed by the Council from time to time.

4.1 National Skills Qualifications Framework (NSQF)

- a. The National Skills Qualifications Framework (NSQF) is a competency-based framework that organizes all qualifications according to a series of levels of knowledge, skills and aptitude. These levels, graded from one to ten, are defined in terms of learning outcomes which the learner must possess regardless of whether they are obtained through formal, non-formal or informal learning.
- b. Institution should have AICTE approval in relevant area
- c. Skill Knowledge Providers/ Trainers (SKP) to be registered by AICTE or other authorised bodies for imparting specific skills.
- d. A student registers with an AICTE approved Technical Institution for a Vocational Diploma, Advanced Diploma, Post Diploma or a Vocational Degree or Vocational Post Graduate Degree to acquire formal education credits.
- e. The student completes the skill modules as required at various certification levels, one level at a time, acquires the necessary credits from the Skill Knowledge Provider/Trainers (SKP), and gives them on to the Institution where he is registered for a Diploma, Advanced Diploma, Post Diploma or a Degree or Post Graduate Degree.
- f. These credits are transferred to the Technical Board or the University as the case may be, which compiles the Vocational Skill credits and the formal education credits and if all such credits are available as required by the certification level, then the Technical Board or the University shall award the certification at that level.
- g. Certification levels as required shall entail the student for the award of a Vocational Post Graduate Degree or Vocational Degree or a Vocational Diploma or Vocational Advanced Diploma or Vocational Post Diploma.
- h. The candidates may enter the job market after each certification level or may continue to acquire additional credits in Part Time/ Full Time mode in order to complete the requirements of Vocational Diploma, Post Diploma or a Vocational Degree.
- i. In all certification levels of 'Knowledge and Skill' have been identified (as per Appendix 1 of Approval Process Handbook 2018-19). First two levels refer to standard IX and X at school level. These shall be with the CBSE schools or schools affiliated to State Boards and equivalent other boards.
- j. Each level requires notified hours of education and training per annum. For the vocational stream leading to a Degree or a Diploma or a Post Diploma, these hours shall have both vocational and academic component as notified by MHRD/AICTE. The Skill modules or the Vocational content at a certification level could be a single skill or a group of skills of the number of hours prescribed.
- k. A candidate shall have freedom to choose either a vocational stream or a conventional stream to reach graduation level. In addition, a candidate shall have freedom to move from vocational stream to current formal higher education stream or vice versa at various stages. This multi-level entry and exit system shall allow the candidate to seek employment after any level and re-join the education as and when feasible to upgrade qualifications/ skill competency.
- l. 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.

- m. A student who has acquired the skills through work experience, can also enter the Vocational stream at an appropriate level provided he is assessed for the skills acquired from a registered SKP. The qualification with upward mobility is shown in Appendix 1 of Approval Process Handbook 2018-19.

4.2 Introduction of Vocational Education Course(s)

For seeking approval for Introduction of Vocational Education Programme(s) leading to Degree or Diploma in Vocational Education under National Skill Qualification Framework.

4.2.1 Requirements and Eligibility

- a. Vocational Education Programme(s) can be conducted in an AICTE approved Institution by providing Infrastructure and other requirements as decided by Council.
- b. Skill based Course(s) related to Engineering/ Technology/ Pharmacy/ Architecture/ Hotel Management and Catering Technology/Management/IT/ITeS/Applied Arts may be started in the respective Programme conducting Institutions.
- c. Vocational Education Institutions shall opt for Sectors/ specializations/ Streams as per Appendix 2 of Approval Process Handbook 2018-19 or as prescribed by National Skills Qualification Committee/NSDA/MHRD.
- d. The Head of the Institution conducting “Vocational Education Programme” shall be the “Principal” of the Parent Institution where Vocational Education Programme(s) are conducted.
- e. All Institutions initially shall be eligible for a maximum of four (4) Sectors/Specializations per location, consisting of maximum 100 students with a batch size of 25 students.
- f. Based on the Norms as prescribed in Approval Process Handbook 2018-19 notified by AICTE from time to time, an Institution that does not have deficiency may be approved for conducting the general education of the Vocational Education Course(s)/ specializations as applied for from Level 3 and/or Level 5 onwards for Diploma/Degree Levels respectively.
- g. If there are no deficiencies then the system shall allot the intake applied for, as per the Approval Process Hand Book.
- h. Institutions shall appoint teaching Staff, Coordinator and other Technical supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the concerned Affiliating University, or the Technical Boards.
- i. A MoU shall be signed between the Institution and the SKP as per Format³¹.

4.2.2 Admission, Curriculum and Fees

- a. The Institution shall publish in their Brochure & Web site the details of this scheme and the specialization offered and approved intake in respective specialization.
- b. The Institution shall invite applications giving advertisement in newspapers and publishing the same in the Institution’s Web site.
- c. The Procedure, Rules and Regulations for admission shall be as prescribed by the Affiliating University or Board of Technical Education.
- d. The Institution shall upload the student information in the AICTE Web-Portal and also display information regarding admitted candidates in their Web site for information to the students and other stakeholders.



- e. Admission to these seats shall be done on merit basis among Applicants.
- f. The concerned State Government/UT shall notify the tuition and other fees for candidates to be admitted.
- g. Model Structure of the Curricula for different Course(s) proposed by the Council and available in the AICTE Web-Portal shall be used as a guideline and the Institutions may adopt the same with suitable changes.

4.2.3 Procedure

- a. Existing Institution shall apply for Vocational Education Programme on the AICTE Web-Portal and select Sectors/Specialization from the AICTE Web-Portal.
- b. Scrutiny Committee shall verify the eligibility of Institution for the Programme and give its recommendation for intake in applied sector and specialization based on available facility in the Institution.
- c. Scrutiny Committee report shall be placed before Regional Committee.
- d. Recommendation of Regional Committee shall be uploaded on Web-Portal by Regional Officer and forwarded for further processing.

4.3 Norms for Vocational Education Provider

Parameter	Existing AICTE approved Institution
Instructional area	One Classroom# / Division
Administrative area	No separate requirement
Amenities area includes separate toilets for males and females	No separate requirement
Laboratory/Workshop and other Infrastructural requirements	No separate requirement
Library	2 Books/ student relevant to field of study (minimum of 10 titles)
Reading Room	No separate requirement
Computer Centre	No separate requirement
Teachers/ Instructors	No separate requirement
Other requirements	
Drinking water	Required
Motorized road	Required
Community Service	Required
Accessibility to PwDs	Required

may be shared with existing Classrooms in the Institution

No separate requirement means requirement shall be met with existing Infrastructure/ facilities in the Institution for conduct of Programme(s) under consideration.

- 4.4 In case of any violation of the above said norms, the same shall be processed as per Chapter VI of Approval Process Handbook 2018-19.

- 5.1 The **Duration and Entry Level Qualifications** for the Technical Programme such as Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma Levels shall be as provided in the Appendix 1 of Approval Process Handbook 2018-19.
- 5.2 The **list of approved nomenclature of Courses** at Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma Programmes in Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts/ Hotel Management and Catering Technology/ MCA/ Management shall be as provided in the Appendix 2 of Approval Process Handbook 2018-19.

Provided that if any Institution wishes to propose any new Course, prior concurrence, as the case may be, by the Council for the same shall be necessary. For such concurrence, the Institution with due endorsement by the Registrar/ Director of Affiliating University/ Board/ Technical Institution shall submit detailed Syllabus and Curriculum and its nomenclature to the Council.

- 5.3 The Technical Institutions and Technical Campus shall follow **Norms for Intake and Number of Course(s)/ Divisions** in the Technical Programme(s) at Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma level as provided in the Appendix 3 of Approval Process Handbook 2018-19.
- 5.4 The Technical Institutions shall follow **Norms for Land and Built-up requirements** as provided in the Appendix 4 of Approval Process Handbook 2018-19.
- 5.5 The Technical Institutions shall follow **Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment** as provided in the Appendix 5 of Approval Process Handbook 2018-19.
- 5.6 The Technical Institutions shall follow **Norms for Essential and Desirable requirements** as provided in the Appendix 6 of Approval Process Handbook 2018-19.

- 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 aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporaneous speaking, debates, skills etc. This Laboratory shall have 25 Computers for every 1000 students.
- b. Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents. Refer Design Manual for a Barrier Free Environment available in the AICTE Web-Portal www.aicte-india.org

Institution should provide appropriate facilities to take care of the physically challenged students and elderly persons. Every Building should have at least one entrance accessible to the handicapped and shall be indicated by proper signage. This entrance shall be approached through a ramp together with the stepped entry. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Development, Government of India.

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

- Lift can be provided but not essential.

- Ramp shall be finished with non-slip material to enter the Building. Minimum width of ramp shall be 1800 mm. with maximum gradient 1:12, one-way length of ramp shall not exceed 9.0 m having double handrail at a height of 800 and 900 mm on both sides extending 300 mm. beyond top and bottom of the ramp. Minimum gap from the adjacent wall to the hand rail shall be 50 mm.
- All teaching-learning facilities for physically challenged people shall be provided in the ground floor itself.
- Unisex toilets with all facilities specified by the National Building Code to be provided only in the ground floor of regular Buildings.

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

- Lift must be provided with all provisions as per the National Building Code.
- Unisex toilets with all facilities specified by the National Building Code are to be provided in every floor.
- Special reserved car parking facilities are to be provided.

c. Safety and Security measures in the Campus

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

- CCTV shall be installed in the Campus at appropriate locations within the premises of an Institution
- Access to the outsiders shall be limited
- 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 affective individuals

5.7 The Technical Institutions shall follow **Norms for Faculty requirements and Cadre ratio** at Diploma/ Under Graduate/ Post Graduate Level as provided in the Appendix 7 of Approval Process Handbook 2018-19.

In case of Architecture and Planning, up to a maximum of 30% Adjunct Faculty/ Resource Person is permissible, as the Programme requires more practical exposure.

In all other Programmes, ONLY under extraordinary circumstances, a maximum of 10% Adjunct Faculty/ Resource Person may be appointed and the same shall not be extended beyond one academic session.

The Technical Institutions shall introduce online Aadhar linked Biometric attendance for regular Faculty members.

- 5.8 The Technical Institutions shall follow **Faculty Cadre and Qualifications** as provided in the Appendix 8 of Approval Process Handbook 2018-19.
- 5.9 **Eligibility for admission to Lateral Entry to Second Year Course(s)**
- a. 12th or 10th + (2 years ITI) shall be **eligible for admission to Second Year Diploma Course(s)** up to a maximum of 20% of “Approved Intake” (30% for Institutions in Andaman, Nicobar, Lakshadweep, Daman and Diu) which shall be over and above, supernumerary to the “Approved Intake”, plus the unfilled vacancies of First year as per the Approval Process Handbook 2018-19.
 - b. Diploma holders and B.Sc. Degree holders shall be **eligible for admission to Second Year Engineering Course(s)** up to a maximum of 20% of “Approved Intake” (30% for Institutions in Andaman, Nicobar, Lakshadweep, Daman and Diu) which shall be over and above, supernumerary to the “Approved Intake”, plus the unfilled vacancies of First year as per the Approval Process Handbook 2018-19.
 - c. Students who have completed Diploma Course in Pharmacy shall be **eligible for admission to Second Year Pharmacy Course** up to a maximum of 10% of “Approved Intake” (20% for Institutions in Andaman, Nicobar, Lakshadweep, Daman and Diu) which shall be over and above, supernumerary to the “Approved Intake”, plus the unfilled vacancies of First year as per the Approval Process Handbook 2018-19.
 - d. Students who have completed Bachelor’s Degree of minimum 3 Years duration in BCA, B.Sc. (IT/ Computer Science) with Mathematics as a Course at 10+2 level or at Graduate level shall be **eligible for admission to Second Year MCA Course** up to a maximum of 20% of “Approved Intake” (30% for Institutions in Andaman, Nicobar, Lakshadweep, Daman and Diu) which shall be over and above, supernumerary to the “Approved Intake”, plus the unfilled vacancies of First year as per the Approval Process Handbook 2018-19.
- 5.10 The concerned State Government/ UT Admission Authority shall decide modalities for the admission.
- 5.11 Induction training for 3 weeks is mandatory for First Year Students.
- 5.12 Model Structure of the Curricula/Syllabus for different Course(s) are proposed by the Council and available in the AICTE Web-Portal shall be used as a guideline and Institutions/ Universities may adopt the same with suitable changes.
- 5.13 The PGDM Institutions shall follow **Norms for PGDM Programmes** as provided in the Appendix 9 of Approval Process Handbook 2018-19.
- 5.14 The Technical Institutions shall follow **Subscription of Journals** as provided in the Appendix 10 of Approval Process Handbook 2018-19.
- 5.15 Format for **Detailed Project Report (DPR)** for establishment of a new Technical Institution shall be as provided in the Appendix 11 of Approval Process Handbook 2018-19.
- 5.16 The Technical Institutions shall follow **Prevention and Prohibition of Ragging** as provided in the Appendix 12 of Approval Process Handbook 2018-19.
- 5.17 **Structure of Various Committees** are given in the Appendix 13 of Approval Process Handbook 2018-19.
- 5.18 **Regional Offices of AICTE** are given in the Appendix 14 of Approval Process Handbook 2018-19.
- 5.19 The Technical Institutions shall follow **Grievance Redressal** as provided in the Appendix 15 of Approval Process Handbook 2018-19.

- 5.20 **Documents to be submitted** for applications under Chapter I are given in Appendix 16 of Approval Process Handbook 2018-19.
- 5.21 **Documents to be submitted** for applications under Chapter II are given in Appendix 17 of Approval Process Handbook 2018-19.
- 5.22 **Recommended Composition of Board of Governors** in the Technical Institutions is given in the Appendix 18 of Approval Process Handbook 2018-19.
- 5.23 The Technical Institutions shall follow **Academic Calendar** as provided in the Appendix 19 of Approval Process Handbook 2018-19.
- 5.24 The Technical Institutions shall conduct and admission Procedure of **Fellowship Programme in Management** as provided in the Appendix 20 of Approval Process Handbook 2018-19.
- 5.25 The Institutions may conduct skill development Courses of any other Regulatory Body by 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.
- 5.26 **Tuition Fee Waiver scheme (TFW)**
- a. Scheme shall be applicable to all approved Technical Institutions offering Bachelor Programme(s), Diploma and Post Diploma 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 and daughters of parents whose annual income from all sources does not exceed ₹6.00 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 and Government Aided Institutions. All other fee 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 Applicants.
 - 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 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.

5.27 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 Inter-Ministerial Committee of MHRD from time to time.
- d. Eligibility
 - All students domicile of J&K are eligible for seats under this scheme.
 - Student passed Higher Secondary Examination (12th Std.) from the schools located in J&K.
 - Sons and daughters of parents whose annual income from all sources does not exceed ₹6.00 Lakh.
- e. Admission Procedure
 - AICTE shall invite applications under this category, make a separate merit list for this category and effect admission on the basis of the merit list as generated through Counselling or otherwise as decided from time to time.
 - In the event of non-availability of students in this category, the same shall not be given to any other category of Applicants.
 - A letter in this respect shall be issued by the Competent Authority for admission to each beneficiary student admitted under this scheme and he/ she shall not be allowed to change Institution/ Course under any circumstances without permission from AICTE.

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

5.29 In National Defense/ Security areas, the maximum Divisions or Intake over and above specified in Appendix 3 of Approval Process Handbook 2018-19 shall be considered as the case may be, subject to the fulfillment of other norms of Approval Process Handbook 2018-19.

5.30 Recommendations of National Fee Committee for the maximum tuition and development fee for Regular/ First Shift Programme(s) as given in Annexure 8 of Approval Process Handbook 2018-19 has been accepted by the Council and shall have to be followed.



5.31 Those Institutions applied for NBA having EoA with full “Approved Intake” for consecutive six years and granted reduction in Intake in that current Academic Year shall request AICTE, if all the deficiencies are complied with. Such requests shall be processed as per the norms of Approval Process Handbook 2018-19 and on fulfillment, NBA shall be intimated suitably.

5.32 Universities do not require prior approval of AICTE to commence a new Department or Course and Programme(s) in Technical Education, however Universities have obligation or duty to conform to the standards; and norms laid down by the AICTE.

5.33 AICTE does not recognize the Programme(s)/ Course(s) in Technical Education offered through distance mode except MBA and MCA Programmes, if approved by AICTE.

5.34 Release of FDR

5.34.1 Procedure

a. Trust shall upload/ submit the following documents in the AICTE Web-Portal for release of the FDR.

- Application/ request letter of the Institution for FDR release
- Affidavit⁸ with details of the Institution and Trust Name, FDR details (as per the standard format)
- Copy of FDR to be released, in corpus fund made by RPGF, copy (ies) of the Demand Draft (if any) submitted to AICTE for creation of RPGF

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 release of the FDR.

c. Upon clearance from all the above, NOC shall be issued to the Institution by the RO.

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

5.34.3 If an Institution has any financial embezzlement with Government Bodies/ Banks, then FDRs shall not be released till the NOC from such body is received.

5.34.4 In case an Institution/ Trust/ Society/ Company violates the FDR related norms, the Council shall initiate appropriate penal action.

5.34.5 For the Institutions approved by AICTE and later converted into Private University/ Institution Deemed to be University by appropriate State/ Central Act, the release of FDRs/ Security Deposit, shall be subject to no pending Complaints or Disciplinary Proceedings against such Institutions in addition to the submission of above documents.

5.34.6 For the Institutions approved for Progressive Closure, FDR shall be released upon the request from the Trust, subject to the submission of a Certificate from the Affiliating University/ Board stating that no students are studying in the Institution.

6.1 Introduction

- a. An Institution running any Programme/ Course in Technical Education in violation of Regulations/ Approval Process Handbook 2018-19, shall be liable to appropriate Penal action including fine, no admission, reduction in “Approved Intake”, Withdrawal of Approval and/ or criminal action by the Council against defaulting Trust/ Society/ Company/ Associated Individuals and/ or 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 to the Institution, the Technical Institution/ Society/ Trust/ Company shall apply afresh for approval after completion of two Academic Years for setting up a new Institution as per the procedure defined in Approval Process Handbook 2018-19.
- 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.

6.2 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 the following punitive actions from any one or more of the following by the Council.

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

6.3 Non-fulfillment of requirement of qualified Principal/ Director

Institution not having qualified Principal/ Director for a period **more than 12 months** shall be liable to any one or more of the following punitive actions by the Council till the regular Principal/ Director is appointed.

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

6.4 Non-fulfillment of Faculty: Student ratio, not adhering to Pay Scales and/ or qualifications prescribed for Faculty

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

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

The Council may initiate penal action for not regularizing and ensuring the timely and full payment of the salary of the Staffs through Electronic Clearing Service (ECS) by nationalized banks. The Institution collecting/ withholding any of the original Educational/Professional Certificates of a Faculty member shall be liable to any one or more of the above said punitive actions by the Council.

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

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

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

6.6 Non-fulfillment of Essential requirements

Institutions not maintaining prescribed requirements shall be liable to any one or more of the following punitive actions by the Council.

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

6.7 Non-fulfillment of Location/ Built-up Area/ Land at the time of year of establishment or current Academic Year

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

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

6.8 Non-adhering to the timing/ Faculty requirements for the Second Shift

The Second Shift shall have to be run as per the declared timings from 1 pm to 9 pm with 50% additional Faculty, which would be subject to surprise inspection leading to Closure of Course in case timings are not being followed and with insufficient Faculty.

6.9 Excess admission

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

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

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

The Institutions shall have to announce all fees such as tuition fee, examination fee etc. on their Web Site transparently and adhere to the same strictly. No Technical Institution shall collect any other fee (Payment/ Amount) from the students, whatever name it may be called 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:

- Penalty for charging excess fee than the fee prescribed by the concerned State/ Fee Regulatory Committee levied against each case shall be twice the total fee collected per student and excess fee collected shall be refunded to the student.

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

6.11 Institutions not allowing Expert Visit Committee for physical verification of Infrastructural facilities

Institution not allowing Expert Visit Committee for physical verification of Infrastructural facilities shall be liable to any one or more of the following punitive actions by the Council:

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

6.12 Violation of norms in case of Collaboration and Twinning Programme

- If a Foreign University/ Institution fails to comply with any of the conditions as contained in the Approval Process Handbook 2018-19, 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/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma in India and forbid such Foreign University/ Institution to either open Centres or enter into any Collaborative arrangement with any University/ Institution in India.
- 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.
- In case, it comes to the notice of the Council, that a Foreign University is running Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma 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.
- Once the approval of the Twinning Programme is withdrawn, the Council shall make 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 in such cases shall have to return the entire fee collected from such students to the Institutions in which such students are accommodated.
- Such Foreign Institutions 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.

6.13 Refund cases

In the event of a student withdrawing before the starting 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 monthly fee and hostel rent, where applicable. The last date for withdrawal of PGDM admission for the purpose of refund of fees shall be 30th June of every year. In case the vacated seat is not filled, the Institution should refund the security deposit and return the original documents. 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.

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

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

6.14 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 work of the students and Faculty by ensuring that all content is unique.

6.15 FDR Cases

In case of Institutions where FDRs are encashed before the date of maturity or non-creation of required FDR at the time of LoA, a penalty of 10% of the value of the FDR shall be imposed. However, Institutions that had not created FDR/created FDR for lesser duration/ lesser amount than prescribed at the time of LoA have to create the same accordingly as specified in Approval Process Handbook 2018-19.

6.16 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.

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

6.18 Complaint Cases

- a. In case of receipt of any Complaint(s) about an Institution, the same shall be processed by Public Grievance Redressal Cell (PGRC) of AICTE.
- b. The Complaint shall be placed before a Standing Complaint Scrutiny Committee (SCSC) for further necessary action. If necessary, the complainant may be called to appear before SCSC at his/ her own cost. Based on the recommendation of SCSC, a Warning or Show Cause Notice



may be issued to the Institution or Expert Visit Committee may be conducted through Approval Bureau.

- c. The report of the Expert Visit Committee/ Show Cause notice, if issued shall be placed before the Standing Hearing Committee.
- d. Two representatives of the Institution shall be invited to present their case along with the compliance and supporting documents before the Standing Hearing Committee. If necessary, the complainant may be called to appear before Standing Hearing Committee at his/ her own cost.

Self-attested Photo ID proof and an authorization letter from the Chairman/Secretary of the Trust/ Society/ Company shall be produced to the Committee.

- e. The recommendations of Standing Hearing Committee shall be placed before the Executive Committee for approval.
- f. The decision of the Executive Committee shall be communicated to the Institution 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 the procedure in Clause 1.12 of Chapter I of Approval Process Handbook 2018-19.
- 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 monthly online status report.

6.19 Procedure for restoration against punitive action

- a. Applicant shall make an application for restoration on the 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 per the Approval Process Handbook 2018-19.
- c. Expert Visit Committee Report shall be placed before Standing Hearing Committee.
- d. Recommendations of the Standing Hearing Committee shall be placed before 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 the procedure in Clause 1.12 of Chapter I of Approval Process Handbook 2018-19.
- f. 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.
- g. In case of restoration, EoA with restored Intake shall be uploaded in the AICTE Web-Portal, or otherwise Speaking Order shall be issued to the Institution.

- 6.20** Under extraordinary circumstances, if restoration/ Punitive action (except fine) is approved by the Council beyond 30th April, 2018 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.

7.1 No Institution shall offer Technical Programme(s) or Course(s) without approval of the Council

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

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

- a. Provided that any Technical Institution, which has already started without following AICTE approval procedure, wishes to submit an application/ proposal shall be considered as new Technical Institution. For such purpose, it shall apply as per the provisions of Chapter I of Approval Process Handbook 2018-19.
- b. The legal date of starting of the Institution shall be from the date of issue of the Letter of Approval from AICTE.
- c. Students, who are admitted prior to approval by the Council, shall not have any right for re-admission and shall have to fulfill all the requirements for admission as prescribed by the Competent Authority for admission.

7.3 The Institutions conducting Course(s)/ Programme(s) in Technical Education, in temporary location or at location not approved by the Council shall be liable for action for Closure and other appropriate action as per Regulations against defaulting Trusts/ Societies/ Companies/ associated Individuals as the case may be.**7.4 The Council shall inform respective State Government/ UT to initiate appropriate penal, civil and/ or criminal action against such defaulting Institutions/ Trusts/ Societies/ Companies/ Associated Individuals as the case may be.****7.5 In case, if such Institutions make a representation then hearing shall be given to these Institutions and decision shall be taken as per the provisions in the Approval Process Handbook 2018-19.**

Appendix I

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

1.1 Diploma Programmes (Full Time)

Sl. No.	Programme	Duration	Eligibility
i	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 12 th Std. examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics/ Biology (Botany and Zoology)
iii	Architectural Assistantship	3 years	Passed 10 th Std./ SSC examination. Obtained at least 35% marks in the qualifying examination.
iv	Planning	3 OR 4 years	Passed 10 th Std./ SSC examination. Obtained at least 35% marks in the qualifying examination.
v	Applied Arts and Crafts	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 12 th Std. 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 12 th Std. examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics/ Biology (Botany and Zoology) OR 12 th Science (with Mathematics as one of the Subject) or 12 th Science with Vocational OR 12 th Science with Technical 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.

1.2 Post Diploma Programmes (Full Time)

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



ii	Applied Arts and Crafts	18 Months OR 2 years	Passed Diploma examination. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying examination.
iii	Hotel Management and Catering Technology	18 Months OR 2 years	Passed Diploma examination. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying examination.

1.3 Under Graduate Degree Programmes (Full Time)

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	4 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject. Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.
ii	Pharmacy	4 years	Passed 10+2 examination with Physics, Chemistry, Mathematics and or Biology as optional subjects individually. Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.
iii	Architecture	5 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject. OR 10+3 Diploma Examination with Mathematics as compulsory subject having obtained at least 50% marks (45% in case of candidates belonging to reserved category) marks in 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% 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% in case of candidates belonging to reserved category) in the qualifying Examination.

vi	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.
vii	Engineering and Technology (Lateral entry to Second year)	3 years	a. Passed Diploma examination with at least 45% marks (40% in case of candidates belonging to reserved category) in appropriate branch of Engineering and Technology. b. Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject. 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.
viii	All Programmes other than Engineering and Technology/ Architecture	Lateral entry to Second year	Passed Diploma examination in a Programme with at least 45% marks (40% in case of candidates belonging to reserved category) in appropriate Programme.
ix	All Programmes	Entry to First year	Passed Diploma examination with at least 45% marks (40% in case of candidates belonging to reserved category), subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.

1.4 Post Graduate Degree and Post Graduate Diploma Programmes (Full Time)

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	2 years	Passed Bachelor's Degree or equivalent in the relevant field. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
ii	Pharmacy M.Pharm.	2 years	Passed Bachelor in Pharmacy. Obtained at least 55% marks (50% in case of candidates belonging to reserved category) in the qualifying Examination.
iii	Pharmacy Pharm.D.	6 years	Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with either Mathematics or Biology. Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.

			OR Passed Diploma in Pharmacy with at least 45% marks (40% in case of candidates belonging to reserved category)
iv	Pharm.D. (Post Baccalaureate)	3 years	Passed Bachelor in Pharmacy. Obtained at least 55% marks (50% in case of candidates belonging to reserved category) in the qualifying Examination.
v	Architecture	2 years	Passed Bachelor of Architecture. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
vi	Planning	2 years	Passed Bachelor of Planning/ Architecture/ Civil Engineering or equivalent Degree. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
vii	Applied Arts and Crafts	2 years	Passed Bachelor of Fine Arts or equivalent Degree. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
viii	Hotel Management and Catering Technology	2 years	Passed Bachelor of Hotel Management and Catering Technology or equivalent Degree. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
ix	MCA	3 years	Passed Bachelor's Degree of minimum 3 years duration with Mathematics at 10+2 level or at Graduate Level. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
x	Management (MBA)	2 years	Passed Bachelor's Degree of minimum 3 years duration. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
xi	Management (PGDM)	Not less than 21 Months	Passed Bachelor's Degree of minimum 3 years duration. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
xii	Management (PGCM)	More than 1 year and not exceeding 2 years	Passed Bachelor's Degree of minimum 3 years duration. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.

xiii	Management (Executive PGDM)	15 Months or 18 Months	Passed any Bachelors Degree of minimum 3 years duration and a minimum of 5 years relevant managerial/ supervisory experience. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.
xiv	MCA (Lateral entry to Second year)	2 years	Passed Bachelor's Degree of minimum 3 years duration in BCA, B.Sc. (IT/ Computer Science) with Mathematics as a Course at 10+2 level or at Graduation Level. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.

Note: There is no Post Graduate Diploma for Pharmacy and Architecture

1.5 Integrated Courses (Full Time)

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	5 years	Passed 12 th Std. examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject. Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.
ii	Hotel Management and Catering Technology	5 and ½ years	As per Appendix 1 for respective discipline except Architecture and Applied Arts and Crafts Programmes.
iii	MCA	5 years	Passed 12 th Std. examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject. Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.
iv	MBA	5 years	Passed 12 th Std. examination. Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.

1.6 Diploma Programmes (Part Time)

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology, Planning, Applied Arts and Crafts, Hotel Management and Catering Technology	As per the Board of Technical Education/ University	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.

Note: There is no Diploma Programme in Part Time for Pharmacy and Architecture.



1.7 Post Diploma Programmes (Part Time)

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology, Planning, Applied Arts and Crafts, Hotel Management and Catering Technology	As per the Board of Technical Education/ University	Passed Diploma 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.

1.8 Under Graduate Degree Programmes (Part Time)

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology, Architecture, Planning, Applied Arts and Crafts, Hotel Management and Catering Technology	As per the University norms	Diploma 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.

1.9 Post Graduate Degree and Post Graduate Diploma Programmes (Part Time)

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology, Architecture, Planning, Applied Arts and Crafts, Hotel Management and Catering Technology, MCA, Management (MBA)	As per the University norms	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.
ii	Management (PGDM/PGCM)	Minimum duration shall not be less than 1.5 times 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.
iii	Management (Executive PGDM)	Minimum duration shall not be less than 1.5 times the Regular Course	Passed any Bachelors Degree of minimum 3 years duration and a minimum of 5 years relevant managerial/ supervisory experience.

Note: There is no Post Graduate Diploma for Pharmacy and Architecture

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 Board	Grade IX (Vocational)	School Board
2	Secondary School Grade X	Grade X (Vocational)	School Board	Grade X (Vocational)	School Board
3	Higher Secondary School Grade XI	Diploma (Vocational)	Board of Technical Education	Grade XI (Vocational)	School Board
4	Higher Secondary School Grade XII			Grade XII (Vocational)	School Board
5	1 st year bachelors			Degree (Vocational)	University
6	2 nd year bachelors	Advanced Diploma (Vocational)	Board of Technical Education		
7	3 rd year bachelors				

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 for these admission.

Appendix 2

2.0 Approved Nomenclature of Courses

2.1 Diploma in Engineering and Technology

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

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



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

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



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

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

2.2

Post Diploma in Engineering and Technology

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

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



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

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

2.3

Under Graduate Degree in Engineering and Technology

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

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



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

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

2.4

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

Sl. No.	Name of the Course
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



Sl. No.	Name of the Course
14	Aeronautical Engineering
15	Agricultural Engineering
16	Air Armament
17	Apparel Technology
18	Applied Electronics
19	Applied Electronics and Communication System
20	Applied Electronics and Communications
21	Applied Electronics and instrumentation Engineering
22	Applied instrumentation
23	Armament Engineering (Gun Fitter)
24	Artificial intelligence
25	Atmospheric Science
26	Automated Manufacturing Systems
27	Automation
28	Automation and Control Power Systems
29	Automation and Robotics
30	Automobile Engineering
31	Automobile Technology
32	Automotive Electronics
33	Automotive Engineering
34	Automotive Systems
35	Automotive Technology
36	Avionics
37	Bio Electronics
38	Bio Metrics and Cyber Security
39	Biochemical Engineering
40	Biochemical Engineering and Biotechnology
41	Bioinformatics
42	Biomedical Electronics
43	Biomedical Engineering
44	Biomedical instrumentation
45	Biomedical Signal Processing and instrumentation
46	Biometrics and Cyber Security
47	Bioprocess Engineering
48	Bioprocess Technology
49	Biotechnology
50	Biotechnology and Biochemical Engineering
51	Building Construction Technology
52	CAD/CAM
53	CAD/CAM Engineering
54	CAD/CAM/CAE
55	Ceramic Engineering and Technology
56	Ceramics Engineering
57	Chemical Engineering
58	Chemical Processing in Textiles
59	Chemical Reaction Engineering
60	Chemical Science and Technology
61	Chemical Technology
62	Chemical Technology (Rubber/ Plastic)
63	Civil (Construction Engineering and Management)
64	Civil (Public Health and Environment) Engineering
65	Civil (Structural Engineering)
66	Civil (Water Resource Engineering)
67	Civil Engineering
68	Civil Engineering (Computer Aided Structural Engineering)
69	Civil Engineering (Construction Technology)
70	Civil Engineering (Environmental and Pollution Control)
71	Civil Engineering (Environmental Engineering)
72	Civil Engineering (Transportation Engineering)
73	Civil Engineering (Water Management)
74	Civil Environmental Engineering
75	Combat Vehicles (Mechanical Engineering)
76	Communication and Information Systems
77	Communication and Networking
78	Communication and Signal Process
79	Communication Control and Networking
80	Communication Engineering
81	Communication Engineering and Signal Processing
82	Communication Networks

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



Sl. No.	Name of the Course
154	Design of Mechanical Systems
155	Digital Communication
156	Digital Communication Engineering
157	Digital Communications
158	Digital Communications and Networking
159	Digital Electronics
160	Digital Electronics and Communication
161	Digital Electronics and Communication Engineering
162	Digital Electronics and Communication Systems
163	Digital Electronics Engineering
164	Digital Image Processing
165	Digital Instrumentation
166	Digital Signal Processing
167	Digital Systems
168	Digital Systems and Communications Engineering
169	Digital Systems and Computer Electronics
170	Digital Techniques and instrumentation
171	Distributed and Mobile Computing
172	Distributed Computing Systems
173	Distributed Systems
174	Drugs and Pharmaceuticals
175	Dyestuff Technology
176	Earthquake Engineering
177	E-Learning Technologies
178	Electric Power System
179	Electrical and Electronics (Power System)
180	Electrical and Electronics Engineering
181	Electrical and Mechanical Engineering
182	Electrical and Power Engineering
183	Electrical Devices and Power Systems
184	Electrical Drives and Control
185	Electrical Energy Systems
186	Electrical Engineering
187	Electrical Engineering (Electronics and Power)
188	Electrical Engineering (Instrumentation and Control)
189	Electrical instrumentation and Control Engineering
190	Electrical Machines
191	Electrical Machines and Drives
192	Electrical Power Engineering
193	Electrical Power System
194	Electronic Circuits and System Design
195	Electronic Engineering
196	Electronic instrumentation and Control Engineering
197	Electronics and Communication (Communication System Engineering)
198	Electronics and Communication (Signal Processing and Communication)
199	Electronics and Communication (Signal Processing and VLSI Technology)
200	Electronics and Communication (VLSI Design)
201	Electronics and Communication (VLSI System Design)
202	Electronics and Communication (Wireless Communication Systems and Networks)
203	Electronics and Communication (Wireless Communication Technology)
204	Electronics and Communication Engineering
205	Electronics and Communication Engineering (Industry integrated)
206	Electronics and instrumentation Engineering
207	Electronics and Tele-Communication Engineering
208	Electronics and Telecommunication Engineering (Radio and System)
209	Electronics and Telecommunication Engineering (Technogynician Electronic Radio)
210	Electronics and Telecommunications Engineering
211	Electronics Communication and instrumentation Engineering
212	Electronics Design and Technology

Sl. No.	Name of the Course
213	Electronics Design Technology
214	Electronics Engineering
215	Electronics Product Design and Technology
216	Electronics Systems and Communication
217	Electronics Technology
218	Electronics Tele Communication
219	Embedded and Real Time Systems
220	Embedded Control Systems
221	Embedded System and Computing
222	Embedded System and VLSI
223	Embedded System and VLSI Design
224	Embedded Systems
225	Embedded Systems Technologies
226	Energetic Materials and Polymers
227	Energy and Environmental Management
228	Energy Engineering
229	Energy Management
230	Energy Science and Technology
231	Energy Systems
232	Energy Systems Analysis and Design
233	Energy Systems and Management
234	Energy Systems Engineering
235	Energy Technology
236	Energy Technology and Management
237	Engineering Analysis and Design
238	Engineering and Management
239	Engineering Design
240	Engineering Education
241	Engineering Statistics
242	Environment and Water Resource Engineering
243	Environment Engineering
244	Environmental Biotechnology
245	Environmental Engineering
246	Environmental Engineering and Management
247	Environmental Management
248	Environmental Science and Engineering
249	Environmental Science and Technology
250	E-Security
251	Farm Machinery
252	Fashion and Apparel Engineering
253	Fashion Technology
254	Financial Engineering
255	Food Biotechnology
256	Food Engineering and Technology
257	Food Plant Operations Management
258	Food Process Engineering and Management
259	Food Processing Technology
260	Food Safety and Quality Management
261	Food Supply Chain Management
262	Food Technology
263	Food Technology and Management
264	Foundation Engineering
265	Foundry and Forge Technology
266	Fracture Mechanics
267	Fuel and Combustion
268	Future Studies and Planning
269	Gas Turbine Technology
270	Geo Informatics
271	Geo Informatics and Surveying Technology
272	Geomachines and Structures
273	Geomechanics and Structures
274	Geotechnical and Geoenvironmental Energy
275	Geotechnical Earthquake Engineering
276	Geotechnical Engineering
277	Geotechnology
278	Green Technology
279	Guidance and Navigation Control
280	Guided Missiles
281	Health Care and Hospital Management
282	Health Science and Water Engineering
283	Heat and Power
284	Heat Power and Thermal Engineering
285	Heat Power Engineering
286	Heat Ventilation and Air Conditioning
287	High Voltage and Power Systems Engineering



Sl. No.	Name of the Course
288	High Voltage Engineering
289	Highway Engineering
290	Highway Technology
291	Hill Area Development Engineering
292	Hydraulics and Flood Control
293	Hydraulics Engineering
294	I.T. (Courseware Engineering)
295	Illumination Engineering
296	Illumination Technology and Design
297	Image Processing
298	Industrial and Production Engineering
299	Industrial Automation and RF Engineering
300	Industrial Automation and Robotics
301	Industrial Biotechnology
302	Industrial Catalysis
303	Industrial Design
304	Industrial Drives and Control
305	Industrial Electronics
306	Industrial Engineering
307	Industrial Engineering and Management
308	Industrial Instrumentation and Control
309	Industrial Mathematics
310	Industrial Metallurgy
311	Industrial Pollution Control
312	Industrial Power Control and Drives
313	Industrial Refrigeration and Cryogenics
314	Industrial Safety
315	Industrial Safety and Engineering
316	Industrial Structures
317	Industrial System and Drives
318	Industrial Systems Engineering
319	Information and Communication Technology
320	Information Engineering
321	Information Science and Technology
322	Information Security
323	Information Security Management
324	Information Systems
325	Information Technology
326	Information Technology (Artificial Intelligence and Robotics)
327	Information Technology (Information and Cyber Warfare)
328	Information Technology and Engineering
329	Infrastructure Engineering
330	Infrastructure Engineering and Management
331	Infrastructure Engineering and Technology
332	Infrastructure Management
333	Instrumentation and Control (Applied Instrumentation)
334	Instrumentation and Control Engineering
335	Instrumentation and Electronics
336	Instrumentation Engineering
337	Instrumentation Technology
338	Integrated Circuits Technology
339	Integrated Power Systems
340	Intelligent Systems
341	Internal Combustion and Automobiles
342	Internal Combustion Engineering
343	Internal Combustion Engines and Turbo Machinery
344	Irrigation and Drainage Engineering
345	Irrigation Engineering
346	Laser and Electro Optics
347	Laser Technology
348	Lean Manufacturing Engineering
349	Leather Technology
350	Machine Design
351	Machine Design and Robotics
352	Maintenance Engineering
353	Man-Made Textile Technology
354	Manufacturing and Automation
355	Manufacturing Engineering
356	Manufacturing Engineering and Automation
357	Manufacturing Engineering and Management
358	Manufacturing Engineering and Technology
359	Manufacturing Process

Sl. No.	Name of the Course
360	Manufacturing Process and Automation Engineering
361	Manufacturing Science and Engineering
362	Manufacturing Systems and Management
363	Manufacturing Systems Engineering
364	Manufacturing Technology
365	Manufacturing Technology and Automation
366	Marine Engineering
367	Marine Technology
368	Material Engineering
369	Material Engineering (Nanotechnology)
370	Material Handling
371	Material Science and Chemical Technology
372	Material Science and Engineering
373	Material Science and Technology
374	Materials Engineering
375	Measurement and Control
376	Mechanical (Computer Aided Design, Manufacture and Engineering)
377	Mechanical (Computer integrated Manufacturing)
378	Mechanical (I.C. Engine and Automobile Engineering)
379	Mechanical and Automation Engineering
380	Mechanical Engineering
381	Mechanical Engineering (CAD/CAM)
382	Mechanical Engineering (Energy System and Management)
383	Mechanical Engineering (Industry Integrated)
384	Mechanical Engineering (Manufacturing Technology)
385	Mechanical Engineering (Production)
386	Mechanical Engineering (Thermal Engineering)
387	Mechanical Engineering Automobile
388	Mechanical Engineering Design
389	Mechanical Engineering Production
390	Mechanical Engineering (CAD)
391	Mechanical Engineering-Product Design and Development
392	Mechanical- Product Life Cycle Management
393	Mechanical System Design
394	Mechanical Welding and Sheet Metal Engineering
395	Mechanical-Manufacturing Engineering
396	Mechatronics
397	Medical Electronics
398	Metallurgical and Materials Engineering
399	Metallurgical Engineering
400	Metallurgy
401	Metallurgy and Material Technology
402	Micro and Nano Electronics
403	Micro Electronics
404	Micro Electronics and Control Systems
405	Micro Electronics and VLSI Design
406	Micro Electronics and VLSI Technology
407	Micro Electronics Engineering
408	Microelectronics and VLSI Design
409	Microelectronics Engineering
410	Microwave and Communication Engineering
411	Microwave and Millimeter Engineering
412	Microwave and Optical Communication
413	Microwave and Radar Engineering
414	Microwave and TV Engineering
415	Microwave Engineering
416	Microwaves
417	Mining Engineering
418	Mobile Communication and Network Technology
419	Mobile Computing Technology
420	Mobile Technology
421	Modeling and Simulation
422	Modern Communication Engineering
423	Multimedia and Software Engineering
424	Multimedia Technology
425	Nano Science and Technology
426	Nano Technology



Sl. No.	Name of the Course
427	Network Engineering
428	Network Infrastructure Management
429	Network Security and Management
430	Networking
431	Networking and internet Engineering
432	Neural Networks
433	New Material Process and Technology
434	Nuclear Engineering
435	Nuclear Science and Technology
436	Ocean Technology
437	Oil Technology
438	Oils, Oleochemicals and Surfactants Technology
439	Optical Engineering
440	Optics and Optoelectronics
441	Opto Electronics and Communication Systems
442	Optoelectronics and Communication
443	Optoelectronics and Laser Technology
444	Opto-Electronics Engineering
445	Optoelectronics -Optical Communication
446	Packaging Technology
447	Paint Technology
448	Parallel Distributed Systems
449	Perfumery and Flavour Technology
450	Pervasive Computing Technology
451	Petrochem and Petroleum Refinery Engineering
452	Petrochemical Engineering
453	Petrochemical Technology
454	Petroleum Engineering
455	Petroleum Refining and Petrochemicals
456	Petroleum Technology
457	Pharmaceuticals and Fine Chemical Technology
458	Pharmaceuticals Chemistry and Technology
459	Physical Metallurgy
460	Plant Design
461	Plastic Engineering
462	Plastics Engineering
463	Plastics Processing and Testing
464	Plastics Technology
465	Polymer Engineering
466	Polymer Nanotechnology
467	Polymer Science and Engineering
468	Polymer Science and Technology
469	Polymer Technology
470	Power and Energy Engineering
471	Power and Energy System
472	Power and Industrial Drives
473	Power Control and Drives
474	Power Electronics
475	Power Electronics and Control
476	Power Electronics and Drives
477	Power Electronics and Drives in Electrical Engineering
478	Power Electronics and Electrical Drives
479	Power Electronics and Machine Drives
480	Power Electronics and Power Systems
481	Power Electronics and Systems
482	Power Electronics Engineering
483	Power Engineering
484	Power Engineering and Energy Systems
485	Power Plant Engineering and Energy Management
486	Power System and Control
487	Power System and Control Automation
488	Power System Control and Automation
489	Power System with Emphasis H. V. Engineering
490	Power Systems
491	Power Systems and Automation
492	Power Systems and Power Electronics
493	Power Systems and Renewable Energy
494	Power Systems Control and Automation Engineering
495	Power Systems Engineering
496	Pre Stressed Concrete
497	Printing Engineering and Graphics Communication
498	Printing Technology

Sl. No.	Name of the Course
499	Process and Food Engineering
500	Process Control
501	Process Control instrumentation
502	Process Dynamics and Control
503	Process instrumentation
504	Process Metallurgy
505	Product Design
506	Product Design and Commerce
507	Product Design and Development
508	Product Design and Manufacturing
509	Production and Industrial Engineering
510	Production Design and Manufacturing
511	Production Engineering
512	Production Engineering and Engineering Design
513	Production Engineering System Technology
514	Production Management
515	Production Technology
516	Production Technology and Management
517	Project Management
518	Propulsion Engineering
519	Public Health Engineering
520	Quality Engineering and Management
521	Radar and Communication
522	Radio Frequency and Microwave Engineering
523	Radio Physics and Electronics
524	Refrigeration and Air Conditioning
525	Reliability Engineering
526	Remote Sensing
527	Remote Sensing and G.I.S.
528	Remote Sensing and Wireless Sensor Networks
529	Renewable Energy
530	Robotics and Automation
531	Robotics and Mechatronics
532	Rocket Propulsion
533	Rubber Technology
534	Rural Technology
535	Science in Software Engineering
536	Scientific Computing
537	Seismic Design and Earthquake Engineering
538	Sensor Technology
539	Signal Processing
540	Signal Processing and Communications
541	Signal Processing and Embedded Systems
542	Software Engineering
543	Software Systems
544	Soil and Water Conservation Engineering
545	Soil Mechanics
546	Soil Mechanics and Foundation Engineering
547	Solar Power Systems
548	Spatial information Technology
549	Sports Technology
550	Structural and Foundation Engineering
551	Structural Design
552	Structural Dynamics and Earthquake Engineering
553	Structural Engineering
554	Structural Engineering and Construction
555	Structural Engineering and Construction Management
556	Surface Coating Technology
557	System and Network Security
558	System Management
559	System Software
560	Systems and Signal Processing
561	Technical Textile
562	Technology Management
563	Telecommunication Engineering
564	Telematics
565	Textile Chemistry
566	Textile Engineering
567	Textile Processing
568	Textile Processing Technology
569	Textile Technology
570	Textile Technology (Design and Manufacturing)
571	Thermal and Fluid Engineering



Sl. No.	Name of the Course
572	Thermal Engineering
573	Thermal Power Engineering
574	Thermal Science Engineering
575	Thermal Sciences and Energy Systems
576	Thermal Systems and Design
577	Tool Design
578	Tool Engineering
579	Town and Country Planning
580	Traffic and Transporting Engineering
581	Transportation Engineering
582	Transportation Engineering and Management
583	Transportation System Engineering
584	Tribology and Maintenance
585	Turbo Machinery
586	Virtual Prototyping and Digital Manufacturing
587	VLSI
588	VLSI and Embedded Systems
589	VLSI and Embedded Systems Design
590	VLSI and Microelectronics
591	VLSI Design
592	VLSI Design and Embedded Systems
593	VLSI Design and Signal Processing

Sl. No.	Name of the Course
594	VLSI Design and Testing
595	VLSI System Design
596	VLSI Systems
597	Waste Water Management, Health and Safety Engineering
598	Water and Environmental Technology
599	Water Resource Engineering
600	Water Resource Management
601	Water Resources and Environmental Engineering
602	Water Resources and Hydraulic Engineering
603	Water Resources and Hydro informatics
604	Weapons Engineering
605	Web Technologies
606	Wired and Wireless Communication
607	Wireless and Mobile Communications
608	Wireless Communication and Computing
609	Wireless Communication Technology
610	Wireless Communications
611	Wireless Networks and Applications
612	Wireless Technology

2.5 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

2.6 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	Architectural Assistantship (Interior Design)
2	Architectural Engineering
3	Architecture
4	Architecture (Interior Design)

Sl. No.	Name of the Course
5	Architecture and Interior Decoration
6	Architecture Assistantship
7	Interior Decoration and Design
8	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	Appropriate Technology
2	Architectural/ Heritage/ Building Conservation
3	Architecture Technology
4	Building Automation

Sl. No.	Name of the Course
5	Building Services
6	Building Technology/ Construction Management
7	City/ Town and Country Planning



Sl. No.	Name of the Course
8	Computer Aided Design
9	Construction Engineering
10	Culture Studies
11	Digital Architecture
12	Environmental Planning
13	Habitat studies/ Habitat management/ Real Estate Management
14	Housing
15	HVAC Design/ Building Energy Performance
16	Infrastructural / International / Construction / Project Management
17	Interior Design

Sl. No.	Name of the Course
18	Landscape Architecture
19	Product Design
20	Structural Design
21	Sustainable Design
22	Transportation Planning
23	Urban and Regional/ Rural Planning
24	Urban Design
25	Urban Development
26	Urban Infrastructure
27	Urban Planning
28	Visual Communication

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 & Management
2	City Planning
3	City Planning and Management
4	Community Planning
5	Conservation Planning
6	Environmental Planning
7	Environmental Planning and Management
8	Housing
9	Industrial Area Planning and Management
10	Infrastructure Planning
11	Infrastructure Planning and Management
12	Land-Use Planning
13	Regional and Rural Development Planning

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

2.14 Diploma in Applied Arts and Crafts

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

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

2.15 Post Diploma in Applied Arts and Crafts

Sl. No.	Name of the Course
1	Fine Arts

Sl. No.	Name of the Course
2	Textile Designing

2.16 Under Graduate Degree in Applied Arts and Crafts

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

Sl. No.	Name of the Course
4	Fashion and Apparel Design
5	Fine Arts
6	Painting
7	Textile Design

2.17 Post Graduate Degree in Applied Arts and Crafts

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

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

2.18 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

2.19 Under Graduate in Hotel Management and Catering Technology

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

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

2.20 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

2.21 Post Graduate Degree in MCA

Sl. No.	Name of the Course
1	Computer Applications

2.22 Diploma in Management

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

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

2.23 Post Graduate Degree in Management

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

Sl. No.	Name of the Course
25	Industrial Management
26	Industrial Relations and Personnel Management
27	Information Management
28	Information Technology
29	International Business
30	Logistics and Supply Chain Management
31	Management
32	Management Studies
33	Marketing and Finance
34	Marketing and Sales Management
35	Marketing Management
36	Marketing
37	Mass Communication
38	Media Management
39	Personnel Administration
40	Personnel Management
41	Personnel Management and Human Resource Development
42	Public Health
43	Retail Management
44	Rural Management
45	Rural Planning and Management
46	SEM
47	Textiles
48	Tourism Management

2.24 Post Graduate Certificate in Management

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

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

2.25 Post Graduate Diploma in Management

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

Sl. No.	Name of the Course
4	Agriculture Business
5	Apparels
6	Aviation Management
7	Banking and Financial Services



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

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

2.26 Fellowship in Management

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

Sl. No.	Name of the Course
3	Management

2.27 Stream Based Sector Specific Specializations

Sl. No.	Sector	Sl. No.	Specialization
1	Automobiles	1	Engine Testing
		2	Vehicle Testing
		3	Vehicle Quality
		4	Auto Electrical and Electronics
		5	Farm Equipment and Machinery
2	Entertainment	6	Theatre and Stage Craft
3	Information Technology	7	Software Development
		8	NIELIT Certified IT Professional
4	Economics and Finance	9	Retail
		10	Banking
		11	Financial Planning
		12	Financial Services
		13	Logistics
5	Communications	14	Mobile Communication



		15	Mobile Telecom System
		16	Digital Switching Systems and Next Generation Networks
		17	Telecom Support Infrastructure
		18	Microwave Stations
		19	Broadband Networks
		20	Optical Fiber Networks
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 & Health Information
		42	Endoscopy
		43	Anesthesia and Critical Care
		44	Renal Dialysis
		45	Blood Bank
12	Apparel and Textile	46	Fashion Design
		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 & Skiing
		61	Land Based Adventure
		62	Aero Sports
		63	Disaster Management
		64	Medical & 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 & Production
		76	Retail and Fashion Merchandise
		77	Business and Entrepreneurship
		78	Fashion Leather Accessories Design
		79	Creative Design – CAD/CAM
		80	Fashion Design

Appendix 3

3.0 Norms for Intake and Number of Courses/ Divisions in the Technical Institutions

3.1 Diploma/ Post Diploma Level

Sl. No.	Programme	Intake per Division	Maximum number of Diploma/ Post Diploma Course(s) and/ or Division(s) allowed in the new Institution (First Shift working only)	
			Course(s)/Division(s)	Intake
i	Engineering and Technology	60	5	300
ii	Pharmacy	60	1	60
iii	Architecture	40	2	80
iv	Applied Arts and Crafts	60	3	180
v	Hotel Management and Catering Technology	60	3	180

3.2 Under Graduate Level

Sl. No.	Programme	Intake per Division	Maximum number of Under Graduate Course(s) and/ or Division(s) allowed in the new Institution (First Shift working)	
			Course(s)/Division(s)	Intake
i	Engineering and Technology	60	5	300
ii	Pharmacy	60	2	120
iii	Architecture and Planning			
	a. Architecture	40	3	120
	b. Planning	40	3	120
iv	Applied Arts and Crafts	60	3	180
v	Hotel Management and Catering Technology	60	3	180

3.3 Post Graduate Degree and Post Graduate Diploma Level

Sl. No.	Programme	Intake per Division	Maximum number of Post Graduate Division(s) allowed in an Institution (First Shift working)	
			Division(s)	Intake
i	Engineering and Technology	30*	1	30
ii	Pharmacy			
	a. M.Pharm.	15**	1	15
	b. Pharm.D.	30*	1	30
	c. Pharm.D. (Post Baccalaureate)	10	1	10
iii	Architecture and Planning			
	a. Architecture	20	3	60
	b. Planning	20	3	60
iv	Applied Arts and Crafts	30	3	90
v	Hotel Management and Catering Technology	30	3	90
vi	MCA	60	3	180
vii	Management	60	3	180

* Minimum of 18 seats in steps of 6 up to maximum 30

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



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

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

- a. New Technical Institution in Engineering and Technology, Pharmacy, Architecture, Planning, and Hotel Management and Catering Technology 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 per Approval Process Handbook 2018-19.
- b. The Institution set up by such a Private Limited or Public Limited Company/ Industry shall be governed by the rules as in Chapter I of Approval Process Handbook 2018-19.
- c. Private Limited or Public Limited Company/ Industry Establishing Diploma or Under Graduate Degree or Post Graduate Degree Institution shall choose any Course from the approved list of any size as Intake not exceeding the maximum as above and in any combination in the same Programme.
- d. The Infrastructure/ norms/ Faculty/ facilities requirement in this case shall proportionately increase as per Intake.

4.0 Norms for Land requirement and Built-up Area for Technical Institution

4.1 Land Requirements for Technical Institutions

Programme	Land Area requirement in Acre								
	Diploma/ Post Diploma			Under Graduate Programmes			Standalone Post Graduate Programmes (MCA/ MBA/ Post Graduate Diploma)		
	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		1.0	@2.0	-	-	-
Applied Arts and Crafts	\$	0.5	1.5	\$	0.5	1.5	-	-	-
Hotel Management and Catering Technology	\$	1.0	2.0	\$	1.0	@2.0	-	-	-
MCA	~	~	~	~	~	~	\$	0.5	1.0
Management	~	~	~	~	~	~	\$	0.5	1.0

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

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

- The Built-up area requirements as per Approval Process Handbook (which is in-force) are adhered to.
- The build-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 Byelaws be made available by the applying Institution. Copy of approved Plan from local statutory body and completion Plan along with Completion Certificate from the same body, be also provided. 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 the approval is sought/filled at AICTE.
- Additional Course(s)/Programme(s), in future can be allowed subject to the availability of Built-up areas as per optimum 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 Master's Degree with specialization in Structure.
- Competent Authority has to certify that the place is located in Mega and Metro, Urban and Rural areas.
- The Land area required in the Mega and Metro cities shall be calculated on the basis of the requirements as per AICTE norms for carpet area and the Municipal Corporation byelaws. 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.

Land area required in Urban shall be 2.5 Acre which can 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 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 hilly nature of Land in North Eastern States and the hilly regions of States such as Himachal Pradesh, Uttarakhand and Jammu and Kashmir, 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 prevailing/ reduced norms of Land requirement is permissible. Further such surplus Land can 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 Classroom, Laboratory etc. with the already approved Technical Institution. However, Common Amenities such as Canteen, Auditorium, Playground, Parking, etc. may be shared provided it caters to all the students of all the Programmes.
- b. Diploma and Degree Pharmacy Programme shall be permitted to run in the same Institution with the same Land area.
- c. For an Institution established prior to 1994, the Land requirement should be fulfilled as per the norms existed thereon for the Programme(s)/ Course(s)/ Divisions applied. In case of any deviation from those norms, the Institution has to adhere to the existing norms at the time of seeking Extension of Approval.
- d. For an Institution established after 1994, the Land requirement should be fulfilled as per the 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 9 of Approval Process Handbook 2018-19 gives Land Requirements as per AICTE norms during the previous years.

4.2 Minimum Built-up Area Requirements

Although the Institution shall be applying for the First Year, the proposal for the Building(s) and the Plans are required to be submitted as under:

- a. Institution is required to submit the approved and sanctioned Building Plans from the Competent Authority considering the Total Built-up area as required to run the Programme(s) and the Division(s)/ Department(s) for the entire duration of the Course.
- b. Institution is required to submit an Occupancy/ Completion Certificate (as applicable) from the Competent Authority clearly stating that the Building(s) is/ are fully developed and ready in all respects for the intended use considering the Total Area as required to run the Programme and the Divisions/ Departments for the First year of the Course. Partial Occupancy Certificate for conducting First Year Classes is mandatory.
- c. The Institution area is divided in, Instructional area (INA, carpet area in m²), Administrative area (ADA, carpet area in m²), Amenities area (AMA, carpet area in m²).
- d. Access and Circulation Area (ACA) is around 25% of Built-up Area.



- e. Total Built-up area in m² is equal to (INA+ADA+AMA) + (ACA).
- f. For Post Graduate Programmes, Administrative area of Under Graduate Programmes may be shared.

4.2.1 Instructional Area (Carpet Area) in m²

A. Engineering and Technology (Degree/ Diploma/ Post Diploma) Institution

	Number of Rooms required	Carpet Area in m ² per Room
Class Rooms	Total Number of Divisions@ x 0.75	66/33*
Tutorial Rooms ⁺	25% of total Classroom	33
Laboratory (for First Year) #	2 per Division Additional 2 Laboratories for Basic Sciences	66
Laboratory (other than First Year)\$	2 per Course per Semester**	66
Laboratory for Post Graduate	1 per Course	66
Workshop#	1	200
Computer Center#	1	150
Drawing Hall#	1	132
Seminar Hall	1 per 2 Under Graduate Courses	132
	1 per Post Graduate Department	66
	1 per Diploma Institution	132
Library ⁺⁺	1	400
Language Laboratory#	1	132

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department

@ Total Number of Divisions = (Number of Division/Year) X Duration of the Course

* For Post Graduate Programme

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

+ No Tutorial Rooms required for Post Graduate Courses

++ Additional Library area of 50m² per 60 Students beyond 300 Approved Intake

Drawing Halls, Computer Centres, Basic Science Laboratories and Workshops to be created as given below:

Intake	Computer Centre	Workshop	Drawing Hall	Basic Science Laboratories
Up to 300	1	1	1	2
301-600	2	2	2	4
Infrastructure Requirement shall be calculated on pro-rata basis for Intake greater than 600				

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

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

Research Laboratory is to be provided with an area of 120 m² for each Institution offering Post Graduate Courses



B. Pharmacy (Degree/ Diploma) Institution

	Number of Rooms required	Carpet Area in m ² per Room
Classrooms	Total Number of Divisions@ x 0.75	66/33*
Tutorial Rooms ⁺	25% of total Classroom	33
Laboratory (for First Year)	4	75
Laboratory (other than First Year)	2 per Course per year	75
Laboratory for Post Graduate	1 per Specialization	75
Animal House**	1	75
Computer Center	1	150
Seminar Hall	1 per Under Graduate Courses	132
	1 per Diploma Courses	132
Library	1	150
Language Laboratory	1	132

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department.

@ Total Number of Divisions = (Number of Division/Year) X Duration of the Course

* For Post Graduate Programme

** Applicable for Post Graduate Course only

+ No Tutorial Rooms required for Post Graduate Courses

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

Laboratories include Machine room and Instrumentation Room

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

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

Research Laboratory is to be provided with an area of 120 m² for each Institution offering Post Graduate Courses

C. Architecture/ Planning (Degree/ Diploma) Institution

	Number of Rooms required	Carpet Area in m ² per Room
Classrooms	Total Number of Divisions@ x 0.75	66/33*
Laboratory including Computer Laboratory (for First Year)	1	66
Laboratory including Computer Laboratory (other than First Year)	2 per Course per year	66
Post Graduate Studio	1 per Specialization	66
Model making and Carpentry Work Shop	1	132
Computer Center	1	75
Under Graduate Studio	Total Number of Divisions@ x 0.75	120
Seminar Hall	1 per Under Graduate Courses	132
	1 per Diploma Institution	132
Library	1	150



Art Court ⁺	1	100
Multi-Purpose Hall ⁺	1	400

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department

@ Total Number of Divisions = (Number of Division/Year) X Duration of the Course

*For Post Graduate Programme

+Desirable

For Post Graduate Programmes, Seminar Hall of respective Under Graduate Programme 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

Research Laboratory shall be provided with an area of 120 m² for each Institution offering Post Graduate Courses

D. Applied Arts and Crafts (Degree/ Diploma/ Post Diploma) Institution

	Number of Rooms required	Carpet Area in m ² per Room
Classrooms	Total Number of Divisions@ x 0.75	66/33*
Tutorial Rooms ⁺	25% of total Classroom	33
Laboratory including Photography and Computer Laboratory (for First Year)	1	66
Laboratory including Photography and Computer Laboratory (other than First Year)	1 per Course per year	66
Laboratory for Post Graduate	1 per Specialization	66
Workshop	1	200
Computer Center	1	75
Studio/ Display Room	1	132
Seminar Hall	1 per Under Graduate Courses	132
	1 per Diploma Institution	132
Library	1	150

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department.

@ Total Number of Divisions = (Number of Division/Year) X Duration of the Course

* For Post Graduate Programme

+ No Tutorial Rooms Required for Post Graduate Programme

For Post Graduate Programmes, Seminar Hall of respective Under Graduate Programme 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

Research Laboratory is to be provided with an area of 120 m² for each Institution offering Post Graduate Courses



E. Hotel Management and Catering Technology (Degree/ Diploma) Institution

	Number of Rooms required	Carpet Area in m ² per Room
Classrooms	Total Number of Divisions@ x 0.75	66/33*
Tutorial Rooms ⁺	25% of total Classroom	33
Laboratory (Guest Room/ House Keeping/ Front Office) 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	1 per Specialization	66
Kitchen with Dining Hall	1	132
Computer Center	1	75
Restaurant	2	66
Seminar Hall	1 per Under Graduate Courses	132
	1 per Diploma Institution	132
Library	1	150

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department

@ Total Number of Divisions = (Number of Division/Year) X Duration of the Course

* For Post Graduate Programme

+ No Tutorial Rooms required for Post Graduate Programme

For Post Graduate Programmes, Seminar Hall of respective Under Graduate Programme 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

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

Research Laboratory shall be provided with an area of 120 m² for each Institution offering Post Graduate Courses

F. Management/ MCA Institution

	Number of Rooms required	Carpet Area in m ² per Room
Classrooms	Total Number of Divisions@ x 0.75	66/33*
Tutorial Rooms ⁺	25% of total Classroom	33
Computer Center	1	150
Computer Laboratories*	1	66
Seminar Hall	1	132
Library	1	100

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department

@ Total Number of Division = (Number of Division/Year) X Duration of the Course

*For MCA only



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 ^s	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

^sTechnical Campus 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 & 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 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 ^s	75	75	150	10	10	150	30	100	250	Adequate	Adequate
Number of Rooms required for 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

*Estimated total area for Technical Campus having more than one Programme

^sEstimated total area for Technical Campus 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 walk ways, staircases, entrance lobby.



5.0 Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment for Technical Institution

5.1 Computers, Software, Internet and Printers

Programme		Number of PCs/ Laptop to student ratio (Min 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	Diploma	1:6	01	10	All	Desirable	5%*
	Under Graduate	1:6					
	Post Graduate	1:4					
Applied Arts and Crafts	Diploma	1:6	01	10	All	Desirable	5%
	Under Graduate	1:6					
	Post Graduate	1:4					
Hotel Management and Catering Technology	Diploma	1:6	01	10	All	Desirable	5%
	Under Graduate	1:6					
Management	Post Graduate	1:6	01	10	All	Desirable	5%
MCA	Post Graduate	1:4	03	20	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.

- Utilization of Open Source Software shall be encouraged
- Secured Wi-Fi facility is highly recommended
- Purchase of most recent hardware is desired.

- 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 student's 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 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 reading room
				% of Total Students	% of Total Students
Engineering and Technology/ Pharmacy/ Architecture/ Planning, Applied Arts and Crafts, Hotel Management and Catering Technology (Diploma)	B	Half the number as required for Under Graduate Course in the same Programme	Half the number as required for Under Graduate Course in the same Programme	15 % (Max 150)	1 % (Max 10)
Engineering and Technology (Under Graduate)	B	100 [#]	500xB [#]	15 % (Max 150)	1 % (Max 10)
Pharmacy (Under Graduate)	B	50 [*]	250 per [*] Course		
Architecture (Under Graduate)/ Planning (Under Graduate)	B	100 [#]	500xB [#]		
Applied Arts and Crafts (Under Graduate)	B	50 [*]	400xB [#]		
Hotel Management and Catering Technology	B	100 [#]	500xB [#]		
Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts (Post Graduate)	B	50 [#]	500xB [#]		
MBA/ PGDM/ MCA (Post Graduate)	B	As ^s Required	100 ^s	25 % (Max 100)	
		100 [#]	500xB [#]		
		50 [*]	500xB [*]		

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

1 [#]	Book Titles and Volumes required at the time of starting new Institution.
2 [*]	Annual Increment



3	Total numbers 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 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 and Humanities.
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 classification as per standard classification methods is essential.
10	Availability of NPTEL facility at the Library is essential.
11	Computerized indexing with bar coded/ RF tagged Book handling is desirable.
12	50% of total number of Titles and Volumes each can be in the form of e-books with intranet access.
13	Institution should be a member of National Digital Library.

6.0 Norms for Essential and Desirable requirements for Technical Institution

1	Standalone Language Laboratory	Essential
2	Potable Water supply and outlets for drinking water at strategic locations	Essential
3	Electric Supply	Essential
4	Sewage Disposal System	Essential
5	Telephone	Essential
6	Vehicle Parking	Essential
7	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
8	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed in the Web site of the Institution	Essential
9	Digital payment for all financial transactions as per MHRD directives	Essential
10	Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGDM/ PGCM Institutions and University Departments	Essential
11	Provision to watch MOOCS Course(s) through Swayam	Essential
12	Display board within the premises as well as in the Web site of the of Institution indicating the feedback facility of students and Faculty available in the AICTE Web-Portal	Essential
13	Barrier Free Built Environment for disabled and elderly persons (as per Chapter V of Approval Process Handbook 2018-19)	Essential
14	Safety and Security measures in the Campus (as per Chapter V of Approval Process Handbook 2018-19)	Essential
15	Safety provisions including fire and other calamities (Refer Annexures 8 and 9 of Approval Process Handbook 2018-19)	Essential
16	Implementing Food Safety and Standards Act, 2006 in the Institution	Essential
17	General Insurance provided for assets against fire, burglary and other calamities	Essential
18	Road suitable for use by Motor vehicle- Motorized Road	Essential
19	General Notice Board and Departmental Notice Boards	Essential
20	First aid, Medical and Counselling Facilities	Essential
21	Appointment of Student Counsellor	Essential
22	Group Insurance to be provided for the employees	Essential
23	Insurance for students	Essential
24	Institution-Industry Cell	Essential
25	Placement Cell	Essential
26	Applied for membership of National Digital Library	Essential
27	Establishment of Online Grievance Redressal Mechanism as per Annexure 12 of Approval Process Handbook 2018-19	Essential
28	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*
29	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*
30	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 10 th June, 2016.	Essential*
31	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*

- * **Appointment of Committees should be made before commencement of the session, however, an Affidavit to that effect need to be submitted by the new Institution at the time of inspection by Expert Visit Committee (Affidavit⁴)**

1	Implementation of the schemes announced by MHRD	Desirable
2	Offering of Skill development Courses approved by the Council	Desirable
3	Participation in the National Institutional Ranking Framework (NIRF)	Desirable
4	Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ Innovation Laboratory	Desirable
5	Backup Electric Supply	Desirable
6	Availability of at least ONE Smart Classroom per Department	Desirable
7	Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems	Desirable
8	Waste Management and environment improvement measures to ensure a sustainable Green Campus	Desirable
9	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	Desirable
10	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	Desirable
11	Efforts to encourage Final Year students to write GATE examination	Desirable
12	Transport	Desirable
13	Post Office, Banking Facility/ ATM	Desirable
14	LCD (or similar) projectors in Classrooms	Desirable
15	Staff Quarters	Desirable
16	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
17	Implementation of Startup Policy	Desirable
18	Intellectual Property Right Cell	Desirable
19	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	Desirable
20	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environment friendly disposal of used sanitary napkin through sanitary napkin incinerator	Desirable

7.0 Norms for Faculty requirements and Cadre Ratio for Technical Institution

7.1 Diploma/ Post Diploma 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/ Planning/ Applied Arts and Crafts/ Hotel Management and Catering Technology	1:25	1	1 per Department	$(S/25) - (A+B)$	$S/25$
Pharmacy	1:20	1	1 per Department	$(S/20) - (A+B)$	$S/20$

S - Sum of 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	1:16	1	$\frac{S}{16xR} - 1$	$\frac{S}{16xR} \times 2$	$\frac{S}{16xR} \times 6$	$\frac{S}{16}$
b. Planning	1:16	1	$\frac{S}{16xR} - 1$	$\frac{S}{16xR} \times 2$	$\frac{S}{16xR} \times 6$	$\frac{S}{16}$
Applied Arts and Crafts	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 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	1:12	-	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
*Pharmacy	1:5	-	$\frac{S}{5xR}$	$\frac{S}{5xR}$	$\frac{S}{5xR}$	$\frac{S}{5}$
*Architecture and Planning						
a. Architecture	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
b. Planning	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*Applied Arts and Crafts	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*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 number of students as per "Approved Intake" for all years

*R = (1+1+1), #R = (1+2+6)

Number for Science and Humanities Faculty depends on the University Curriculum.

The Second Shift shall have 50% Faculty from those working in Regular/First shift and 50% additional Faculty are to be appointed for each Second Shift Course.

For every Post Graduate Course, there should be at least one Professor with Ph.D. qualification.

Cadre Ratio shall be 1:2:6.

Faculty Cadre and Qualifications shall be as per:

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

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

9.0 Norms for PGDM Programme

- a. The duration of the Post Graduate Diploma in Management (PGDM) Programme shall not be less than 21 months.
- b. Post Graduate Certificate in Management (PGCM) Programme shall be of duration more than 1 year and not exceeding 2 years.
- c. Executive PGDM Programme shall be of duration of 15/ 18 Months.
- d. The Academic calendar for admission of students shall be followed as prescribed by AICTE. The admission shall be started from 1st March and end by 30th June every year.
- e. Admission to PGDM Institutions shall be made only from the candidates qualified from any one of the six All India tests i.e.; CAT, XAT, CMAT, ATMA, MAT, GMAT.

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 (CAT, XAT, CMAT, ATMA, MAT, GMAT) - 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%
- f. 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 above components in its web-site, admission Brochure and well before the admission process initiated and inform the Applicants through specific communications.
 - g. 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.
 - h. PGDM Institutions shall upload students' enrolment data in the prescribed format on the AICTE Web-Portal since its establishment before December 2017 in a Calendar Year. Thereafter students' enrolment data shall be uploaded to AICTE Web-Portal within one month from the last date for admission every year.
 - i. PGDM/ PGCM Institutions may devise their own Curriculum for the Programme, however it shall be in conformity with the Model Curriculum developed by AICTE and incorporate significant part of academic components in their Curriculum.
 - j. Board of Governors is to be constituted as per Appendix 18 of Approval Process Handbook 2018-19 for Standalone PGDM Institutions.
 - k. PGDM/ PGCM Institutions shall refund the fee collected, after deducting an amount of ₹1000/- (One Thousand only) as processing fee and return the Certificates to the students withdrawing the admission before the last date of admission, irrespective of the reasons for withdrawal of admission. The last date for withdrawal of admission for the purpose of refund of fees shall be 30th June of every year.

- l. PGDM/ PGCM Institutions shall publish the fee being charged in its web-site and admission Brochure well before the admission process is initiated and inform the Applicants through specific communications.
- m. PGDM/ PGCM Institutions shall follow norms and standards and conditions prescribed by the Council from time to time.
- n. All PGDM Institutions should upload both the transcripts and Certificates on National Academic Depository (NAD).
- o. Rules with respect to matters relating to examinations and arbitration shall be decided by the All India Board of Management, AICTE.
- p. Institutions shall appointment 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.
- q. The academic session shall normally be from 1st July to 30th June of the succeeding year.



10.0 Subscription of Journals

Programme	Total number of Divisions	National Journals	International Journals
Engineering and Technology/ Pharmacy/ Architecture/ Planning, Applied Arts and Crafts, Hotel Management and Catering Technology (Diploma)	B	Half the number as required for Under Graduate Course in the same Programme	Desirable
Engineering and Technology (Under Graduate)	B	6xB [#]	
Pharmacy (Under Graduate)	B	6xB [#]	
Architecture (Under Graduate)/ Planning (Under Graduate)	B	6xB [#]	
Applied Arts and Crafts (Under Graduate)	B	6xB [#]	
Hotel Management and Catering Technology	B	6xB [#]	
Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts (Post Graduate)	B	5xB [#]	#Essential
MBA/ PGDM/ MCA (Post Graduate)	B	12xB [#]	

It is desirable to procure the hard copy of International Journals. However, subscription to National Journals 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 the AICTE approved Technical Institutions. The same shall be explored by the Institutions.

Journals shall also include subjects of Science and Humanities.

11.0 Format for Detailed Project Report (DPR) for establishment of a New Technical Institution**11.1 Preamble**

Detailed Project Report (DPR) is expected to cover the genesis of the proposal with respect to the background of the Technical Education and Industrial scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the Promoters.

- a. Introduction
- b. Background of the Consultants
- c. Technical Education and Industry Scenario

11.2 The Promoting Body

The status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz., Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, Educational activities along with a list of major activities undertaken to date, its mission and vision shall be described as follows:

- a. Introduction to its Genesis including its Registration Status
- b. Details of its Promoters including their Background
- c. Activities of the Promoting Body including a listing of major educational promotion activities undertaken by it in the past
- d. Mission of the Promoting Body
- e. Vision of the Promoting Body

11.3 Objectives and Scope of the Proposed Institution

The goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing Technical Education and Industrial scenario in the State, availability of students for admission, particularly the number of students passing the qualifying examination viz., +2 Science in First Class and the number of seats already available in the particular Course (B.E./ B. Pharm./ B. Arch./ B.HMCT./ MBA/ MCA etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available shall be described as follows:

- a. Objectives of the Institution
- b. General and Technical Education Scenario of the State
- c. Status at Entry Level
- d. Status of Technical Level manpower
- e. Industrial Scenario of the State
- f. Scope of the Institution vis-à-vis the Industrial Scenario and Educational Facilities already available in the State

11.4 Academic Programmes

The basic Academic Philosophy of the Institution and to list the identified Programmes, targets, and various facilities shall be described as follows:

- a. Basic Academic Philosophy of the Institution
- b. Types of Programmes
- c. Identified Programmes
- d. Phase-wise Introduction of Programmes and Intake
- e. Target Date for Start of Academic Programmes
- f. Central Computing facility
- g. Central Library
- h. Central Workshop
- i. Central Instrumentation Facility
- j. Affiliating Body
- k. Scholarships
- l. Preventive measures of Ragging
- m. Welfare measures for Faculty, Staffs and students

11.5 In case of **PGDM Programmes**, comprehensive details in respect of admission procedure, Programme structure, Curriculum outline and contents, evaluation system etc. should necessarily be submitted. PGDM Programmes shall be regulated as per Appendix 9 of Approval Process Handbook 2018-19.

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 Classrooms, 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 contribution of the Institutions to Society at large, as follows:

- a. Introduction
- b. Linkages with Industry
- c. Linkages with the Community
- d. Linkages with other Technical Institutions in the region
- e. Linkages with Institutions of excellence such as the IITs and IISc, Bangalore Linkages Abroad
- f. Linkages with R&D Laboratories

11.9 Governance, Academic and Administrative Management

The basic Philosophy of Governance and Administrative Management including the structure of its Board of Governors (BOG), the Organizational chart for Operational Management along with responsibilities vested at various levels of Administrative hierarchy. It is expected that a well thought out method of Institutional Governance and Administration shall be the key to its growth and success shall be described as follows:

- a. Philosophy of Governance
- b. Board of Governors
- c. Organizational Structure and Chart for day-to-day Operations and Management
- d. Role and Responsibilities of Key Senior Positions
- e. Methods/ Style of Administration/ Management

11.10 Conceptual Master Plan for Main Campus Development

The details of the Master Plan for Campus Development starting from the selection of 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 is expected to be taken up in consonance with the Master Plan keeping in view various aspects of convenience, safety and utility of the facilities shall be described as follows:



- a. The Site
- b. Proposed Land Use Pattern
- c. Design Concept
- d. Infrastructural Facilities in the Campus
- e. External Services
- f. Construction Systems and Materials
- g. Landscape Proposal

11.11 Requirement of Staff, Space, Equipment and their Cost

Make a consolidated estimate of Phase-wise requirements of the Staff, Building, Equipment and their cost, along with strategies for the mobilization of funds required, as follows:

- a. Introduction
- b. Faculty Requirements
- c. Non-teaching Staff Requirements
- d. Building Requirements: Area and Costs
- e. Estimated Cost of Equipment
- f. Phase-wise Financial Requirements
- g. Strategies for Financial Mobilization

11.12 Action Plan for Implementation

The Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation Strategy including financial outlay shall be described as follows:

- a. Activity Chart
- b. Constraints
- c. Financial Outlay
- d. Strategy for Implementation

11.13 Executive Summary of the Detailed Project Report

A Summary of the DPR as per the following Format for ready reference shall be given:

- a. Details about the Promoting Body
- b. Name and Address of the Promoting Body
- c. Date of Registration/ Establishment of the Promoting Body
- d. Nature of the Promoting Body



- e. Activities of the Promoting Body since inception
- f. 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

- a. Details about the Proposed Institution
- b. Development Plan for the Proposed Institution
- c. Vision of the Promoting Body
- d. Mission of the Promoting Body

11.16 Graphical Representation

- a. 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.
- b. 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.
- c. 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.
- d. 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 Library (₹ in Lakh) (VI)	Total Project Cost (I to VI) and Preoperative Exp.) (₹ in Lakh)

11.18 Details for mobilization/ source of funds (capital and recurring) (At the time of establishment and next five years) (₹ in Lakh)

From Applicant	Donations	Grants from Government	Fee	Loan	Others

11.19 Recruitment of Faculty (At the time of establishment and next five years)



Recruitment					
Year	Professor	Associate Professor	Asst. Professor	Lecturer	Total

11.20 Recruitment of non-teaching Staff (at the time of establishment and next five years)

Year	Recruitment		Total
	Technical	Administrative	

11.21 Proposed structure of the governing body

Sl. No.	Trust/ Society/ Company Representative	Academic Background		Industry Representative	Others
		Technical	Non-Technical		

11.22 Industry Linkages (at the time of establishment, and next five years)

DECLARATION

I/ We, on behalf of “.....” hereby confirm that this Detailed Project Report has been prepared for its proposed Technical Institution under the name and style of “.....”. It is hereby confirmed that all the information furnished above is true to the best of my/ our knowledge and belief and if any information is found to be false, the proposal shall be rejected.

Place:

Date:

(Authorized Signatory of the Applicant)

Name
Designation
Seal



12.0 Prevention and Prohibition of Ragging

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009 available on the 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 the provision made in the above Regulations. Any violation of above AICTE Regulations for prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per 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's 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 8x6 feet.

The Institution may be requested to submit 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 in 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 General Council: Notified under AICTE Act, 1987

Composition	Quorum
<p>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 General Council comprises of 51 members of which following 33 members have been nominated by MHRD.</p> <p>Chairman, AICTE is the Chairman of the Council</p> <p>Vice Chairman, AICTE is the Vice-Chairman of the Council</p> <p>Secretary, Department of Higher Education, MHRD, New Delhi</p> <p>Additional Secretary, Technical Education, Department of Higher Education, MHRD, New Delhi</p> <p>Chairman, Northern Regional Committee, AICTE</p> <p>Chairman, Southern Regional Committee, AICTE</p> <p>Chairman, Western Regional Committee, AICTE</p> <p>Chairman, Eastern Regional Committee, AICTE</p> <p>Chairman, All India Board of Vocational Education, AICTE</p> <p>Chairman, All India Board of Technician Education, AICTE</p> <p>Chairman, All India Board of Under Graduate Studies in Engineering and Technology, AICTE</p> <p>Chairman, All India Board of Post Graduate Education and Research in Engineering and Technology, AICTE</p> <p>Chairman, All India Board of Management Studies, AICTE</p> <p>Joint Secretary & Financial Advisor (MHRD), New Delhi</p> <p>Secretary, Department of Science & Technology, New Delhi</p> <p>Secretary (Education/Technical Education), Mizoram</p> <p>Secretary (Education/Technical Education), Nagaland</p> <p>Secretary (Education/Technical Education), Odisha</p> <p>Secretary (Education/Technical Education), Puducherry</p> <p>Secretary (Education/Technical Education), Punjab</p> <p>Secretary (Education/Technical Education), Rajasthan</p> <p>Secretary (Education/Technical Education), Sikkim</p> <p>Secretary (Education/Technical Education), Tamilnadu</p>	1/ 3 members

<p>President, Association of Indian Universities, New Delhi</p> <p>Executive Secretary, Indian Society for Technical Education, New Delhi</p> <p>President, Pharmacy Council of India, New Delhi</p> <p>Vice President, Council of Architecture, New Delhi</p> <p>Director General, National Productivity Council, New Delhi</p> <p>The Chairman, University Grants Commission, New Delhi</p> <p>The Director, Institution of Applied Manpower Research, New Delhi</p> <p>The Director General, Indian Council of Agricultural Research, New Delhi</p> <p>The Director General, Council of Scientific and Industrial Research, New Delhi</p> <p>Member Secretary, AICTE - Member Secretary</p>	
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13.2 The Executive Committee: Notified under AICTE Act, 1987

Composition	Quorum
<p>The Chairman, AICTE</p> <p>The Vice-Chairman, AICTE</p> <p>Secretary to the GoI in Ministry of the Central Government dealing with Education (Ex-Officio)</p> <p>Two Chairmen of the Regional Committees</p> <p>Three Chairmen of the Board of Studies</p> <p>A member of the Council representing the Ministry of Finance of the Central Government. (Ex-Officio)</p> <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>	<p>1/ 3 members</p>

13.3 Standing Hearing Committee/ Standing Appellate Committee

Composition	Quorum
<p>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</p>	<p>Chairman</p>



<p>One expert member not below the level of Associate Professor in the field of Technical Education from IITs or IIMs or Government or Government Aided Institution or Government Universities or Institutions of National Importance.</p>	One Member
<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>	One Member
<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>	

13.4 Regional Committee

Composition	Quorum
<p>Chairman to be nominated by the Chairman, AICTE</p>	1/ 3 members
<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 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>	

13.5 Scrutiny Committee under Chapter I of Approval Process Handbook 2018-19

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



	nominated by the concerned State Government/ UT or an Architect registered with Council of Architecture.
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13.6 Scrutiny Committee under Chapter II of Approval Process Handbook 2018-19

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

13.7 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 Industrial 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 to be nominated by the concerned State Government/ UT or an Architect registered with Council of Architecture or CPWD, National Buildings Construction Corporation (NBCC), DRDO, CSIR or Professor/ Associate Professor of Civil Engineering (Structural) or Professor/ Associate Professor of Planning to be constituted by Regional Officer by the selection of member using automated selection process provided on Web-Portal or an expert who is well versed with Land and revenue matters to be nominated by the Chairman, Regional Committee.</p> <p>An expert member not below the level of Associate Professor to be nominated by the concerned State Government/ UT</p> <p>An expert member not below the level of Associate Professor to be nominated by the concerned Affiliating University/ Board</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 to be nominated by the concerned State Government/ UT or an Architect registered with Council of Architecture or CPWD, National Buildings Construction Corporation (NBCC), DRDO, CSIR or Professor/ Associate Professor of Civil Engineering (Structural) or Professor/ Associate Professor of Planning to be constituted by Regional Officer by the selection of member using automated selection process provided on Web-Portal or an expert who is well versed with Land and revenue matters to be nominated by the Chairman, Regional Committee.</p>

* The Composition of EVC for the Closure of PGDM Institution shall consist of two academicians.

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>DTE/ Registrar (Serving or Retired of Technical Institution/ University)</p>	<p>Chairman</p> <p>Any Two Members</p>



14.0 Regional Offices of AICTE

Region	Regional Offices	STD	Telephone	Jurisdiction
Central	Airport Bypass Road, Gandhi Nagar, Bhopal- 462036 E-mail : cro@aicte-india.org	0755	2744314 2744315 2744316	Madhya Pradesh, Gujarat and Chhattisgarh
Eastern	Govt. College of Engineering and Leather Technology Campus LB Block, Sector III, Salt Lake City, Kolkata 700 106 E-mail: ero@aicte-india.org	033	23357459 23357312 23353089 23358808 23356690 23359546	Andaman and Nicobar, Sikkim, Orissa, Jharkhand, Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh, West Bengal
Northern	Govt. Polytechnic Campus, Adjoining Directorate of Technical Education Office, Vikas Nagar, Zoo Road, Kanpur-208002 E-mail: nro@aicte-india.org	0512	2585014 2585018 2581263 2585012	Bihar, Uttar Pradesh, Uttarakhand
North- West	NWRO, Plot No.1, 5th Floor, DTE Punjab Building, Sector 36 A, Chandigarh-160 036 E-mail: nwro@aicte-india.org	0172	2613326 2661201 2660179	Chandigarh, Haryana, Jammu and Kashmir, Delhi, Punjab, Rajasthan, Himachal Pradesh
Southern	Shastri Bhawan 26, Haddows Road, Nungambakkam, Chennai – 600 006 E-mail: sro@aicte-india.org	044	28275650 28279998 28232754 28255863	Tamil Nadu, Puducherry
South Central	First Floor, JNFAU Campus Mahaveer Marg, Masab Tank Hyderabad 500 028 E-mail: scro@aicte-india.org	044	23340113 23341036 23345071 23340113	Andhra Pradesh, Telengana
South- West	P.K. Block, Palace Road, Bangalore – 560 009 E-mail: swro@aicte-india.org	080	22205919 22205979 22208407 22253232	Karnataka, Lakshadweep, Kerala
Western	Industrial Assurance Building Second Floor, Nariman Road Mumbai – 400 020 E-mail: wro@aicte-india.org	022	22821093 22855412 22851551	Goa, Maharashtra, Daman and Diu, Dadra and Nagar Haveli
Guwahati Camp Office	Eastern Region Camp Office, Assam Engineering College Campus, Jalukbari, Guwahati - 781013, Assam E-mail: coguwahati@aicte-india.org	0361	2570104	Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh
Thiruvana nthapuram Camp Office	AICTE South Western Region Camp Office, CET Campus, Thiruvananthapuram, Kerala 695 016 E-mail: cothiruvananthapuram@aicte-india.org	0471	2592323 2594343 2596363 2597099	Kerala and Lakshadweep
Vadodara Camp Office	Camp Office Vadodara Central Regional Camp Office A-1,2 Quarters, Chameli Baug Campus of M.S. University of Baroda, Vadodara- 390002 E-mail: covadodara@aicte-india.org	0265	2750648 2750614	Gujarat

For any Grievances or queries related to Approval Process, mail to: helpdeskab@aicte-india.org



15.0 Grievance Redressal

In order to ensure transparency by Technical Institutions imparting Technical Education, in admission and with Paramount Objectives of preventing unfair practices and to provide a mechanism to students for redressal of their Grievances, AICTE has notified Regulations for establishment of mechanism for Grievance Redressal Committee and OMBUDSMAN for all the AICTE approved Technical Institutions vide No. 37-3/ Legal/ 2012 dated 25.05.2012. In case of non-compliance of above Regulations shall call for punitive action against any willfully contravenes or repeatedly fails to comply with the provision of above Regulations.

16.0 Documents to be submitted for

- Setting up new Technical Institution offering Technical Programme at Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma Level
- Change of Site/ Location
- Closure of the Institution
- Conversion of Women's Institution into Co-Ed Institution and vice-versa
- Conversion of Diploma Level into Degree Level and vice-versa

16.1 Documents to be submitted at the time of Scrutiny Committee

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 Affidavit⁴ 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 Affidavit⁴ 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 by the Applicant Organization in a Format¹³ as prescribed on the Web-Portal.
- In Metro and Mega Cities, Certificate of Occupancy/ Completion (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 Bank Manager regarding financial status of Applicant.
- A hard copy of the complete application as uploaded to the AICTE Web-Portal, printed thereon.
- A receipt with Official Seal from the authorized signatory of the State Government/ UT as proof of submission of these documents.
- A receipt with Official Seal from the authorized signatory of the Affiliating University as proof of submission of these documents **exempted for Institution applying for PGDM.**
- Detailed Project Report (DPR).
- 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 recommended composition of Board of Governors of the Institution constituted as per Appendix 18 of Approval Process Handbook 2018-19.
- In the case of a Company established under Section 8 of 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, 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 PPP/ BOT in the said area with the Applicant Trust/ Society/ Company.
- Resolution by the Applicant Organization, pertaining to start a Technical Institution or add new Programme (in Pharmacy) and allocation of Land/ Building/ funds to proposed activities in the Format¹³ prescribed on the Web-Portal.
- Documents showing ownership of Land in the name of the Applicant in the form of Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Registered Government Lease (for a period of minimum 30 years with at least 25 years of live lease at the time of submission of application) by the concerned Competent Authority of Government or any other documents issued by the concerned Competent Authority establishing the ownership and possession of the Land in the name of the Applicant. In case, the Land documents are in vernacular language, notarized English translation of the documents shall be produced.
- Land Use Certificate permitting the Land to be used for educational purpose, from the Competent Authority along with Topo sketch/ Village Map indicating Land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.
- Land Conversion Certificate permitting the Land to be used for educational purpose to establish a 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.
- 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 concerned Municipal Corporation or the local authority that approves Building Plans or the State Government/ UT.
- Proof of working capital (funds) as stated in Clause 1.9.2 of Chapter I of Approval Process Handbook 2018-19, 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.
- 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 administration.
- 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.
- Certificate regarding Minority Status, if applicable at the time of application. Any claim thereafter shall not be entertained.
- Certificate of the Competent Authority indicating whether the Land for the proposed new Institution/ Technical Campus falls in the rural area or otherwise.
- 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.

16.2 Documents to be submitted at the time of Expert Visit Committee

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 Library.
- Copy of Invoice/ Cash Memo for Equipment and Library Books.
- List and details of hard copy of National Journals subscribed.
- List and details of hard copy of International Journals subscribed.
- Details of subscription of Journals as per Appendix 10 of Approval Process Handbook 2018-19.
- Sanction of electrical load by electric supply provider Company.
- A Certificate by an Architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
- 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 of the Applicant is a member.
- Video recording with date and time of the entire proceedings of the Expert Visit Committee Visit, which shall form part of the Expert Visit Committee Report. This shall include a walk through video with date and time of shooting of all Infrastructural facilities created indicating the complete physical Infrastructure/ facilities, highlighting Front and Back side of the entire Institution Building(s) Internal portion of the Classrooms, 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 Institutions granted Letter of Approval and the existing Institutions granted approval for Introduction of new Course(s) Division(s) Programme(s) and change in Intake capacity, shall comply with appointment of Faculty members and Principal/ Director as the case may be, as per Policy regarding minimum qualifications pay scales, norms etc., as prescribed in the Approval Process Handbook 2018-19.
- 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 the AICTE Web-Portal.
- In no circumstance, unless the appointment of all Faculty members and other Staff is in place, the Institutions shall start the approved Technical Course(s).
- Faculty and non-teaching Staff data shall be entered as per the prescribed Format.

16.4 Additional documents to be submitted for approval of Change of Site/ Location

- No Objection Certificate from Concerned State Government/ UT in the Format¹.
- No Objection Certificate from Affiliating University/ Board in the Format².
- Resolution by the Trust/ Society/ Company approving the Institution for Change of Site/ Location, duly signed by the Chairman/ Secretary in the Format³.

16.5 Additional documents to be submitted for approval of Progressive Closure/ Complete Closure of the Institution

- No Objection Certificate from Concerned State Government/ UT in the given Format⁴.
- No Objection Certificate from Affiliating University/ Board in the Format⁵ with clear mention about the provisions/ alternative arrangements made to take care of education of existing students studying in the Institution.

- Resolution by the Trust/ Society/ Company approving the Closure of the Institution, duly signed by the Chairman/ Secretary in the Format⁶.
- 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 establishment of the Institution.
- Status of Students already studying in the Institution.
- Status of Faculty and Staff in the Institution and liabilities thereon.
- Affidavit² 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.

16.6 Additional documents to be submitted for approval of Conversion of Women's Institution into Co-Ed Institution

- A Certificate stating that admission for three consecutive years are less than 60% issued by Competent Admission Authority.
- A Certificate stating the actual enrolment of students for the last three consecutive years issued by the Registrar of the Affiliating University/ Director of the Board.
- No Objection Certificate (NOC) from State Government/ UT in the Format⁷.
- No Objection Certificate (NOC) from Affiliating University/ Board in the Format⁸.
- Resolution of the Trust/ Society/ Company/ Board of Governors in the Format⁹ for the Conversion of Women's Institution into Co-Ed Institution.
- Land related documents to be submitted as per the norms.

16.7 Additional documents to be submitted for approval of Conversion of Co-Ed Institution into Women's Institution

- No Objection Certificate (NOC) from State Government/ UT in the Format⁷.
- No Objection Certificate (NOC) from Affiliating University/ Board in the Format⁸.
- Resolution by the Trust/ Society/ Company approving the Institution for the Conversion of Co-Ed Institution into Women's Institution, duly signed by the Chairman/ Secretary in the Format⁹.

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

16.8 Additional documents to be submitted for the Conversion of Diploma Level into Degree Level and vice-versa

- No Objection Certificate (NOC) from the State Government/ UT in the Format¹⁰.



- No Objection Certificate (NOC) from the Affiliating University and Board in the Format¹¹.
- Resolution by the Trust/ Society/ Company approving the Institution for the Conversion of Diploma Level into Degree Level and vice-versa, duly signed by the Chairman/ Secretary in the Format¹².
- Land related documents to be submitted as per the norms.

16.9 Additional documents to be submitted 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 last 3 years clearly indicating turnover through operations

17.0 Documents to be submitted/uploaded for

- Extension of Approval to the existing Institutions/ Continuation of approval after a break in the preceding Academic Year/ Restoration
- Extended EoA
- Increase in Intake/ Additional Course(s)
- Addition of Integrated/ Dual Degree Course
- To Start Diploma in Degree Pharmacy Institutions and vice-versa
- Conversion of Management Institutions running PGDM Course into MBA Course
- Conversion of Second Shift Course(s) into First Shift Course(s)
- Introduction of Part Time Course(s)
- Introduction of Fellowship Programme in Management
- Introduction of Supernumerary Seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries
- Introduction of seats for Non Resident Indian(s)
- Change in name of the Course(s)/ Reduction in Intake/ Closure of Programme(s) and/ or Course(s)
- Change in name of the Institution or Affiliating University/Board
- Change in name of the Trust/ Society/ Company
- Collaboration and Twinning Programme(s)

17.1 Documents to be submitted for issuance of EoA of Existing Institutions/ Continuation of approval after a break in the preceding academic years/ Restoration

The Applicant Institution applying for Extension of approval (EoA) shall upload the scanned copies of the List of documents as given below on the AICTE Web-Portal.

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.

- A hard copy of the complete application and the Deficiency Report, as available on the AICTE Web-Portal, printed there on, along with all enclosures as below, duly self-attested shall be submitted to Affiliating University/ Board and Concerned State Government/ UT.
- Stamped receipt from an authorized signatory of the State Government/ UT as proof of submission of these documents.
- Stamped receipt from an authorized signatory of the Affiliating University/ Board as proof of submission of these documents.
- As per Clause 2.4.1.b of Chapter II of Approval Process Handbook 2018-19, Occupancy/ Completion Certificate/ Building License/ Form D/ Structural Stability Certificate issued by the Competent Authority.
- A valid Fire Safety Certificate issued by the Competent Authority.
- Satellite map, using suitable Web site, showing geographical location of Land with latitude and longitude mentioned on it.
- Copy of pay receipt print made on the AICTE Web-Portal through corporate internet banking if any, in respect of Extension of Approval, Variation in Intake etc., for the Academic Year 2018-19.

- Show Cause Notice issued by AICTE, if any, during the last two years.
- Details of Court cases filed against AICTE and order of the Court, if any.
- An Affidavit⁴, 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.
- Copy of valid NBA accreditation letters.
- For Adjunct Faculty – One-page CV highlighting his/ her industrial experience, Willingness letter to handle the Course(s) including his/ her commitments in other Institutions, copy of appointment order and acceptance of appointment from him/ her.
- Audited statement of accounts of the Trust/ Society/ Company for the previous year.
- Certificate by the Head of the Institution to the effect that all Faculty and all non-teaching Staff data and all student data of all years and all Course(s), has been entered as per the prescribed Format on the Web-Portal.

17.2 Additional documents to be submitted for approval of Extended EoA/ Increase in Intake/ Additional Course(s)/ Addition of Integrated/ Dual Degree Course/ Institutions having total “Approved Intake” less than the “Maximum Intake Allowed”/ Fellowship Programme in Management

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

- Resolution by the Trust/ Society/ Company approving the Institution for starting additional Course(s)/ Divisions in existing Programme and allocation of Land/ Building/ funds to proposed activities duly signed by the Chairman/ Secretary in the Format¹⁴.
- An Affidavit⁶ on a Non-Judicial Stamp Paper/ e-stamp paper of ₹ 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
- Valid NBA Accreditation Certificate (not applicable for Institutions having total “Approved Intake” less than the “Maximum Intake Allowed”) for Institutions in existence for more than SEVEN YEARS/ FIVE YEARS for Standalone MCA/ MBA, from the date of establishment of the Institution.
- No Objection Certificate from Affiliating University for Integrated/ Dual Degree Course(s) in the Format¹⁵.

17.3 Additional documents to be submitted for approval of Institutions to start Diploma in Degree Pharmacy Institutions and vice-versa

- No Objection Certificate from Concerned State Government/ UT in the Format¹⁰.
- No Objection Certificate from Affiliating University and Board in the Format¹¹.
- Resolution by the Trust/ Society/ Company approving the Institution to start Diploma in Degree Pharmacy Institution and vice-versa, duly signed by the Chairman/ Secretary in the Format¹².
- PCI approval and Affidavit⁶ for Institutions already running Pharm.D.

17.4 Additional documents to be submitted for approval of Conversion of Management Institutions running PGDM Course into MBA Course

- Resolution by the Trust/ Society/ Company approving the Management Institution for Conversion of PGDM Course into MBA Course, duly signed by the Chairman/ Secretary in the Format¹².

17.5 Additional documents to be submitted for approval of Conversion of Second Shift Course(s) into First Shift Course(s)

- No Objection Certificate from Concerned State Government/ UT in the Format¹⁰.
- No Objection Certificate from Affiliating University/ Board in the Format¹¹.
- Resolution by the Trust/ Society/ Company approving the Institution for Conversion of Second Shift Course(s) into First Shift Course(s), duly signed by the Chairman/ Secretary in the Format¹².

17.6 Additional documents to be submitted for approval of Introduction of Part Time Course(s)

- A Certificate stating that admission for three consecutive years are more than 80% issued by Competent Admission Authority.
- A Certificate stating the actual enrolment of students for the last three consecutive years issued by the Registrar of the Affiliating University/ Director of the Board.
- No Objection Certificate (NOC) from State Government/ UT in the Format¹⁰.
- No Objection Certificate (NOC) from Affiliating University/ Board in the Format¹¹.
- Resolution by the Trust/ Society/ Company approving the Institution for Introduction of Part Time Course(s) duly signed by the Chairman/ Secretary in the Format¹².

17.7 Additional documents to be submitted for approval of Introduction of supernumerary seats for OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries in Existing Institutions

- Resolution by 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 Format¹⁶.
- Details regarding hostel rector and hostel administration.

17.8 Additional documents to be submitted for approval of seats for Sons/ daughters of Non Resident Indian(s)

- Resolution by 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 Format¹⁷.

17.9 Additional documents to be submitted for approval of Change in name of Course(s)/ Reduction in Intake/ Closure of Course(s) and/ or Programme(s)

- No Objection Certificate from Concerned State Government/ UT in the given Format¹⁸.
- 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 Format¹⁹ as prescribed on the Web-Portal.



- Resolution by the Trust/ Society/ Company approving the Institution for Change in Name of the Course(s)/ Reduction in Intake or Closure of Course(s)/ Programme(s) duly signed by the Chairman/ Secretary in the Format²⁰.
- NOC shall not be required for closing of the Second Shift or reduction of Non-Zero Intake of Course(s)/ Programme(s) / reduction in number of Division(s).

17.10 Additional documents to be submitted for approval of Change in the Name of the Institution

- No Objection Certificate from Concerned State Government/ UT in the Format²¹.
- No Objection Certificate from Affiliating University/ Board in the Format²².
- Resolution by the Trust/ Society/ Company approving the Institution for Change in name of the Institution duly signed by the Chairman/ Secretary in the Format²³.

17.11 Additional documents to be submitted for approval of Change in name of the Affiliating University/ Board

- No Objection Certificate from the Concerned State Government/ UT in the Format²⁴.
- No Objection Certificate (NOC) from the University/ Board where the Institution is affiliated in the Format²⁵.
- No Objection Certificate (NOC) from the University/ Board where the Institution seeks Affiliation in the Format²⁶.
- Resolution by the Trust/ Society/ Company approving the Institution for Change in name of Affiliating University/ Board duly signed by the Chairman/ Secretary in the Format²⁷.

17.12 Additional documents to be submitted for approval of Change in 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 name of the Trust/ Society/ Company or merging of Trusts/ Societies/ Companies.
- No Objection Certificate from Concerned State Government/ UT in the Format²⁸.
- No Objection Certificate from Affiliating University/ Board in the Format²⁹.
- Resolution by the Trust/ Society/ Company approving Change in name of the Trust/ Society/ Company, mentioning the reasons for such Change in name duly signed by the Chairman/ Secretary in the Format³⁰.
- A notarized Affidavit⁷ of the Chairman/ Secretary of the Trust/ Society/ Company stating that there is no commercial or business angle for such change.
- 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 recommended Board of Governors of the Institution constituted as per Appendix 18 of Approval Process Handbook 2018-19.

- In case of a Company established under Section 8 of 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 1.9.2 of Chapter I of Approval Process Handbook 2018-19, 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).

17.13 Additional documents to be submitted 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 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 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 shall be as prescribed by the Council, giving due hearing to the concerned Foreign University/ Institution or the Technical Institution approved by the Council having Collaboration with Foreign University/ Institution.
- 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 those that are conducted in the Foreign Country as per Clause 3.3.e of Chapter III of Approval Process Handbook 2018-19.
- 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.
- Affidavit⁴ clearly mentioning among other provisions that the students failing to get Visa shall be accommodated in a similar Programme and that the University/ Board would 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 concerned Embassy in India with a mention of genuineness of Foreign Educational Partnering Institution in the Country of origin.
- Certificate of accreditation obtained by the Foreign University/ Institution in their Parent Country issued by a certified accreditation authority in that Country.
- Valid NBA Certificate in respect of the Course(s) to be offered under Twinning Programme.



18.0 Recommended Composition of Board of Governors for AICTE approved Institutions

- 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.
- 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 development of Technical Education and has demonstrated an interest in promotion of quality education.
- Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society/ Company.
- Nominee of the Affiliating University/ Board (Not applicable for PGDM Institutions).
- Nominee of the All India Council for Technical Education (Ex-officio).
- Nominee of the State Government/ UT (Ex-officio).
- An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government/ UT.
- Principal/ Director of the concerned Technical Institution (as nominee of the Trust/ Society/ Company) - Member Secretary.
- 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.
- 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

- Last date to grant approval to Technical Institution shall be 30th April of each Calendar Year. Notwithstanding anything contained in any Rules, Regulations, Norms and Standards, Policies, Instructions, Orders, Notifications, Guidelines and the Approval Process Handbook 2018-19 issued or notified by the AICTE, the 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.
- The respective DTE/ 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 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.
- 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.
- Provided that the Second round of counselling/ admission for allotment of seats shall be completed on or before 10th July of the Calendar Year in which the academic session is to commence.
- Further that the last round of counselling/ admission for allotment of seats shall be completed on or before 20th July of the Calendar Year in which the academic session is to commence.
- Notwithstanding anything contained in these Regulations, all Technical Institutions conducting Post Graduate Diploma Courses shall not initiate admission process before 1st April of the Academic Year.

19.2 The academic session and the teaching process shall commence on 1st August of the year (except for PGDM).

For First year of the Programme:

Semester/ Event	Odd Semester	Even Semester
Commencement of Classes	1 st August	1 st January
End of Classes	30 th November	30 th April

Second year and on words of the Programme:

Semester/ Event	Odd Semester	Even Semester
Commencement of Classes	15 th July	15 th December
End of Classes	15 th November	15 th April

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

20.0 Fellowship Programme in Management: Conduct and Admission Procedure**20.1 AICTE's Fellowship Programme Prospectus****Admission eligibility of students**

- a. Master's Degree or equivalent in Engineering and Technology/ Management/ Economics/ Social Science/ Biological Science/ Pure Science/ Commerce/ Humanities with FIRST CLASS shall be considered for admission to Fellowship Programme.
- b. Those appearing for their final examination in the respective discipline can also apply. Such students if selected shall be provisionally admitted provided they complete all requirements 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 dead line for submitting the final year mark sheet is 31st December.

20.2 Admission procedure

- a. Admission to the Fellowship Programme shall normally be made once a year, coinciding with that of AICTE approved Post Graduate Diploma in Management or equivalent Degree/ Diploma. Accordingly, the advertisement shall be made along with such Post Graduate Degree/ Diploma.
- b. Application Procedure
The application shall be made in the prescribed form available with the Institution. Attested copies of all the necessary Certificates and testimonials are to be attached with the applications. The candidate must submit an abstract of about 5000 words on the area of research interest (tentative research proposal) along with his/ her application.
- c. Selection Criteria
Selection for the Fellow Programme in the Institutions approved by AICTE for the Fellow Programme shall be on the basis of the following criteria:
 - Academic qualifications and work experience
 - Tentative research proposal and its presentation before the Selection Committee
 - Personal interview
- d. The decision of the Institution Selection Committee regarding admission shall be final. Communication shall be sent only to the selected candidates. The Institution shall not entertain any queries or correspondence in respect of those not selected.
- e. Approved Institution to conduct Fellowship Programme in Management can admit only maximum of 20 candidates in each Academic Year after ensuring availability of Guide as per the 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 is eligible to Guide the Fellow Programme candidates. Each such Faculty shall be assigned a maximum of 2 candidates in each admission year.
- c. Absence of Guide during the Programme
In Case of temporary absence of a Guide for a period of more than one year a new Guide shall be nominated for the Fellow Candidates. In case of a Guide who has guided for more than a year, he/ she shall be allowed to resume the guidance after his/ her return from temporary absence.

If the period of absence is less than 2 years, the pervious Guide shall act as Co-Guide on his/ her return. If the period of absence is more than 2 years he/ she shall ceased to be a Guide for the Fellow candidate.
- d. Change of Guide
Change of a Guide shall be permitted in exceptional circumstances on the recommendation of the Director.
- e. Number of Research Fellows per Guide
At any given time, the number of Research Fellows working with a Guide shall not exceed five.
- f. Research Advisory Committee
The Director shall nominate a Research Advisory Committee for each Fellow based on the recommendation of the Guide(s).

20.4 Course study/ credit requirements

In partial fulfillment of the requirement of the Fellow Programme, a minimum number of Course credits are required to be earned as prescribed below

- a. Credit Requirement

	Code No.	Course Title	Credits
Module 1	FPO1	Research Methodology	3
	FPO2	Managerial Statistics	3
	FPO3	General Management	3
	FPO4	System Approach to Management	3
Module 2	FPO5	3 Stream specific Course of 3 credits each	9
	FPO6	Credit Seminar (General)	3
Module 3	FPO7	Credit Seminar (Specific)	3
	FPO8	Review paper based on the literature on the Thesis related topic	3
	Total Credits		30

- b. Details of Courses and Seminar
The stream specific Courses and Seminars shall be decided as approved by the Director on the recommendation by the candidate's Guide(s) and the Research Advisory Committee.
- c. Duration for earning Credit
All the credits specified above should 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 should undergo 4 Courses of total 12 credits in the first module and during second module he/ she should undergo three stream-specific Courses of 9 credits and give three credit Seminar on general management topic in the third module, the candidate should 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 should 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 10 point scale or 60% is required for passing Course/ Seminar. A candidate getting less than 60% shall be given one more opportunity to repeat the Course/ Seminar. If he/ she still does not pass in the Course/ Seminar, he/ she shall be terminated from the Fellow Programme.

20.5 Registration Seminar and Progress Seminar

Each research scholar needs to register his/ her research proposal. The registration procedure is given below.

- a. Pre-registration Seminar
Each research scholar should give a pre-registration Seminar before a Committee constituted by 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 should submit 5 copies of the pre-registration Report (in about 15-20 pages) 15 days before the date of the Seminar. The Report should include 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 should 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 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 should 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. If required, 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 should 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 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 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 should indicate.
The required modification/ revision involving rewriting of Chapters but not involving further research work OR Complete rewriting of the Thesis with 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 should 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 AICTE 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.



AFFIDAVIT¹

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>, / 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 2018-19.
2. That I/ We have forgotten/ misplaced the pass word for our <user ID>.
3. That I/ We < name>, Chairman, <name of the Trust/ Society/ Company>, / Secretary, <name of the Trust/ Society/ Company > authorised to submit the present request and there is no misrepresentation.
4. That I/ We < name>, Chairman, <name of the Trust/ Society/ Company>, / 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>
6. That the facts stated in this affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

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

VERIFICATION

I/ We, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <name of the place> on this the <date>.

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

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2018 at my Office.
(Judicial first Class Magistrate/ Notary Public/ Oath Commissioner)



AFFIDAVIT²

FORMAT OF THE AFFIDAVIT TO BE SUBMITTED BY THE APPLICANT ON A NON-JUDICIAL STAMP PAPER/ E-STAMP PAPER OF ₹100/- DULY SWORN BEFORE A FIRST CLASS JUDICIAL MAGISTRATE OR NOTARY OR AN OATH COMMISSIONER FOR PROGRESSIVE/ COMPLETE CLOSURE OF THE INSTITUTION

I/ We, <name>, Chairman/ Secretary, <name of the Trust/ Society/ Company>, / Secretary, <name of the Trust/ Society/ Company>, son of, aged, resident of, do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for the Progressive/ Complete Closure of our Institution <name and address of Institution>,

1. That our Trust <name of the Trust/ Society/ Company> vide resolution..... Resolved for closing the Institution and has applied for Closure of <name and address of Institution> in the Web-Portal and had paid the requisite Fee as per AICTE norms
2. That liabilities, if any, arising out of Closure of <name and address of Institution> shall be solely that of <name of the Trust/ Society/ Company>
3. That <name of the Trust/ Society/ Company> undertakes that no further admission of students shall be made in the current and forthcoming years
4. That <name of the Trust/ Society/ Company> undertakes to provide all the facilities to the existing students till they pass out
5. That have submitted/ uploaded all the additional documents/ information regarding resolution/ NOC's/ Certificates in the 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.
7. That the FDR was neither mortgaged nor encashed.

Details of RPGF/ Joint FDR/ FD

Details of the RPGF/ Joint FDR/ FD	Name and Address of the Bank	Date of Issue	Amount (₹)	FDR No.	Date of Maturity
Details of RPGF/ Joint FDR/ FD made with AICTE/ State Government/ UT/ University/ Board for establishment of the Institution.					

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

DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <name of the place> on this the <date>.

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

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2018 at my Office.
(Judicial first Class Magistrate/ Notary Public/ Oath Commissioner)



AFFIDAVIT³

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 ESTABLISHMENT OF NEW INSTITUTION WHILE SUBMITTING THE SECURITY DEPOSIT

I/ We,<name>, Chairman/ Secretary,<name of the Trust/ Society/ Company>, / 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 establishment of Institution<name and address of proposed Institution>,

1. That in accordance with the norms, procedures and conditions prescribed by the 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 the 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 the 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 2018-19, 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, the AICTE shall be free to take appropriate action including withdrawal of its approval without consideration of any related issues and that all liabilities arising out of such withdrawal shall solely be that of the (Society/ Institution).
7. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

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

VERIFICATION

I/ We, the above named deponent(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, 2018 at my Office.
(Judicial first Class Magistrate/ Notary Public/ Oath Commissioner)



AFFIDAVIT⁴

FORMAT OF THE AFFIDAVIT TO BE SUBMITTED BY THE APPLICANT ON A NON-JUDICIAL STAMP PAPER/ E-STAMP PAPER OF ₹100/- DULY SWORN BEFORE A FIRST CLASS JUDICIAL MAGISTRATE OR NOTARY OR AN OATH COMMISSIONER FOR APPLICATIONS SUBMITTED UNDER CHAPTER I AND II

I I/ We, <name>, Chairman/ Secretary,<name of the Trust/ Society/ Company>,son of , aged..... years and, resident of ,
<name>, Secretary, <name of the Trust/ Society/ Company>,son of , aged..... years and, resident of ,
<name>, Principal/ Director, <name of the Trust/ Society/ Company>,son of..... , aged..... years and, resident of ,

in connection with our application dated made to AICTE for, (retain items in the list below as applicable)

1. Setting up new Technical Institution offering Technical Programme at Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma Level
2. Change of Site/ Location
3. Conversion of Women's Institution into Co-Ed Institution and vice-versa
4. Conversion of Diploma Level into Degree Level Institutions and vice-versa
5. Extension of approval/ Continuation of approval after a break in the preceding year(s)/ Restoration to existing Technical Institution or Technical Campus
6. To Start Diploma in Degree Pharmacy Institutions and vice-versa
7. Conversion of Management Institutions running PGDM Course into MBA Course
8. Conversion of Second Shift Course(s) into First Shift Course(s)
9. Introduction of Part Time Course(s)
10. Introduction/ Continuation of supernumerary seats for OCI/ PIO/ Foreign Nationals/ Children of Indian workers in Gulf Countries
11. Introduction/ Continuation of seats for sons/ daughters of NRIs
12. Addition of Integrated/ Dual Degree Course
13. Fellowship Programme in Management
14. Change in name of Course(s)/ Closure of Course(s)/ Programme(s)/ Reduction in Intake
15. Change of Affiliating University/ Board

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 material has been concealed.
2. 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.
3. That the Institution has uploaded valid Fire Safety Certificate issued by the Competent Authority.
4. That Principal of the Institution is regular and qualified as per AICTE norms.
5. That the Faculty: Student ratio is maintained as per AICTE norms and the Faculty data uploaded is true and complete.
6. That the declaration, information and documents submitted/ uploaded as per Appendix 16/ 17 of Approval Process Handbook 2018-19 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.
7. That the Land is contiguous, there is no dispute pertaining to the said Land and is free from all encumbrances.
8. 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 Society/ Trust/ A Company established under Section 8 of Companies Act, 2013, and/ or the Institution.

9. 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.	Document No.	Date of Registration	Plot No.	Address (Village) District	Area in Acre
	Total area in Acre				

Room No.	Room type (mention Classroom/ Laboratory/ Toilet, etc.)	Carpet area (in m ²)	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting

10. That I have submitted/ uploaded all the additional documents/ information regarding resolution/ NOC's/ Certificates/ details of Building completion (partial/full) in the AICTE Web-Portal in respect of our application (as applicable) and the same is true and complete.
11. 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.
12. That I have uploaded all the student data of the previous year and the same is true and complete.
13. That the declaration, information and documents pertaining to the availability of 50% additional Faculty and adhering to the timing for Second Shift (if applicable) is true and complete. Nothing is false and no material has been concealed.
14. That liabilities if any, arising out of 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 Trust/ Society/ Company/ Technical Institution>
15. That liabilities if any, arising out of Change of Site/ Location shall solely be that of < name of Trust/ Society/ Company/ Technical Institution>
16. That liabilities if any, arising out of Change in name of Course(s)/ Closure of Course(s)/ Programme(s)/ Reduction in Intake/ Change of Affiliating University/ Board shall solely be that of < name of Trust/ Society/ Company/ Technical Institution>
17. That admission to NRI/ PIO/ Foreign Nationals/ Children of Indian workers in Gulf Countries/ Collaboration and Fellowship Programme shall be strictly within the limit and shall be done on Merit basis and liability if any, arising out of the same shall solely be that of <name of Trust/ Society/ Company/ Technical Institution>
18. That, I/ We, hereby undertake to constitute the following Committees as per Appendix 6 of Approval Process Handbook 2018-19 before commencement of the Academic Session 2018-19 in respect of <application number><name and address of Institution> :

- 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)

19. That, the Institution undertakes to submit that all the employments in the Institution shall be as per the norms of the existing Labour Law and the payments shall be as per the provisions of the Minimum Wages Act of State/ Central Government.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from. Verified at <name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

**Solemnly affirmed and signed before me by the deponent on this- day of – month, 2018 at my Office.
(Judicial first Class Magistrate/ Notary Public/ Oath Commissioner)**



AFFIDAVIT⁵

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 two years Programme and two Semesters for four years Programme in the Foreign University/ Institution in its Parent Country.
7. That admission to Collaboration and Twinning Programme shall be strictly within the limit and shall be done on Merit basis and liability if any, arising out of the same shall solely be that of <name of 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.
9. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

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

DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <name of the place> on this the <date>.

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

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2018 at my Office.
(Judicial first Class Magistrate/ Notary Public/ Oath Commissioner)



AFFIDAVIT⁶

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/ INSTITUTIONS RUNNING PHARM.D. COURSE

I/ We, <name>, Chairman/ Secretary, <name of the Trust/ Society/ Company>, / 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/ 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/ Pharm.D. Course in our Institution <name and address of Institution> in the Web-Portal and had paid the requisite Fee as per AICTE norms.
2. That we have created all the additional facilities such as Infrastructure, hostel (wherever applicable) Faculty etc. for meeting the additional Course/ increase in Intake/ Pharm.D. Course.
3. That liabilities, if any, arising out of additional Course/ increase in Intake/ Pharm.D. Course of <name and address of Institution> shall be solely that of <name of the Trust/ Society/ Company>
4. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

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

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <name of the place> on this the <date>.

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

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this - day of - month, 2018 at my Office.
(Judicial first Class Magistrate/ Notary Public/ Oath Commissioner)



AFFIDAVIT⁷

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 NAME OF THE TRUST/ SOCIETY/ COMPANY

I/ We,<name>, Chairman,<name of the Trust/ Society/ Company>,/ 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 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 2018-19.
2. That there is no commercial or business angle for change of <name of old Trust/ Society/ Company> to < name of 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, the AICTE shall be free to take appropriate action including withdrawal of its approval without consideration of any related issues and that all liabilities arising out of such withdrawal shall solely be that of the Trust/ Society/ Company/ Institution.
4. That there are no legal issues pending with both old and new Trust/ Society/ Company.
5. That there are no financial liabilities in the old Trust/ Society/ Company name.
6. That the Land and Building are in the name of new Trust/ Society/ Company.
7. That liabilities, if any, arising out of change of name of Trust/ Society/ Company shall be solely that of new <name of the Trust/ Society/ Company>
8. That the facts stated in this affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

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

VERIFICATION

I/ We, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <name of the place> on this the <date>.

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

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, 2018 at my Office.
(Judicial first Class Magistrate/ Notary Public/ Oath Commissioner)



AFFIDAVIT⁸

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 RELEASE OF FDR

I/ We, <Name, Chairman of the Trust/ Society or Secretary <Name of Trust/ Society/ Company Son ofAged.....Resident of Do hereby state on affirmation that Institution viz..... had created Cumulative Fixed Deposit Receipt No.Dated for ₹..... for the maturity period of 8 or 10 year from to..... in joint name of Secretary, <name of Trust and the Regional Officer,....., AICTE,..... maturity of said FDR deposited towards Programme was due on <date >
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 in a temporary site.
5. The Institution has not been put under no admission category.
6. No enquiry 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 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.
11. The said FDR was not mortgaged/ renewed.

Further, in case if any violation is found, the amount of FDR will be resubmitted to the AICTE by the Trust.

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

VERIFICATION

I, 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, 2018 at my Office.
(Judicial first Class Magistrate/ Notary Public/ Oath Commissioner)



CERTIFICATE¹

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 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.	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 Sub Registrar Office <place>
3. The above-mentioned Land documents are authentic.
4. The above-mentioned Land documents are in the name of Applicant.
5. The title of the Land pertaining to the above-mentioned Land documents is 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.
Date

Seal/ Stamp of the advocate
Practicing
at
Place:

CERTIFICATE²

**CERTIFICATE OF AN ARCHITECT REGISTERED WITH COUNCIL OF ARCHITECTURE
(TO BE PRODUCED IN THE LETTERHEAD OF ARCHITECT)**

The copies of 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 Classroom/ 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/ Structural Stability Certificate 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		Seal
Name of the Architect	
Registration No	
Date :	Place :
	

CERTIFICATE³

**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	Seal
Name of the BANK MANAGER
Date Place:



FORMAT¹

**NO OBJECTION CERTIFICATE FROM STATE GOVERNMENT/ UT
FOR CHANGE OF SITE/ LOCATION OF THE INSTITUTION**

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have resolved to Change of Site/ Location of the Institution from <name of the Institution>at<address>, (Old)to<name of the Institution>at<address>, (New)

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <State Government/ UT>..... has no objection for Change of Site/ Location of the Institution from <name of the Institution>at<address>, (Old) to<name of the Institution>at<address>, (New)

Liabilities if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Authorized Signatory
<State Government/ UT>

FORMAT²

**NO OBJECTION CERTIFICATE FROM AFFILIATING UNIVERSITY/ BOARD
FOR CHANGE OF SITE/ LOCATION OF THE INSTITUTION**

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have resolved to Change in name of Site/ Location of the Institution from <name of the Institution>at<address>, (Old) to<name of the Institution>at<address>, (New)

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <Affiliating University/ Board >..... has no objection for Change of Site/ Location of the Institution from <name of the Institution>at<address>, (Old) to<name of the Institution>at<address>, (New)

Liabilities if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Registrar/ Director
<Affiliating University/ Board >

FORMAT³

RESOLUTION FOR CHANGE OF SITE/ LOCATION OF THE INSTITUTION

That the Trust/ Society vide its Executive meeting held onat vide item no. have resolved, for Change of Site/ Location of the Institution from <name of the Institution>at<address>, (Old) to<name of the Institution>at<address> (New)<Name of the Trust/ Society>shall allocate required funds for procurement of Acre of Land, construct required Built-up area and ready to Shift the Institution. On account of approval of Change of Site/ Location of the Institution from<name of the Institution>at<address>, (Old)to <name of the Institution>at<address>, (New) <name of the Trust/ Society>shall also allocate required funds for meeting liabilities on account of such

(Signature and name of Chairman/ Secretary of the Parent Organization),

(Designation), (Name of the Organization)

FORMAT⁴

**NO OBJECTION CERTIFICATE FROM STATE GOVERNMENT/ UT
FOR CLOSURE OF THE INSTITUTION**

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have resolved for Closure of the Institution

<name of the Institution>at<address>,

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <State Government/ UT>..... has no objection for Closure of the Institution

1. <name of the Institution>at<address>,
2. <Course1 (Intake...),.Course2 (Intake...) at<name of the Institution> at <address>

Liabilities if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Authorized Signatory
<State Government/ UT>

FORMAT⁵

**NO OBJECTION CERTIFICATE FROM AFFILIATING UNIVERSITY/ BOARD
FOR CLOSURE OF THE INSTITUTION**

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have resolved for Closure of the Institution

<name of the Institution>at<address>,

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <Affiliating University/ Board >..... has no objection for Closure of the Institution.

1. <name of the Institution> at <address>,
2. <Course1 (Intake...),..Course2 (Intake...),..> at <name of the Institution> at <address>

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

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

Programme	Shift	Level	Course	year of Establishment	d-4		d-3		d-2		d-1		Current Academic Year e	Total No. of students studying in the Institution as on date
					a		b		c		d			
					“Approved Intake”	Actual Admission	“Approved Intake”	Actual Admission	“Approved Intake”	Actual Admission	“Approved Intake”	Actual Admission		

Registrar/ Director
<Affiliating University/ Board >

FORMAT⁶

RESOLUTION FOR CLOSURE OF THE INSTITUTION

That the Trust/ Society vide its Executive meeting held onat vide item no. have resolved that <name of the Institution>shall apply for Closure of the<name of the Institution> and <Name of the Trust/ Society>shall allocate required funds for meeting liabilities on account of such Closure of the<name of the Institution>at<address>.

(Signature and name of Chairman/ Secretary of the Parent Organization),

(Designation), (Name of the Organization)



FORMAT⁷

**NO OBJECTION CERTIFICATE FROM STATE GOVERNMENT/ UT
FOR CONVERSION OF WOMEN'S INSTITUTION INTO CO-ED INSTITUTION AND VICE-VERSA**

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have passed a resolution for Conversion of Women's Institution into Co-Ed Institution/ Co-Ed Institution to Women's Institution*

<name of the Institution>at<address>,

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <State Government/ UT >..... has no objection for Conversion of Women's Institution into Co-Ed Institution/ Co-Ed Institution to Women's Institution* <name of the Institution> at <address>,

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Authorized Signatory
<State Government/ UT>

*Strike off whichever is not applicable



FORMAT⁸

**NO OBJECTION CERTIFICATE FROM AFFILIATING UNIVERSITY/ BOARD
FOR CONVERSION OF WOMEN'S INSTITUTION INTO CO-ED INSTITUTION AND VICE-VERSA**

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have resolved for Conversion of Women's Institution into Co-Ed Institution/ Co-Ed Institution to Women's Institution*.

<name of the Institution>at<address>,

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <Affiliating University/ Board >..... has no objection for Conversion of Women's Institution into Co-Ed Institution/ Co-Ed Institution to Women's Institution*.

The status of admission for last three Academic Years from the Academic Year of application (D)

Sl. No.	Academic Year	Admission status		
		"Approved Intake"	Actual admission	Percentage
1.	D - 1			
2.	D - 2			
3.	D - 3			

Liabilities if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Registrar/ Director
<Affiliating University/ Board >

*Strike off whichever is not applicable

FORMAT⁹

**RESOLUTION FOR CONVERSION OF WOMEN'S INSTITUTION INTO CO-ED INSTITUTION AND VICE-
VERSA**

That the Trust/ Society vide its Executive meeting held onat vide item no.
have resolved for the Conversion of existing Women's Institution into Co-Ed Institution/ Co-Ed Institution
to Women's Institution* <name of the Institution> at <address>, to Co-Ed Institution in the name
of <proposed <name of the Institution>.

<Name of the Trust/ Society> shall allocate required funds for creation of additional carpet and Built-up
area and requisite facilities as applicable in respect of Conversion.

(Signature and name of Chairman/ Secretary of the Parent Organization),

(Designation), (Name of the Organization)

*Strike off whichever is not applicable



FORMAT¹⁰

NO OBJECTION CERTIFICATE FROM STATE GOVERNMENT/ UT FOR CONVERSION OF DIPLOMA LEVEL INTO DEGREE LEVEL AND VICE-VERSA/ TO START DIPLOMA IN DEGREE PHARMACY INSTITUTIONS AND VICE-VERSA/ CONVERSION OF SECOND SHIFT COURSE(S) INTO FIRST SHIFT COURSE(S)/ INTRODUCTION OF PART TIME COURSE(S)

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have passed a resolution for Conversion of Diploma Level into Degree Level/ Degree Institution to Diploma Institution/ To start Diploma in Degree Pharmacy Institutions and vice-versa/ Conversion of Second Shift Course(s) into First Shift Course(s)/ Introduction of Part Time Course(s)*

<name of the Institution>at<address>,

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <State Government/ UT >..... has no objection for Conversion of Diploma Level into Degree Level/ Degree Institution to Diploma Institution/ To start Diploma in Degree Pharmacy Institutions and vice-versa/ Conversion of Second Shift Course(s) into First Shift Course(s)/ Introduction of Part Time Course(s) *<name of the Institution> at <address>,

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Authorized Signatory
<State Government/ UT>

*Strike off whichever is not applicable

FORMAT¹¹

NO OBJECTION CERTIFICATE FROM AFFILIATING UNIVERSITY/ BOARD FOR CONVERSION OF DIPLOMA LEVEL INTO DEGREE LEVEL AND VICE-VERSA/ TO START DIPLOMA IN DEGREE PHARMACY INSTITUTIONS AND VICE-VERSA/ CONVERSION OF SECOND SHIFT COURSE(S) INTO FIRST SHIFT COURSE(S)/ INTRODUCTION OF PART TIME COURSE(S)

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have resolved for Conversion of Diploma Level into Degree Level/ Degree Institution to Diploma Institution/ To start Diploma in Degree Pharmacy Institutions and vice-versa/ Conversion of Second Shift Course(s) into First Shift Course(s)/ Introduction of Part Time Course(s)*.

<name of the Institution>at<address>,

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <Affiliating University/ Board >..... has no objection for Conversion of Diploma Level into Degree Level/ Degree Institution to Diploma Institution/ To start Diploma in Degree Pharmacy Institutions and vice-versa/ Conversion of Second Shift Course(s) into First Shift Course(s)/ Introduction of Part Time Course(s)*.

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Registrar/ Director
<Affiliating University/ Board >

*Strike off whichever is not applicable

FORMAT¹²

RESOLUTION FOR CONVERSION OF DIPLOMA LEVEL INTO DEGREE LEVEL AND VICE-VERSA/ TO START DIPLOMA IN DEGREE PHARMACY INSTITUTIONS AND VICE-VERSA/ CONVERSION OF SECOND SHIFT COURSE(S) INTO FIRST SHIFT COURSE(S)/ CONVERSION OF MANAGEMENT INSTITUTIONS RUNNING PGDM COURSE INTO MBA COURSE/ INTRODUCTION OF PART TIME COURSE(S)

That the Trust/ Society vide its Executive meeting held onat vide item no. have resolved for the Conversion of Diploma Level into Degree Level/ Degree Institution to Diploma Institution/ To start Diploma in Degree Pharmacy Institutions and vice-versa/ Conversion of Second Shift Course(s) into First Shift Course(s)/ Conversion of Management Institutions running PGDM Course into MBA Course/ Introduction of Part Time Course(s)*< in the name of<proposed name of the Institution>at<address><name of the Institution.

<Name of the Trust/ Society>shall allocate required funds for creation of requisite facilities as applicable.

(Signature and name of Chairman/ Secretary of the Parent Organization),

(Designation), (Name of the Organization)

*Strike off whichever is not applicable



FORMAT¹³

RESOLUTION FOR ESTABLISHMENT OF NEW TECHNICAL INSTITUTION

That the Trust/ Society vide its Executive meeting held onat vide item no. have resolved that, <name of the Trust/ Society>shall 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 in <name of the Institution>at<address>,as required for proposed Technical Institution namely, <name of the Institution>,and shall allocate required funds for procurement of Equipment, furniture and other required entities for smooth functioning of the same.

(Signature and name of Chairman/ Secretary of the Parent Organization),
(Designation), (Name of the Organization)

FORMAT¹⁴

RESOLUTION FOR INCREASE IN INTAKE/ ADDITIONAL COURSE(S)/ INTEGRATED/ DUAL DEGREE COURSE/ FELLOWSHIP PROGRAMME IN MANAGEMENT

That the Trust/ Society vide its Executive meeting held onat vide item no. have resolved that,<name of the Trust/ Society>shall allocate required funds for creation of additional carpet and Built-up area in <name of the Institution>at<address>,as required for <additional Programme>/ <additional Course>/ <additional Intake in ... Course(s)>/ <Integrated/ Dual Degree Course>in <name of the Institution>,and shall appoint required number of Faculty and allocate required funds for procurement of Equipment, furniture and other required entities for smooth functioning of the same.

(Signature and name of Chairman/ Secretary of the Parent Organization),
(Designation), (Name of the Organization)



FORMAT¹⁵

NO OBJECTION CERTIFICATE FROM AFFILIATING UNIVERSITY FOR INTEGRATED/ DUAL DEGREE COURSE

The <name of the Trust/ Society> vide its executive meeting held onat vide item no. have resolved to apply for Integrated/ Dual Degree Course <name of the Course> in their <name of the Institution> at <address>

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <Affiliating University/ Board >..... has no objection for starting the Integrated/ Dual Degree Course <name of the Course> at <name of the Institution> at <address>. Also it is confirmed that the said Integrated/ Dual Degree Course is available in the approved nomenclature of the University.

Liabilities if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and regulations as applicable.

Registrar/ Director
<Affiliating University/ Board >

FORMAT¹⁶

RESOLUTION FOR INTRODUCTION OF SUPERNUMERARY SEATS FOR OCI/ PIO/ FOREIGN NATIONALS/ CHILDREN OF INDIAN WORKERS IN GULF COUNTRIES

That the Trust/ Society vide its Executive meeting held onat vide item no. have resolved that, <name of the Trust/ Society> shall apply to AICTE for Introduction of OCI/ PIO/ Foreign Nationals/ Children of Indian workers in Gulf Countries in the following < Programme(s)/ Course(s)> and resolved to allocate required funds for creation of suitable hostel/ residential accommodation for the Foreign national students/ persons of Indian origin and children of Indian workers in Gulf Countries at <address> and shall also allocate required funds for procurement of furniture and other required entities for smooth functioning of the same.

(Signature and name of Chairman/ Secretary of the Parent Organization),
(Designation), (Name of the Organization)

FORMAT¹⁷

RESOLUTION FOR INTRODUCTION OF SEATS FOR SONS/ DAUGHTERS OF NON RESIDENT INDIAN(S)

That the Trust/ Society vide its Executive meeting held onat vide item no. have resolved that, <name of the Trust/ Society> shall apply to AICTE for Introduction of NRIs in the following < Programme(s)/ Course(s)> and resolved to allocate required funds for procurement of required entities for smooth functioning of the same.

(Signature and name of Chairman/ Secretary of the Parent Organization),
(Designation), (Name of the Organization)



FORMAT¹⁸

**NO OBJECTION CERTIFICATE FROM STATE GOVERNMENT/ UT
FOR CHANGE IN NAME OF THE COURSE(S)/ CLOSURE OF COURSE(S)/ PROGRAMME(S)**

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have resolved for Change in name of the Course(s)/ Closure of Course(s)/ Programme(s)

<name of the Institution>at<address>,

<Course1 (Intake...),..Course2 (Intake...),..>at<name of the Institution>at<address>

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <State Government/ UT>..... has no objection for Change in name of the Course(s)/ Closure of Course(s)/ Programme(s)

1. <name of the Institution>at<address>,

2. <Course1 (Intake...),..Course2 (Intake...),..>at<name of the Institution>at<address>

1. Re-arrangement of current students/ students who were admitted in these Course(s) 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

2. Current Staff strength, re-arrangements and dues, if any, shall be settled as per existing norms and Regulations on that behalf.

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Authorized Signatory

<State Government/ UT>

FORMAT¹⁹

**NO OBJECTION CERTIFICATE FROM AFFILIATING UNIVERSITY/ BOARD
FOR CHANGE IN NAME OF THE COURSE(S)/ CLOSURE OF COURSE(S)/ PROGRAMME(S)**

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have resolved to Change in name of the Course(s)/ Closure of Course(s)/ Programme(s)

<name of the Institution>at<address>,

<Course1 (Intake...),..Course2 (Intake...),..>at<name of the Institution>at<address>

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <Affiliating University/ Board >..... has no objection for Change in name of the Course(s)/ Closure of Course (s)/ Programme

1. <name of the Institution> at <address>,
2. <Course1 (Intake...),..Course2 (Intake...),..> at <name of the Institution> at <address>

1. 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

2. Current Staff strength, re-arrangements and dues, if any, shall be settled as per existing norms and Regulations on that behalf.

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Registrar/ Director

<Affiliating University/ Board >

FORMAT²⁰

**RESOLUTION FOR CHANGE IN NAME OF THE COURSE(S)/ CLOSURE OF COURSE(S)/
PROGRAMME(S)/ REDUCTION IN INTAKE**

<retain paragraphs as applicable>

That the Trust/ Society vide its Executive meeting held onat vide item no.
have resolved that,

<name of the Trust/ Society>shall allocate required funds for meeting liabilities on account of such
Closures in the<name of the Institution>at<address>, as required for <Change in name of the
Course(s)>/ <Closure of Programme> and/ or <Closure of Course>/ <Reduction in Intake> in <name
of the Institution>.

<name of the Institution>shall apply for,

1. Change in name of the Course(s) in <Course1>>, <Course2>..
2. Reduction in Intake in <Course1>, from <current Intake> to <reduced Intake>, <Course2>,
from <current Intake> to <reduced Intake>
3. Closure of Programme<Programme1>,<Programme2>..
4. Closure of Course(s)<Course1>, <Course2>..

(Signature and name of Chairman/ Secretary of the Parent Organization),
(Designation), (Name of the Organization)

FORMAT²¹

**NO OBJECTION CERTIFICATE FROM STATE GOVERNMENT/ UT
FOR CHANGE IN NAME OF THE INSTITUTION**

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have resolved to Change in name of the Institution from <name of the Institution>at<address>to<name of the Institution>at<address>

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <State Government/ UT>..... has no objection for Change in name of the Institution from <name of the Institution>at<address>to<name of the Institution>at<address>

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Authorized Signatory
<State Government/ UT>

Note : The Applicants shall not name the Technical Institution in such a way that the abbreviated form of the name of the Technical Institution becomes IIM or IIT or IISc or NIT or AICTE or UGC or MHRD or 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 Government of India or its name is approved by the Government of India.

FORMAT²²

**NO OBJECTION CERTIFICATE FROM AFFILIATING UNIVERSITY/ BOARD
FOR CHANGE IN NAME OF THE INSTITUTION**

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have resolved to Change in name of the Institution from<name of the Institution>at<address>to<name of the Institution>at<address>

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <Affiliating University/ Board >..... has no objection for Change in name of the Institution from<name of the Institution>at<address>to<name of the Institution>at<address>

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Registrar/ Director
<Affiliating University/ Board >

Note: The Applicants shall not name the Technical Institution in such a way that the abbreviated form of the name of the Technical Institution becomes IIM or IIT or IISc or NIT or AICTE or UGC or MHRD or 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 Government of India or its name is approved by the Government of India.

FORMAT²³

RESOLUTION FOR CHANGE IN NAME OF THE INSTITUTION

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have resolved to Change Name of the Institution from<Name of the Institution>(Old)at<address>to<Name of the Institution>(New)

(Signature and name of Chairman/ Secretary of the Parent Organization)

(Designation), (Name of the Organization)



FORMAT²⁴

**NO OBJECTION CERTIFICATE FROM STATE GOVERNMENT/ UT FOR CHANGE IN NAME OF THE
AFFILIATING UNIVERSITY/ BOARD OF THE INSTITUTION**

The <name of the Trust/ Society> vide its Executive meeting held onat vide item no. have resolved to Change in name of the Affiliating University/ Board from <name of the present University> at <address> to <name of the New University> at <address>

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <<State Government/ UT>..... has no objection for Change in name of the Affiliating University/ Board from <name of the present University> at <address> to <name of the new University> at <address>

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable.

Authorized Signatory
<State Government/ UT>

FORMAT²⁵

NO OBJECTION CERTIFICATE FROM THE AFFILIATING UNIVERSITY/ BOARD WHERE THE INSTITUTION IS AFFILIATED FOR CHANGE IN NAME OF THE AFFILIATING UNIVERSITY/ BOARD OF THE INSTITUTION

The <name of the Trust/ Society> vide its Executive meeting held onat vide item no. have resolved to Change in name of the Affiliating University/ Board from <name of the present University/ Board> at <address> to <name of the New University/ Board> at <address>

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <Affiliating University/ Board >..... has no objection for Change in name of the Affiliating University/ Board from <name of the present University/ Board> at <address> to <name of the new University> at <address>

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Registrar/ Director
<Affiliating University/ Board >

FORMAT²⁶

NO OBJECTION CERTIFICATE FROM THE AFFILIATING UNIVERSITY/ BOARD WHERE THE INSTITUTION SEEKS AFFILIATION FOR CHANGE IN NAME OF THE AFFILIATING UNIVERSITY/ BOARD OF THE INSTITUTION

The <name of the Trust/ Society> vide its Executive meeting held onat vide item no. have resolved to Change in name of the Affiliating University/ Board from <name of the present University/ Board> at <address> to <name of the New University/ Board> at <address>

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <Affiliating University/ Board >..... has no objection for affiliating < name of the Institution> from <name of the present University/ Board> at <address> .

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Registrar/ Director
<Affiliating University/ Board >

FORMAT²⁷

RESOLUTION FOR CHANGE IN NAME OF THE AFFILIATING UNIVERSITY/ BOARD OF THE INSTITUTION

That the Trust/ Society vide its Executive meeting held onat vide item no. have resolved that, <name of the Trust/ Society> shall apply to AICTE for Change in name of the Affiliating University/ Board from<present University/ Board > to <the new University/ Board> and allocate required funds for meeting the liabilities on account of such changes, also it is resolved that, < name of the Trust/ Society/ Company > shall apply for NOC to the State Government/ UT and to both the Universities.

(Signature and name of Chairman/ Secretary of the Parent Organization),
(Designation), (Name of the Organization)

FORMAT²⁸

NO OBJECTION CERTIFICATE FROM STATE GOVERNMENT/ UT FOR CHANGE IN NAME OF THE TRUST/ SOCIETY/ COMPANY OF THE INSTITUTION

The <name of the Trust/ Society> vide its Executive meeting held onat vide item no. have resolved to 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>

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 Change of Trust/ Society/ Company from <name of the present Trust/ Society/ Company > at <address> to <name of the new Trust/ Society/ Company > 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>

FORMAT²⁹

**NO OBJECTION CERTIFICATE FROM AFFILIATING UNIVERSITY/ BOARD FOR CHANGE IN
NAME OF THE TRUST/ SOCIETY/ COMPANY OF THE INSTITUTION**

The <name of the Trust/ Society> vide its Executive meeting held onat vide item no. have resolved to Change the name of the Trust from <name of the present Trust> at <address> to <name of the New Trust> at <address>

Vide application ref. No..... Date:made by the Society/ Trust Name.....Address as at....., This is to confirm that the <Affiliating University/ Board >..... has no objection for Change of Trust from <name of the present Trust> at <address> to <name of the new Trust> at <address>

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Society/ Trust and shall be settled as per the rules and Regulations as applicable

Registrar/ Director
<Affiliating University/ Board >



FORMAT⁹⁰

RESOLUTION FOR CHANGE IN NAME OF THE TRUST/ SOCIETY/ COMPANY OF THE INSTITUTION

The <name of the Trust/ Society>vide its Executive meeting held onat vide item no. have resolved to Change Name of the Trust/ Society/ Company from<Name of the Trust/ Society/ Company>(Old)at<address>to<Name of the Trust/ Society/ Company>(New)

(Signature and name of Chairman/ Secretary of the Parent Organization)

(Designation), (Name of the Organization)



FORMAT³¹

MOU TO BE SIGNED BETWEEN INSTITUTION AND SKILL KNOWLEDGE PROVIDERS/ TRAINERS

<Name of the Institution> - <Name of the SKP>
AGREEMENT
Under the National Skill Qualification Framework (NSQF)
of The All India Council for Technical Education

by and between

and

Date: _____

AGREEMENT

This Agreement is entered into and executed on this _____ day of _____, 20__ at New Delhi.

BY AND BETWEEN

< Name of Trust/Society > running <Name of 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 SKP> (hereinafter referred to as the “_____”) a Company registered under the Company Act,1956, through it's <Name & Designation of Signing Authority> having it's registered/approved _____ Office _____ at _____

_____ (which expression, unless it be repugnant to the context or meaning thereof, shall be deemed to mean and include their executors, administrators and assigns), party of the SECOND PART.

WHEREAS, the All India Council for Technical Education has initiated a scheme to provide competency based skills under the National Vocational Educational Framework (Herein after to be referred as NSQF);

WHEREAS in terms of the said scheme launched by All India Council for Technical Education, the 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 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 Institution> will impart and award credits for the “Academic’ content” of the Curriculum and <Name of SKP> will provide skill training through its training centres called <Name of 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 SKP> under the National Skill Qualification Framework (NSQF);

THEREFORE, both the parties hereby agree to conduct Vocational Educational Programme initiated by AICTE under National Vocational Educational Qualification Framework, on the following terms and conditions:

1. The <Name of 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 sector such as <Name of Sector Specific Skill>.



2. The <Name of SKP> agrees and undertakes that its <Name of SKP> shall register with AICTE for conduct of training modules under the Vocational Educational Programme and shall perform following functions:
 - a. Announce the schedule of module for calendar year.
 - b. Register students for the modules.
 - c. Conduct the modular training.
 - d. Conduct examination/evaluate the student, award the grade indicating level of skill acquired.
 - e. The <Name of 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 Institution> Academic Training centres:
 - a. The <Name of Institution> -Academic centres shall plan the Vocational Education Programme(s) to be offered in the Academic Year concerned and inform the <Name of SKP> – SKP’s about the same at least two months prior to the date of commencement of the Programme(s).
 - b. The <Name of Institution> Academic Centre shall announce and inform through it’s prospectus and information on it’s 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 Institution> Academic Centre shall follow the admission norms of AICTE and the State Govt. concerned. The admission shall be made strictly on merits. The <Name of Institution> – Academic Centre will then upload the names and details of the selected students on the AICTE Web-Portal.
 - d. The <Name of Institution> Academic Centre will have the right to collect fees from the students, as prescribed by the AICTE for each sector, towards:
 - 1.Registration, 2.Course/ Skill conduct and 3.Evaluation of the Academic/ Skill portion of each Level of the Programme. A portion of the fees as agreed upon by the <Name of Institution> Academic Centre and the <Name of SKP> – SKP’s shall be turned over to the <Name of SKP> - SKP’s.
 - e. The <Name of Institution> Academic Centre will send to the <Name of SKP> - SKP the Level-wise and Sector-wise lists of students registered for Vocational Education Program(s) in the Sectors.
 - f. The <Name of 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 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 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 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 Institution> Academic Centre shall maintain a record of the registered students and Certificates issued and upload the same on the AICTE Web-Portal.
 - k. The <Name of 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 the AICTE Web-Portal.

4. General:

Fees to be charged to students:

- a. The Level-wise fees to be charged by the <Name of Institution> – Academic Centre will be informed to the student by the <Name of Institution> Academic Centre as well as the <Name of SKP> - SKP before his/her registration for the Programme;



- b. The <Name of Institution> Academic Centre will collect from the student and retain with itself the ‘Academic Portion Fees’ and the <Name of SKP> - SKP will be given the ‘Vocational/Skill Portion Fees’ by the <Name of SKP> – Academic Centre;
- c. The <Name of Institution> Academic Centre will collect the total fees for the Programme from the students and will transfer the ‘Vocational/Skill Portion Fees’ against the number of students to be sent for training at least one month before the onset of training. Any delay in transferring the fees will entail interest @ ----calculated on the basis of delay of number of days. After receiving the fees <Name of 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 to by both parties to each other, either in operationalizing this agreement or for the purposes of implementing this agreement. The information sought under 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 will 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 SKP>

Signed: _____
 Name: _____ Name: _____
 Title: _____ Title: _____
 Date: _____

Signed: _____

 Date: _____

Witnessed by:

- 1) Signature: _____
 Name: _____
 Date: _____
- 2) Signature: _____
 Name: _____
 Date: _____

Annexure 1

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
48	Khagaria
49	Kishanganj
50	Lakhisaraj
51	Madhepura
52	Madhubani

Sl. No.	Districts
53	Munger
54	Nalanda
55	Nawada
56	Pashchim Champaran
57	Purab Champaran
58	Rohtas
59	Samastipur
60	Saran
61	Sheikhpura
62	Sheohar
63	Sitamarhi
64	Siwan
65	Supaul
66	Vaishali
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	Kuruksheetra
87	Panchkula
88	Panipat
89	Rewari
90	Yamuna Nagar
HIMACHAL PRADESH	
91	Bilaspur
92	Kinnaur
93	Kullu
94	Lahul and Spiti
95	Sirmour
JAMMU AND KASHMIR	
96	Anantnag
97	Badgam
98	Bandipora
99	Baramula
100	Doda
101	Ganderbal
102	Kathua



Sl. No.	Districts
103	Kishtawar
104	Kulgam
105	Kupwara
106	Pulwama
107	Punch
108	Rajauri
109	Ramban
110	Reasi
111	Samba
112	Shopian
113	Udhampur
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
145	Rewa
146	Sehore
147	Shajapur
148	Sheopur
149	Shivpuri
150	Sidhi
151	Tikamgarh
152	Umariya
MAHARASHTRA	
153	Akola
154	Hingoli
MANIPUR	
155	Bishnupur
156	Chandel
157	Churachandpur
158	Imphal East

Sl. No.	Districts
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
194	Mayurbhanj
195	Nabarangapur
196	Nayagarh
197	Nuapada
198	Puri
199	Sambalpur
200	Sonapur
PUNJAB	
201	Barnala
202	Faridkot
203	Fatehgarh Sahib
204	Kapurthala
205	Mansa
206	Muktsar
207	Nawanshehr
RAJASTHAN	
208	Banswara
209	Baran
210	Bhilwara
211	Bundi
212	Dausa
213	Dholpur



Sl. No.	Districts
214	Dungarpur
215	Hanumangarh
216	Jaisalmer
217	Jalor
218	Jhunjhunu
219	Karauli
220	Nagaur
221	Pratapgarh
222	Tonk
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
239	Bahraich
240	Balia
241	Balrampur
242	Barabanki
243	Basti
244	Bijnor
245	Budaun
246	Chitrakoot
247	Deoria
248	Etah
249	Fatehpur

Sl. No.	Districts
250	Firozabad
251	Ghazipur
252	Gonda
253	Hamirpur
254	Hardoi
255	Jyotiba Phule Nagar
256	Kannauj
257	Kanpur Dehat
258	Kaushambi
259	Kheri
260	Kushinagar
261	Mahrajganj
262	Mainpuri
263	Mirzapur
264	Moradabad
265	Pilibhit
266	Pratapgarh
267	Rampur
268	Sant Kabir Nagar
269	Sant Ravidas Nagar (Bhadohi)
270	Shahjahanpur
271	Shrawasti
272	Siddharthnagar
273	Sonbhadra
274	Unnao
275	Varanasi
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 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

Sl. No.	Districts
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



Sl. No.	Districts
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
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 Havelli
DAMAN AND DIU	
78	Daman
79	Diu
GUJARAT	
80	Amreli
81	Banas Kantha
82	Bharuch

Sl. No.	Districts
83	Bhavnagar
84	Dohad
85	Jamnagar
86	Junagadh
87	Kachchh
88	Kheda
89	Mahesana
90	Narmada
91	PanchMahals
92	Patan
93	Porbandar
94	Rajkot
95	Sabar Kantha
96	Surat
97	Surendranagar
98	TheDangs
99	Valsad
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



Sl. No.	Districts
139	Chamarajanagar
140	Chikmagalur
141	Chitradurga
142	Dakshina Kannada
143	Gadag
144	Hassan
145	Haveri
146	Kodagu
147	Kolar
148	Koppal
149	Mandya
150	Raichur
151	Tumkur
152	Udupi
153	UttaraKannada
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

Sl. No.	Districts
197	WestNimar
MAHARASHTRA	
198	Buldana
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	Ferozpur
242	Gurdaspur
243	Kapurthala
244	Mansa
245	Moga
246	Muktsar
247	Nawanshahr
248	Patiala
249	Sangrur
RAJASTHAN	



Sl. No.	Districts
250	Ajmer
251	Alwar
252	Banswara
253	Baran
254	Barmer
255	Bharatpur
256	Bhilwara
257	Bikaner
258	Bundi
259	Chittaurgarh
260	Churu
261	Dausa
262	Dhaulpur
263	Dungarpur
264	Ganganagar
265	Hanumangarh
266	Jaisalmer
267	Jalor
268	Jhalawar
269	Jhunjhunun
270	Jodhpur
271	Karauli
272	Nagaur
273	Pali
274	Rajsamand
275	Sawai Madhopur
276	Sikar
277	Sirohi
278	Tonk
279	Udaipur
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
300	Thanjavur
301	Theni
302	TheNilgiris
303	Thiruvallur
304	Thiruvarur
305	Thoothukkudi
306	Tirunelveli
307	Tiruvannamalai
308	Vellore

Sl. No.	Districts
309	Viluppuram
310	Virudhunagar
TRIPURA	
311	Dhalai
312	North Tripura
313	SouthTripura
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
338	Lalitpur
339	Maharajganj
340	Mahoba
341	Mathura
342	Moradabad
343	Muzaffarnagar
344	Pilibhit
345	Rae Bareli
346	Rampur
347	Saharanpur
348	SantKabir 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	Barddhaman
360	Birbhum
361	Dakshin Dinajpur
362	Darjiling
363	Haora
364	Hugli
365	Jalpaiguri



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

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



Annexure 2

STATE WISE COMPETENT AUTHORITIES TO ISSUE CERTIFICATES WITH RESPECT TO LAND/ BUILDING

State	Landuse Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Classification of Land (Urban/ Rural)	Site Plan	Building Plan	Land unit	Conversion to m ²
Eastern Region								
Andaman and Nicobar	Chief Engineer, APWD for notified Area	SDM, Dy. Commissioners Office		Chief Engineer, APWD for notified Area		Rural - Panchayat Urban - Andaman Public Works Dept. for Govt. Inst/ Port Blair Municipal Council for Private Inst.	Hectare	1 Hectare = 10000 m ²
Arunachal Pradesh	Dy. Commissioner, Govt. of Arunachal Pradesh	Dept. of Land Management, Govt. of Arunachal Pradesh	Dy. Commissioner, Govt. of Arunachal Pradesh		Prepared by various Engineering Depts and approved by the Directorate of Higher and Technical Education		Acre	1 Acre = 4046.86 m ²
Assam	Revenue Circle Office, Govt. of Assam		PWD (Building)	Revenue Circle Office, Govt. of Assam	PWD (Building)		Bigha	1338 m ²
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 time to time)	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Decimal and Acre 100 Decimal = 1 Acre	1 Acre = 4046.86 m ²
Manipur	Dept. 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	100 Decimal = 1 Acre	1 Pari = 10117.14 m ²
Meghalaya	Local Revenue/ Education Authority	No information provided by DTE, Govt. of Meghalaya	PWD/ Urban Development Authority	Urban Development Authority	PWD Building Division		Acre, Hectare	1 Hectare = 10000 m ² 1 Acre = 4046.86 m ²



Mizoram	Rural - DC of respective District; Urban - Aizawl Municipal Council (AMC)								
Nagaland	Local Revenue Authority	No information provided by DTE, Govt. of Nagaland	Local Revenue Authority		Executive Engineer, PWD Housing (EDN)	Architect, PWD/ Housing (EDN)	Acre, Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²	
Orissa	Revenue and Disaster Management Department, Govt. of Odisha				Rural - Block Development Officer Urban - Housing and Urban Development Department/ Town Planning/ Development Authority		Acre	1 Acre = 4046.86 m ²	
Sikkim	Joint Director, HRDD of respective District	NA	District Collectorate of respective District		Divisional Engineer of the HRDD of respective District	Divisional Engineer Building and Housing/ Urban Development Dept.	Hectare	1 Hectare = 10000 m ²	
Tripura	Local Revenue Authority	NA	Local Revenue Authority	Local Revenue Authority	Executive Engineer, PWD	Architect, PWD/ THCB	Acre, Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²	
West Bengal	Rural - BL and LRO Urban - ADM(LandLR)	Rural - BL and LRO Urban - ADM(LandLR)	Rural - Gram Panchayet/ Panchayet Samiti with approval of Zilla Parishad/ DM and Executive Officer, Zilla Parishad Urban - Corporation/ Municipality/ Development Authority	Rural - BL and LRO Urban - ADM(LandLR)	Rural - Gram Panchayet/ Panchayet Samiti with approval of Zilla Parishad/ DM and Executive Officer, Zilla Parishad Urban - Corporation/ Municipality/ Development Authority		Acre	1 Acre = 4046.86 m ²	
Western Region									
Daman and Diu	Rural -Mamlatdar	Collectorate	Associate Town Planner, Daman	Rural - Mamlatdar	Enquiry Officer City Survey, Daman	Rural -Panchayat	100 m ² =1 GUNTHA		
	Urban - Enquiry Officer City Survey, Daman			Urban - Enquiry Officer City Survey, Daman		Urban - Daman Municipal Council			
Goa	Collector/ Dy. Collector	Collector	District Town and Country Planning	District Town and Country Planning	Dy Collector	District Town and Country Planning	Acre	1 Acre = 4046 m ²	
Maharashtra	Tahsildar	Tahsildar	Tahsildar	District Town and Country Planning	Tahsildar	District Town and Country Planning	Hectare	1 Hectare = 10000 m ²	
Northern Region									
Bihar	Town and Country Planning Dept./ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Dept./ Development Authority/ Revenue Authority	Town and Master Plan/ Development Authority/ State Revenue Authority	Development Authority/ Revenue Authority	Development Authority/ Revenue Authority	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²	



Uttaranchal	Town and Country Planning Dept./ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Dept./ 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	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
Uttar Pradesh	Town and Country Planning Dept./ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Dept./ 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	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
Southern Region								
Pondicherry	Revenue Divisional Officer/ Tahildar	Revenue Divisional Officer/ Tahildar	Village Administrative Officer	Tahsildar	Dept. of Town and Country Planning	Dept. of Town and Country Planning	Hectare	
Tamil Nadu	Revenue Divisional Officer/ Tahildar	Revenue Divisional Officer/ Tahildar	Village Administrative Officer	Tahsildar	Dept. of Town and Country Planning	Dept. of Town and Country Planning	Hectare	
Northwestern Region								
Chandigarh	Town and Country Planning Dept./ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Dept./ Development Authority/ Revenue Authority	Town and Country Planning Dept./ Development Authority/ State Revenue Authority	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
Haryana	Town and Country Planning Dept./ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Dept./ Development Authority/ Revenue Authority	Town and Country Planning Dept./ Development Authority/ State Revenue Authority	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
Himachal Pradesh	Town and Country Planning Dept./ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Dept./ Development Authority/ Revenue Authority	Town and Country Planning Dept./ Development Authority/ State Revenue Authority	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
J&K	Town and Country Planning Dept./ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Dept./ Development Authority/ Revenue Authority	Town and Country Planning Dept./ Development Authority/ State Revenue Authority	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
New Delhi	Town and Country Planning Dept./ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Dept./ Development Authority/ Revenue Authority	Town and Country Planning Dept./ Development Authority/ State Revenue Authority	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²



Punjab	Town and Country Planning Dept./ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Dept./ Development Authority/ Revenue Authority	Town and Country Planning Dept./ Development Authority/ State Revenue Authority	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
Rajasthan	Town and Country Planning Dept./ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Dept./ Development Authority/ Revenue Authority	Town and Country Planning Dept./ Development Authority/ State Revenue Authority	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
Southwestern Region								
Karnataka	Tahsildar	Dist Commissioner	Tahsildar	District Town Planning Officer	Tahsildar	District Town Planning Officer	Cent/ Acre/ Hectare	1 Cent = 40.45 m ² ; 1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
Kerala	Tahsildar	District Collector	Head, Local Body	Town Planning Officer/ Local Body	Head, Local Body	Head, Local Body/ Town Planning	Cent/ Acre/ Hectare	1 Cent = 40.45 m ² ; 1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
Central Region								
Chhattisgarh	Urban and Rural - Town and Country Planning	Urban and Rural - Sub Divisional Magistrate/ Diversion Office	Urban - Tahsildar; Rural - Patwari	Urban and Rural - Town and Country Planning	Urban - Municipal Corporation; Rural - Town and Country Planning	Urban - Municipal Corporation; Rural - Gram Panchayat	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
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	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
Madhya Pradesh	Urban and Rural - Town and Country Planning	Urban and Rural - Sub Divisional Magistrate/ Tehsildar	Urban - Tahsildar; Rural - Patwari/ Tahsildar	Urban - Collector/ Nagar Nigam/ Nagarpalika; Rural - Gram panchayat	Urban and Rural - Town and Country Planning	Urban - Municipal Corporation; Rural - Gram Panchayat	Acre/ Hectare	1 Hectare = 10000 m ² ; 1 Acre = 4046.86 m ²
South Central Region								



Andhra Pradesh	DTCP RDO (MRO) <u>Remarks</u> :Wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GRP Schemes proposals. in other areas.	RDO <u>Remarks</u> : Conversion of Agricultural Land to other Land.(Not applicable to Government Land)	DTCP Municipal Council <u>Remarks</u> : wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GTP Schemes proposals. Other areas.	DTCP <u>Remarks:</u> as per censuses	1. Local Executive Authority (Council and Executive Officer) 2) DTCP 3) HMDA/ Urban local bodies <u>Remarks</u> : 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 <u>Remarks</u> : Andhra area Town Planning Act issued on 7th Sept 1920 is applicable for both the states of Andhra and Telangana	Acres	1 Acre = 4046.86 m ²
Telangana	DTCP RDO (MRO) <u>Remarks</u> : Wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GRP Schemes proposals. in other areas.	RDO <u>Remarks</u> : Conversion of Agricultural Land to other Land.(Not applicable to Government Land)	DTCP Municipal Council <u>Remarks</u> : wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GTP Schemes proposals. Other areas.	DTCP <u>Remarks:</u> as per censuses	1. Local Executive Authority (Council and Executive Officer) 2) DTCP 3) HMDA/ Urban local bodies <u>Remarks</u> : 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 <u>Remarks</u> : Andhra area Town Planning Act issued on 7th Sept 1920 is applicable for both the states of Andhra and Telangana	Acres	1 Acre = 4046.86 m ²
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 Approval Process Handbook 2018-19 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 be produced for the same.



Annexure 3

STATE WISE COMPETENT AUTHORITIES TO ISSUE OCCUPANCY CERTIFICATE

	State	Competent Authorities to issue Occupancy Certificate
Eastern Region		
1	Andaman and Nicobar	Andaman Public Works Department
2	Arunachal Pradesh	The Deputy Commissioner of the respective Districts
3	Assam	The Chief Executive Officer Guwahati Metropolitan Development Authority (GMDA), Bangagarh Guwahati 5 or The Chief Executive Officer, Guwahati Municipal Corporation (GMC) Bhagarh, Guwahati 5
4	Jharkhand	Urban : Municipal Corporation under whose jurisdiction the Building is situated Rural : Panchayat
5	Manipur	1. District Settlement Officer Department of Settlement and Land Records Government of Manipur, Lamphelpat, Imphal 795001 2. Sub Divisional Officer Department of Settlement and Land Records Government of Manipur, Lamphelpat, Imphal 795001 3. District Collector Department of Settlement and Land Records Government of Manipur, Lamphelpat, Imphal 795001
6	Meghalaya	Meghalaya Urban Development Authority
7	Mizoram	Aizawl Municipal Council
8	Nagaland	Urban Development Department Nagaland, Kohima
9	Orissa	The Development Authorities/ Regional Improvement Trust/ Special Planning Authorities
10	Sikkim	Urban Development and Housing Department, Sikkim
11	Tripura	Agartala Municipal Council
12	West Bengal	Municipality: Executive Officer or Executive Engineer Panchayat Area: Pradhan of the concerned Gram Panchayat
Western Region		
13	Daman and Diu	Municipal corporation of Daman and Diu and Municipal Corporation of Dadra and Nagar Haveli
14	Goa	In village area: Panchayat Office; In Municipal area: Municipal Office
15	Maharashtra	Metro: All Municipal Corporation Urban and Rural: Nagar Prishad Jilha Parishad
Northern Region		
16	Bihar	The Sr. Architect (Chief Architect I/ C), Building Construction Department, Government of Bihar for Government owned Institutions.



		Gram Panchayat/ Nagar Panchayat/ Municipal Council/ Municipal Corporation/ Regional Development Authority for Buildings proposed for private Institutions.
17	Uttarakhand	Principal/Director of Institution, if Certificates for construction authority and fire safety authority are issued by the Competent Authorities.
18	Uttar Pradesh	Chief Executive Officer/ Executive Officer or nominated Officer by District Development Authority Chief Executive Officer/ Executive Officer or nominated Officer by District Municipal Corporation, Nagar Palika Parishad/ Jila Panchayat Nagar Panchayat
Southern Region		
19	Pondicherry	Town and Country Planning Department – Pondicherry, Karaikal, Yanam and Mahe
20	Tamil Nadu	Member Secretary, CMDA for Chennai and Directorate of Town and Country Planning for areas other than Chennai
North Western Region		
21	Chandigarh	Chief Administrator, Commissioner, Department of Town & Country Planning
22	Haryana	The Director General, Technical Education Department, Govt. of Haryana, Panchkula, Haryana
23	Himachal Pradesh	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
24	J&K	In Srinagar, Building Operations Controlling Authority, Srinagar Municipal Corporation and in some areas Srinagar Development Authority In Jammu city Building Operations Controlling Authority, Jammu Municipal Corporation and Jammu Development Authority
25	New Delhi	Joint Director (Planning), DTTE
26	Punjab	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
27	Rajasthan	Tehsildar of Tehsil in which area the concerned village fall and in Urban area Executive Officer of local body in whose area the property fall
South Western Region		
28	Karnataka	Metro/ Urban/ Rural area will be the Corporation Office (BBMP)/ Town Municipal Office/ Village Panchayat Office/ Revenue Authority
29	Kerala	Secretary of the Concerned Local Body
Central Region		
30	Chhattisgarh	Town and Country Planning, Municipal Corporation
31	Gujrat	Nagar Palika, Town Planner, Nagar Panchayat, Commissioner of Municipal Corporation, Collector
32	Madhya Pradesh	Nagar Palika, Town Planner, Nagar Panchayat, Commissioner of Municipal Corporation, Collector, Village Panchayat
South Central Region		
33	Andhra Pradesh	Commissioner, Vijayawada (UA), Greater Visakhapatnam, Guntur (UA) Nellore (UA) and Director, Directorate of Town and Country Planning is Competent Authority for other areas



34	Telangana	Commissioner for Hyderabad, Warangal (UA) and Director, Directorate of Town and Country Planning for areas other than Hyderabad
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Note: The above list of Competent Authorities is compiled in Approval Process Handbook 2018-19 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 be produced for the same.



Annexure 4

MAJOR DISCIPLINES, THEIR CORRESPONDING COURSES AND RELEVANT/ APPROPRIATE BRANCH OF UNDER GRADUATE DEGREE IN ENGINEERING AND TECHNOLOGY

Major Disciplines	Corresponding Course(s)	Under Graduate Courses permissible for merging
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	
	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
		Diary Technology
Electrical Engineering	Electrical Engineering	Electrical and Computer Engineering
		Electrical and Electronics (Power System)
		Electrical and Electronics Engineering
		Electrical and Electronics Engineering
		Electrical and Instrumentation Engineering
		Electrical and Mechanical Engineering
		Electrical and Power Engineering
		Electrical Engineering
		Electrical Engineering (Electronics and Power)
		Electrical Engineering Industrial Control
		Electrical Instrumentation and Control Engineering
		Electrical, Electronics and Power
		Electronics and Computer Science
		Electronics and Electrical Engineering
Electronics and Power Engineering		
Energy Engineering	Energy Engineering	Energy and Environmental Management
		Energy Engineering
Electronics	Electronics Engineering	Digital Techniques for Design and Planning
		Electrical and Electronics Engineering
		Electrical and Electronics Engineering
		Electrical, Electronics and Power
		Electronic Engineering
		Electronic Science and Engineering
		Electronics
		Electronics and Computer Science
		Electronics and Computer Engineering
		Electronics and Control Systems
		Electronics and Electrical Engineering
		Electronics and Power Engineering



		Electronics Design Technology
		Electronics Engineering
		Electronics System Engineering
		Electronics Technology
		Optics and Optoelectronics
		Power Electronics
		Power Electronics Engineering
		Radio Physics and Electronics
	Electronics and Communication Engineering	Advanced Communication and Information System
		Advanced Electronics and Communication Engineering
		Applied Electronics and Communications
		Communication Engineering
		Electronics and Communication Engineering
		Electronics and Communication Engineering (Industry Integrated)
		Electronics and Telecommunication Engineering
		Electronics and Telecommunication Engineering (Technologynician Electronic Radio)
		Electronics and Communication Engineering (Microwaves)
		Electronics and Communication Engineering
		Electronics Communication and Instrumentation Engineering
		Electronics and Telematics Engineering
		Telecommunication Engineering
	Instrumentation Engineering	Applied Electronics and Instrumentation Engineering
		Automation and Robotics
		Automation Engineering
		Biomedical Instrumentation
		Electrical Engineering Industrial Control
		Electrical Instrumentation and Control Engineering
		Electronic Instrumentation and Control Engineering
		Electronics and Instrumentation Engineering
		Applied Electronics and Instrumentation Engineering
		Electronics and Instrumentation Engineering
		Electronics Instrumentation and Control Engineering
		Power Electronics and Instrumentation Engineering
Electronics and Control Systems		
Electronics Communication and Instrumentation Engineering		
Electronics Instrumentation and Control Engineering		
Instrument Technology		
Instrumentation		
Instrumentation and Control Engineering		
Instrumentation and Electronics		
Instrumentation Engineering		
Instrumentation Technology		
Power Electronics and Instrumentation Engineering		
Robotics and Automation		
Mechatronics Engineering	Mechatronics	
	Mechatronics Engineering	



		Mechatronics Engineering	
	Medical Electronics	Medical Electronics Engineering	
		Medical Electronics	
		Medical Lab Technology	
		Electronics and Biomedical Engineering	
Mechanical Engineering	Mechanical Engineering	Electrical and Mechanical Engineering	
		Mechanical Engineering (Industry Integrated)	
		Mechanical Engineering	
		Mechanical Engineering (Repair and Maintenance)	
		Power Engineering	
	Production Engineering	Industrial and Production Engineering	
		Machine Engineering	
		Manufacturing Engineering	
		Manufacturing Engineering and Automation	
		Manufacturing Engineering and Technology	
		Manufacturing Process and Automation Engineering	
		Manufacturing Science and Engineering	
		Manufacturing Technology	
		Mechanical Engineering (Production)	
		Precision Manufacturing	
		Production and Industrial Engineering	
		Production Engineering	
	Automobile Engineering	Tool Engineering	
		Automobile Engineering	
		Automobile Maintenance Engineering	
		Automotive Technology	
		Mechanical Engineering (Automobile)	
	Industrial Engineering	Mechanical Engineering Automobile	
		Industrial and Production Engineering	
		Industrial Engineering	
	Mechatronics Engineering	Industrial Engineering and Management	
		Mechanical and Automation Engineering	
		Mechatronics	
	Fire and Safety Engineering	Fire and Safety Engineering	Mechatronics Engineering
			Fire Technology and Safety
Food Engineering	Food Engineering	Safety and Fire Engineering	
		Food Engineering and Technology	
		Food Processing and Preservation	
		Food Processing Technology	
		Food Technology	
Leather Technology	Leather Technology	Food Technology and Management	
		Foot Wear Technology	
Marine Engineering	Marine Engineering	Leather Technology	
		Naval Architecture and Ship Building Engineering	
		Shipbuilding Engineering	
		Marine Engineering	



		Marine Technology
Metallurgy Engineering	Metallurgy Engineering	Material Science and Technology
		Metallurgical and Materials Engineering
		Metallurgical Engineering
		Metallurgy
		Metallurgy and Material Technology
Military Engineering	Military Engineering	Military Engineering
Mining Engineering	Mining Engineering	Mine Engineering
		Mining Engineering
Nano Technology	Nano Technology	Nano Science and Technology
		Nano Technology
		Nano Technology and Robotics
Nuclear Science and Technology	Nuclear Science and Technology	Nuclear Science and Technology
Packaging Technology	Packaging Technology	Packaging Technology
		Printing and Packing Technology
Pharmaceutical Engineering	Pharmaceutical Engineering	Pharmaceuticals and Fine Chemical Technology
		Pharmaceuticals Chemistry and Technology
Printing Engineering	Printing Engineering	Printing and Packing Technology
		Printing Technology
Textile Engineering	Textile Engineering	Fibres and Textiles Processing Technology
		Jute and Fibre Technology
		Man Made Fibre Technology
		Man-Made Textile Technology
		Silk Technology
		Textile Engineering
		Textile Plant Engineering
		Textile Processing
	Textile Technology	
	Fashion Technology	Fashion Technology
		Apparel and Production Management
		Fashion and Apparel Technology
		Fashion and Apparel Engineering
	Textile Chemistry	Textile Chemistry

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 merging
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 (Part Time)	
		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 Polymer Technology		Plastic and Mould 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
		Environmental Engineering
	Water Resources	Water Resource Management
		Civil Engineering (Water Resource and Management)
		Water Technology and Health Science
Computer Science and Engineering	Computer Science	Advanced Computer Application
		Campus Wide Network Design and Maintenance
		Computer Hardware and Networking
		Computer Applications
		Computer Engineering
		Computer Engineering and Application
		Computer Hardware and Maintenance
		Computer Hardware and Networking
		Computer Networking
		Computer Science and Engineering
		Computer Science
		Computer Science and Technology
		Computer Science and Systems Engineering
		Computer Software Technology
		Computer Technology
		Computer Technology and Applications
		Cyber Forensics and Information Security
Computer Applications		
Network Engineering		



		Web Designing
		Web Technologies
		Electronics and Computer Engineering
	Information Technology	Computer Science and Information Technology
		Information and Communication Technology
		Information Engineering
		Information Science
		Information Science and Engineering
		Information Science and Technology
		Information Security Management
		Information Technology
		Information Technology and Engineering
		Information Technology Enabled Services and Management
		Advanced Communication and Information System
		I.T. (Courseware Engineering)
Computer and Information Science		
Dairy Engineering		Dairy Engineering
Electrical Engineering		Electrical and Electronics (Power System)
		Electrical and Electronics Engineering
		Electrical and Instrumentation Engineering
		Electrical and Mechanical Engineering
		Electrical and Power Engineering
		Electrical Energy Systems
		Electrical Engineering (Instrumentation and Control)
		Electrical Engineering
		Electrical Engineering (Electronics and Power)
		Electrical Engineering (Industrial Control)
		Electrical Machines
		Electrical Power Systems
		Power Systems Engineering
Electronics and Electrical Engineering		
Electronics and Communication Engineering	Electronics	Applied Electronics
		Digital Electronics
		Digital Electronics and Microprocessor
		Digital Systems
		Electrical and Electronics (Power System)
		Electrical and Electronics Engineering
		Electrical and Electronics Engineering
		Electrical Engineering (Electronics and Power)
		Electronic Engineering
		Electronic Science and Engineering
		Electronics
		Electronics and Avionics
		Electronics and Production
Electronics and Video Engineering		
Electronics and Computer Engineering		



		Electronics and Electrical Engineering
		Electronics Engineering
		Electronics Engineering (Industry Integrated)
		Electronics Engineering (Micro Electronics)
		Electronics Engineering (Modern Consumer Electronics)
		Electronics Engineering (Specialization in Consumer Electronics)
		Electronics Engineering With Microprocessor
		Electronics Production and Maintenance
		Electronics Technology
		Embedded Systems
		Industrial Electronics
		Micro Electronics
		Power Electronics
	Electronics and Communication Engineering	Digital Electronics and Communication Engineering
		Electronics (Fiber Optics)
		Opto-Electronics Engineering
		Electronics and Communication Engineering
		Electronics and Communication Engineering (Industry Integrated)
		Electronics and Communication Technology
		Advanced Communication and Information System
		Advanced Electronics and Communication Engineering
		Electronics and Telecommunication Engineering
		Electronics and Telecommunication Engineering (Technology electronic Radio)
		Digital Communications
		Electronics and Communication Engineering (Microwaves)
		Electronics and Telecommunication Engineering (Radio and System)
		Electronics Communication and Instrumentation Engineering
		Telecommunication Engineering
		Telecommunication Technology
	TV and Sound Engineering	
	Information and Communication Technology	
	Instrumentation	Applied Electronics and Instrumentation Engineering
		Automation and Robotics
		Automation Engineering
		Control and Instrumentation
		Biomedical Instrumentation
		Electrical and Instrumentation Engineering
		Electrical Engineering (Instrumentation and Control)
		Electronic Instrumentation and Control Engineering
		Electronics and Instrumentation Engineering
		Electronics (Robotics)
		Electronics Communication and Instrumentation Engineering
		Electronics Robotics



		Industrial Electronics
		Instrument Technology
		Instrumentation
		Instrumentation and Control Engineering
		Instrumentation (E&C)
		Instrumentation Engineering
		Instrumentation Technology
	Medical Electronics	Bio Electronics
	Medical Electronics	Medical Electronics Engineering
	Medical Electronics	Medical Electronics
	Medical Electronics	Biomedical Instrumentation
Fire and Safety Engineering		Fire Technology and Safety
Food Engineering		Food Processing and Preservation
Food Engineering		Food Processing Technology
Food Engineering		Food Technology
Leather Technology		Footwear Technology
Leather Technology		Leather and Fashion Technology
Leather Technology		Leather Goods and Footwear Tech
Leather Technology		Leather Technology
Leather Technology		Leather Technology (Footwear)
Leather Technology		Leather Technology Footwear Computer Aided Shoe Design
Leather Technology		Leather Technology Tanning
Leather Technology		Saddlery Technology and Export Management
Marine Engineering		Marine Engineering and Systems
Marine Engineering		Marine Engineering
Marine Engineering		Marine Engineering and Systems (Artificer Training)
Marine Engineering		Marine Engineering and Systems
Mechanical Engineering	Automobile Engineering	Automobile Engineering
Mechanical Engineering	Automobile Engineering	Automobile Engineering (Automobile Fitter)
Mechanical Engineering	Automobile Engineering	Automotive Engineering
Mechanical Engineering	Automobile Engineering	Mechanical Engineering (Automobile)
Mechanical Engineering	Automobile Engineering	Mechanical Engineering Auto Mobile
Mechanical Engineering	Automobile Engineering	Energy Systems Engineering
Mechanical Engineering	Automobile Engineering	Heat Power Engineering
Mechanical Engineering	Automobile Engineering	Maintenance Engineering
Mechanical Engineering	Automobile Engineering	Mechanical Engineering (Industry Integrated)
Mechanical Engineering	Automobile Engineering	Mechanical Engineering
Mechanical Engineering	Automobile Engineering	Mechanical Engineering (Maintenance)
Mechanical Engineering	Automobile Engineering	Mechanical Engineering (Refrigeration and Air Conditioning)
Mechanical Engineering	Automobile Engineering	Mechanical Engineering Power Plant Engineering
Mechanical Engineering	Automobile Engineering	Mechanical Engineering Tube Well Engineering
Mechanical Engineering	Automobile Engineering	Mechanical Engineering (Repair and Maintenance)



		Navy Entry Artificer/ Diploma in Mechanical and Electrical Refrigeration and Air Conditioning
	Production Engineering	CAD CAM
		Design and Drafting
		Fabrication Technology
		Fabrication Technology and Erection Engineering
		Foundry Technology
		Industrial and Production Engineering
		Industrial Engineering and Management
		Machine Engineering
		Machine Tools and Maintenance Engineering
		Machine Tools Technology
		Manufacturing Engineering
		Manufacturing Technology
		Material Management
		Mechanical (Computer Aided Design, Manufacture and Engineering)
		Mechanical CAD/ CAM
		Mechanical Engineering (Automobile)
		Mechanical Engineering (Tool and Die)
		Mechanical Engineering Automobile
		Mechanical Engineering Production
		Mechanical Engineering Specialization in CAD
		Mechanical Engineering Tool Engineering
		Mechanical Engineering (CAD/ CAM)
		Mechanical Engineering (Foundry)(SW)
		Mechanical Engineering (Machine Tool Maintenance and Repairs)
		Mechanical Welding and Sheet Metal Engineering
		Precision Manufacturing
		Production and Industrial Engineering
		Production Engineering
	Production Technology	
	Tool and Die Making	
	Tool and Die Engineering	
	Tool and Die Under Mechanical Engineering	
Tool Die and Mould Making		
Mechatronics	Mechatronics	
	Robotics and Mechatronics	
Metallurgy Engineering		Metallurgical Engineering
		Metallurgy
		Metallurgy and Material Technology
Military Engineering		Artificer Training (Electronics)
		Artificer Training (Electrical)
		Artificer Training (Mechanical)



		Armament Engineering (Gun Fitter)
		Weapons Engineering
		Navy Entry Artificer/ Diploma in Mechanical and Electrical
Mining Engineering		Mine Engineering
		Mine Surveying
		Mining and Mine Surveying
		Shipbuilding Engineering
		Drilling Engineering
		Drilling Technology
Packaging Technology		Packaging Technology
		Printing and Packing Technology
Pharmaceutical Engineering		Pharmaceutical Chemistry and Technology
Printing Engineering		Printing and Packing Technology
		Printing Technology
Pulp Technology		Pulp Technology
		Wood and Paper Technology
Textile Engineering		Apparel Design and Fabric
		Apparel Design and Fabrication Technology
		Apparel Design and Fashion Technology
		Apparel Manufacture and Design
		Apparel Technology
		Computer Aided Costume Design and Dress Making
		Costumer Design and Dress Making
		Handloom and Textile Technology
		Textile Technology (Man Made Fibre Technology)
		Dress Designing and Garment Manufacturing
		Fashion and Clothing Technology
		Fashion and Design
		Fashion and Apparel Design
		Fashion Designing
		Fashion Designing and Garment Technology
		Fashion Technology
		Garment Technology
		Garment and Fashion Technology
		Garment Design and Fashion Technology
		Garment Fabrication
		Garment Manufacturing Technology
		Handloom and Textile Technology
		Knitting and Garment Technology
		Knitting Technology
		Textile Chemistry
		Textile Design
	Textile Designing	
	Textile Designing Printing	
	Textile Engineering	



		Textile Manufactures
		Textile Manufacturing and Technology
		Textile Marketing and Management
		Textile Processing
		Textile Processing Technology
		Textile Technology
		Textile Technology (Textile Design and Weaving)
		Textile Technology (Manmade Fibre)
		CDDM (Costume Design and Dress Making)
Biomedical Engineering		Biomedical Engineering
		ECG Technology
		Health Care Technology
		Instruments and Medical Equipment
		Medical Laboratory Technology
		Ophthalmic Technology
		Technician X-Ray Technology
Multimedia Technology		3-D Animation and Graphics
		Animation and Multimedia Technology
		Multimedia Technology
Office Management/ Commercial Practice		Accounts and Audit
		Administration Services
		Computer Application and Business Management
		Finance Account and Auditing
		Modern Office Management
		Modern Office Management and Secretarial Practice
		Modern Office Practice
		Commercial and Computer Practice
		Commercial Practice
		Commercial Practice (KAN and ENG)
Rubber		Rubber Technology
		Chemical Technology (Rubber and Plastic Technology)
		Chemical Technology (Rubber/ Plastic)
Cosmetology		Beauty and Hair Dressing
		Beauty Culture and Cosmetology
		Cosmetology and Health
Cinematography		Applied Videography
		Audiography and Sound Engineering
		Cinematography
		Direction Screen Play Writing and TV Production
		Film and Video Editing
		Film Editing and TV Production
		Film Technology and TV Production (Cinematography)
		Film Technology and TV Production (Film Processing)
		Film Technology and TV Production (Sound Recording and Sound Engineering)



		Film Technology (Animation and Visual Effects)
		Photography
		Sound Recording Engineering
Hotel Management		Hotel Management and Catering Technology
Journalism and Mass Communication		Mass Communication
Cement Technology		Cement Technology
Engineering Education		Engineering Education
Fisheries Technology		Fisheries Technology
Home science		Home Science
Jewellery Design and Manufacture Technology		Jewellery Design and Manufacture Technology
Library and Information Science		Library and Information Science
Sugar Technology		Sugar Technology
Travel and Tourism		Travel and Tourism
Wood Technology		Wood Technology



Annexure 5

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	Instrumentation Engineering
Food Technology	
Automation and Robotics	
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 Practise	*
Commercial Practice	*
Commercial Practice (KAN and ENG)	*
ECG Technology	*



Health Care Technology	*
Ophthalmic Technology	*
Technician X-Ray Technology	*
3-D Animation and Graphics	*
Animation and Multimedia Technology	*
Multimedia Technology	*

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



Annexure 6

CLOSEST AVAILABLE NOMENCLATURE OF DIPLOMA FOR THE UNDER GRADUATE DEGREE IN ENGINEERING AND TECHNOLOGY

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



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



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



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



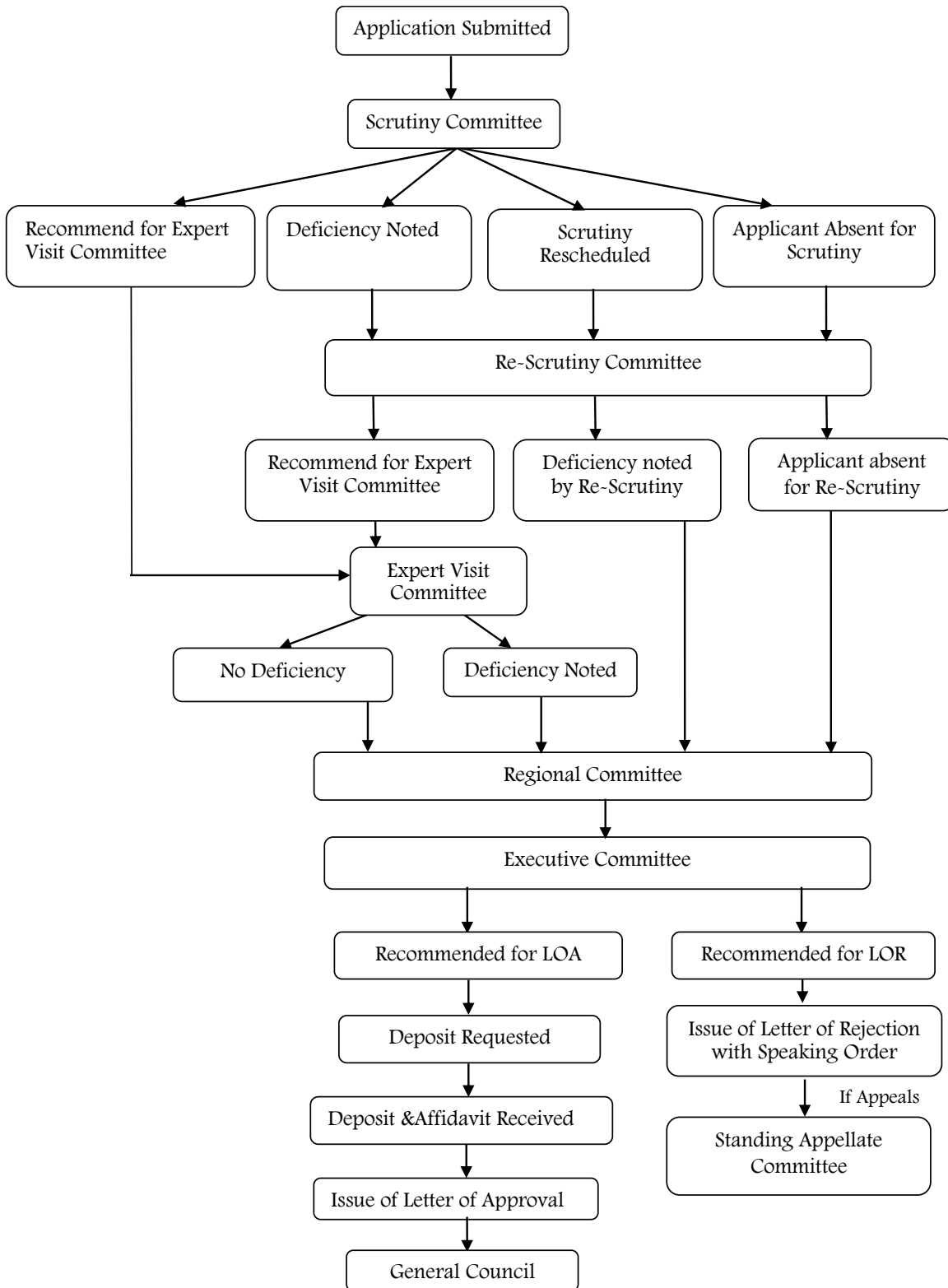
Apparel and Production Management	Apparel Manufacture and Design
Fashion and Apparel Technology	Fashion and Apparel Design
Fashion and Apparel Engineering	
Fashion Technology	
Fibres and Textiles Processing Technology	Textile Processing Technology
Jute and Fibre Technology	
Man Made Fibre Technology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

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



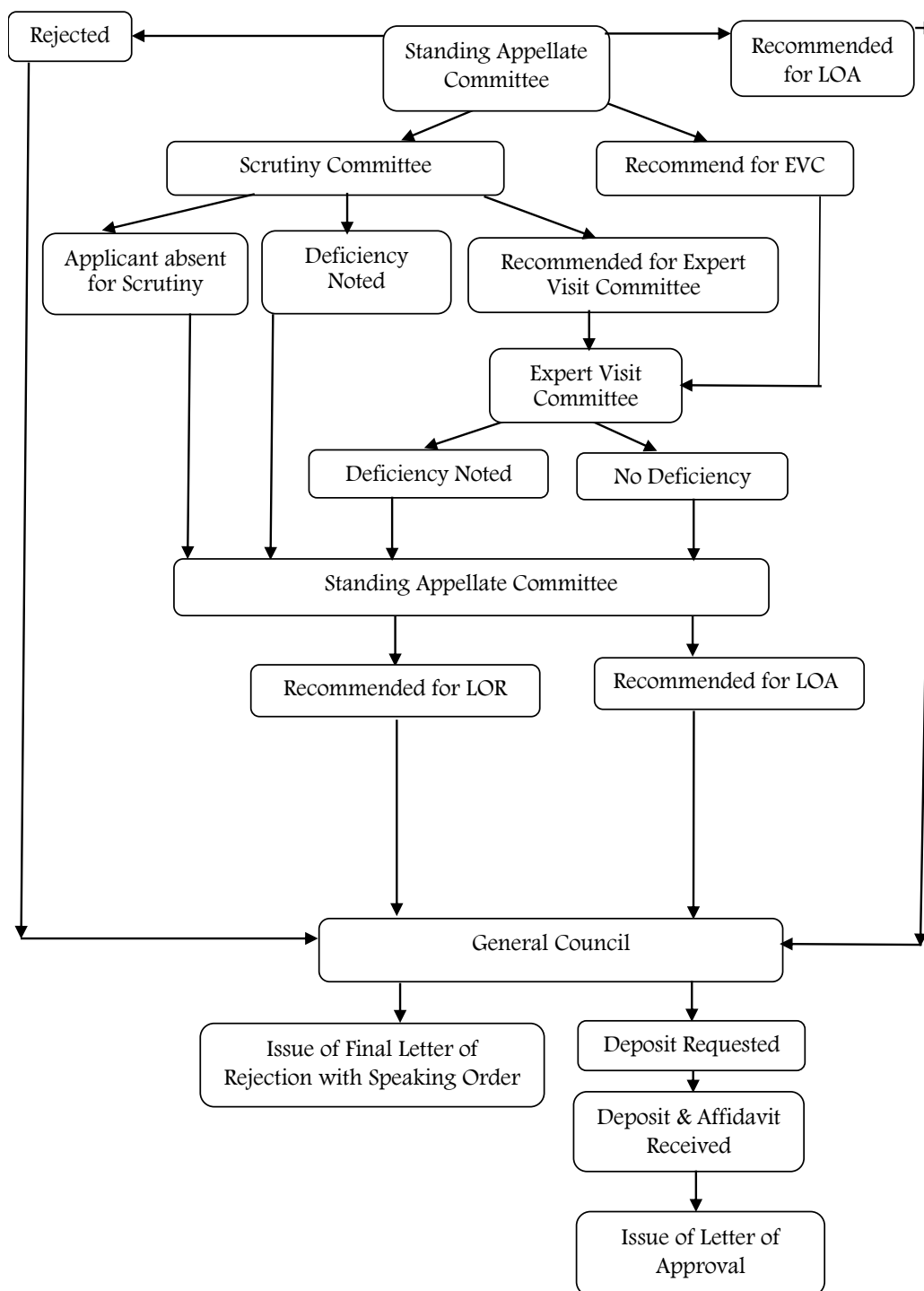
Annexure 7

PROCESS FLOW CHART FOR ESTABLISHMENT OF NEW TECHNICAL INSTITUTION



Contd.





Annexure 8

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

Annexure 9

LAND REQUIREMENT AS PER APPROVAL PROCESS HANDBOOK NORMS DURING THE PREVIOUS YEARS

DEGREE LEVEL INSTITUTIONS

Year	Engineering and Technology			Architecture/ Planning/ Hotel Management and Catering Technology			Applied Arts and Crafts			Pharmacy			Management			MCA		
	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural
1985-90	3 x plinth area for Buildings + playground + allowance for future development																	
1995		20	20															
1997	2	4	10															
1999-2003	5	10	25	2	5	10	0.5	2.5	5	0.5	2.5	5	0.5	1.25	2.5	0.5	1.5	2.5
2004-2005	5	10	10	2	5	5	0.5	2.5	2.5	0.5	2.5	2.5	0.5	1.25	1.25	0.5	1.25	1.25

Year	Engineering and Technology			Architecture/ Planning/ Hotel Management and Catering Technology			Applied Arts and Crafts			Pharmacy			Management			MCA		
	Mega/ Metro	Urban	Non-urban	Mega/ Metro	Urban	Non-urban	Mega/ Metro	Urban	Non-urban	Mega/ Metro	Urban	Non-urban	Mega/ Metro	Urban	Non-urban	Mega/ Metro	Urban	Non-urban
2006-09	3	5	10	1	1.5	2.5	0.70	1	2	0.75	1.25	2	0.5	0.5	1	0.5	0.75	1.5
2010-11	2.5	4	10	1	1.5	2.5	0.75	1	2	0.75	1.25	2	0.5	0.5	1	0.5	0.75	1.5
2011-15	2.5		10	1		2.5	0.75		2	0.75		2	0.5		1	0.5		1.5
2016-17	1.5	2.5	7.5	1	1	2.5	0.75	0.75	2	0.75	0.75	2	0.5	0.5	1	0.5	0.5	1.5

DIPLOMA LEVEL INSTITUTIONS

Year	Engineering and Technology			Architecture/ Planning			Applied Arts and Crafts			Pharmacy			Hotel Management and Catering Technology (Deg. + Dip)			Hotel Management and Catering Technology		
	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural
1985-90	3 x plinth area for Buildings + playground + allowance for future development																	
1997	2	4	8															
1999-2003	5	10	20	0.5	1.5	3	0.5	1.5	2.5	-	-	-	0.5	2.5	5	0.5	1.5	3
2004-06	5	10	10	2	5	5	0.5	2.5	2.5	0.5	2.5	2.5	0.5	2.5	2.5	0.5	1.5	1.5

Year	Engineering and Technology			Architecture/ Planning/ Hotel Management and Catering Technology			Applied Arts and Crafts			Pharmacy			Hotel Management and Catering Technology (Degree + Diploma)			Hotel Management and Catering Technology		
	Mega/ Metro	Urban	Non-urban	Mega/ Metro	Urban	Non-urban	Mega/ Metro	Urban	Non-urban	Mega/ Metro	Urban	Non-urban	Mega/ Metro	Urban	Non-urban	Mega/ Metro	Urban	Non-urban



2007-10	1.5	2.5	5	1.5	2.5	5	1.5	2.5	5	1.5	2.5	5	-	-	-	1.5	2.5	5
2011-15	1.5		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

STAND ALONE POST GRADUATE INSTITUTIONS

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
2016-17	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Note: The above Table consolidates the extent of Land for the previous years, for other conditions/details, respective Approval Process Handbook shall be verified.
Unit for Land is in Acres for all the years, except for 1997, it is Hectare



Annexure 10

FIRE AND LIFE SAFETY MEASURES FOR INSTITUTIONS

General requirements that every Institution shall have to ensure safe environment for the students and Staff of any professional education Institution (Table 1). A checklist of provisions to be made in case of above mentioned events for ready reference of the Institutions (Annexure 11 of Approval Process Handbook 2018-19). The essential and desirable provisions/ general guidelines to take care in case of possible hazardous situations are as follows:

- Fire
- Electrical hazard
- Unsafe Drinking water/ food
- Laboratory accidents
- Workshop accidents
- Emergency situations in case of physically challenged
- Structural failure of Building
- Accidents during sports/ social events
- Stampede
- Construction activity hazards
- Transport vehicle accident
- Lift accidents
- Earthquake
- Cyclone
- Flood
- Landslide

Table 1 Essential general requirements for any Institution

1	Have you identified possible hazardous situations considering nature of your Institution and location of the Institution?	Yes/ No
2	Have you classified these risks into intolerable, undesirable and negligible?	Yes/ No
3	Have you prepared a risk response Plan for each of the situation?	Yes/ No
4	Are the stakeholders been made aware about the risk response Plans?	Yes/ No
5	Are you conducting any training Programmes or mock drills of such eventualities?	Yes/ No
6	Is safety audit done periodically?	Yes/ No
7	Do you have established procedures required to handle such emergency situations?	Yes/ No
8	Do the procedures clearly define duties and responsibilities of various authorities and agencies?	Yes/ No
9	Have you appointed a single person (Safety Officer) who is responsible to make all arrangements to eliminate and/ or to avoid such events?	Yes/ No
10	Is each of the student/ Staff person using the Institution facility has undergone a test to verify whether he/ she has understood the procedures?	Yes/ No

Annexure 11

ESSENTIAL AND DESIRABLE REQUIREMENTS/ GENERAL GUIDELINES IN CASE OF VARIOUS EVENTS

➤ FIRE
Essential requirements:
<ul style="list-style-type: none"> • All the Buildings, after completion and before occupation, shall be inspected for fire and life safety measures by the Local Fire Service Authorities and a Certificate to that effect shall be obtained. In the absence of such a Certificate, following requirements shall be met. • Fire buckets filled with sand shall be hanged in the protected stands near Workshop, Laboratory, DG room, transformer and sub-station. • Fire point should be established in front of each Building with 2 fire water buckets, 2 sand buckets and 4 fire extinguishers one of each type. • Minimum 2 numbers of extinguisher of any type should be installed at every prominent location. • Every exit, exit access or exit discharge shall be continuously maintained free of all obstructions or impediments to full use in case of fire or other emergency. • Retro reflective Signage shall be provided for escape routes at suitable height. • Evacuation drill shall be conducted for each Building quarterly. • To avoid stampede and to manage any emergency properly, the Institution should have a Standing Fire Order – Document containing established procedures required to handle fire and emergency situations in which duties and responsibilities of various Authorities and Agencies are included (Sample copy enclosed).
Desirable requirements:
<ul style="list-style-type: none"> • The CCTV camera shall be provided to cover all the important areas of the campus including firefighting system like extinguishers, hose reels, risers, automatic detection and alarm system, sprinkler system, manual call points etc. • Assembly point shall be provided in a safe place with no fencing around it.
➤ ELECTRICAL HAZARD
Essential requirements:
<ul style="list-style-type: none"> • Proper earthing and bonding of electrical wiring shall be ensured. • All major Equipment shall be earthed separately. • Earth leakage circuit breaker (ELCB) shall be provided as required. • No overhead High tension electric line shall pass across the premises. • Sub stations or transformers, if any, shall be segregated. Carbon di-oxide, dry chemical powder (DCP) and Mechanical foam fire extinguishers, sand buckets shall be provided.
Desirable requirements:
<ul style="list-style-type: none"> • All overhead electric lines shall be at a height not less than 5.4 m from the ground. • Electrical resistant mats should be placed in front of every electric panel. • Only trained and licensed electricians should be allowed to do work related to electric supply. • Vertical clearance of any bare electric line passing near a Building shall be minimum 2.43 m from the highest point in the Building and the horizontal clearance shall be minimum 1.2 m from the closest part. • A clear space of not less than 1 m in width shall be provided in front of the switchboard. • If there are any attachments or bare connections at the back of the switchboard, the space (if any) behind the switchboard shall be either less than 20 cm or more than 75 cm in width, measured from the farthest outstanding part of any attachment or conductor. • Lightning arrester shall be provided for all the Buildings.
➤ UNSAFE DRINKING WATER/ FOOD
Essential requirements:
<ul style="list-style-type: none"> • Clean all reservoirs on periodic basis. • Test quality of water every three months.
Desirable requirements:

<ul style="list-style-type: none"> • Test quality of samples of food prepared on campus in an independent Laboratory preferably once in six months.
➤ LABORATORY ACCIDENT
Essential requirements:
<ul style="list-style-type: none"> • Warning symbols shall be provided inside and outside the Laboratories. • List of chemicals used in the Laboratory shall be displayed outside. • Instructions regarding the procedure to be followed in case of an emergency occurring in the Building shall be displayed inside and outside the Laboratory in the form of Do's and Don'ts. • First aid kit shall be maintained, wherever necessary • Emergency contact numbers shall be displayed inside for contacting in case of any emergency which should include Safety Officer, fire control room, medical Assistance, Security assistance, Head of the concerned Department, maintenance services. • Personal protective Equipment, as necessary, shall be provided for each one entering the Laboratory.
Desirable requirements:
<ul style="list-style-type: none"> • Provision for fume hood should be made. • Glove box for Experiments shall be provided. • Good housekeeping practice shall be followed. • Knowledge to operate the fire extinguisher provided inside and outside the Laboratory. • Flooring of the Laboratory shall be non-skid and non-static. • Proper ventilation facilities shall be provided to prevent accumulation of dust and fumes. • Only small quantity for experimental purpose shall be kept in Laboratory and the quantity shall be noted every day. • Material safety data sheet for relevant chemicals shall be provided. • Disposal of chemical waste shall be done properly on daily basis.
➤ WORKSHOP ACCIDENT
Essential requirements:
<ul style="list-style-type: none"> • Personal protective Equipment shall be available for each one entering the Workshop. • Instructions for Workshop safety must be displayed inside and outside the Workshop. • First aid kit shall be maintained. • Safety precaution for operation for each machine should be affixed with it. • Standard Operating Procedure for all the Equipment and system must be prepared and properly displayed near the respective machine. • All the electrically operated machinery should be properly earthed and bonded. • Emergency contact numbers shall be displayed for contacting in case of any emergency which should include Safety Officer, fire control room, medical assistance, Security assistance, Head of the concerned Department, maintenance services. • Instructions regarding the procedure to be followed in case of an emergency occurring in the Building outside the Workshop during the running of Workshop shall be displayed inside and outside the Workshop in the form of Do's and Don'ts.
Desirable requirements:
<ul style="list-style-type: none"> • While installing or keeping machines and tool, racks aisles and gangways should be provided. • There should be Schedule for standard test for machines and tools. • Workshop floor should be made by non-skid and non-static floor tiles. • Place for disposal of materials should be properly marked. • Housekeeping shall be done as per proper Schedule. • Various fuels used in Workshop shall be stored in minimum quantity according to requirement. • Proper ventilation facilities shall be provided to prevent dust accumulation.
➤ EMERGENCY SITUATION - PHYSICALLY CHALLENGED
Essential requirements:

<ul style="list-style-type: none"> • Ramp shall be provided for the disabled for easy access to and evacuation from the Building. • Sufficient wheel chairs and stretchers shall be available for use in emergency.
Desirable requirements:
<ul style="list-style-type: none"> • Information regarding the number of physically challenged people in the campus should be available with the Safety Officer. • The time and the number of physically challenged persons among the visitors shall be recorded at security gate.
➤ STRUCTURAL FAILURE OF BUILDING
General Guidelines:
<ul style="list-style-type: none"> • Emergency evacuation procedure with evacuation Plan shall be kept ready. • Provisions shall be made to cut off water, electricity and LPG connections safely from outside the Building. • Structural audit of Buildings shall be done periodically.
➤ ACCIDENTS DURING SPORTS/ SOCIAL EVENTS
General Guidelines:
<ul style="list-style-type: none"> • A qualified medical practitioner should be present or available on call. • Trained Para-medical Staff and first-aid kit shall be available. • Structural strength of temporary galleries and other temporary structures shall be ensured. • In permanent structures, no exit shall be locked permanently, for any reason. • Training in first aid shall be given to all volunteers. • Proper signage for exits and safe assembly points. • Information regarding Exit, Escape routes, entry, parking, seating arrangements etc. shall be made available to all entrants in graphical form. • Well-equipped vehicle or ambulance shall be available for emergencies. • Barricading, if provided, shall not obstruct safe escape routes. • Temporary galleries/ pandals and other temporary structures shall conform relevant Indian Standards and Codes for practice • Provision for a dispensary should be made. • Sufficient power back up for illumination shall be provided. • The pressure points, near the diversion or change in pathway, shall always be attended by trained guards or volunteers to avoid stampede. • Crowd Management system shall be established for continuous monitoring of status of crowd, behavior and movement. • Public address system and other communication system shall be maintained at the crowd management centre. • Early opening and delayed closing shall help to prevent stampede.
➤ STAMPEDE
Guidelines to be followed
<ul style="list-style-type: none"> • Proper signage for traffic control route shall be displayed. • Public Address system shall be implemented to communicate and to direct. • Power back up for extra illumination of exit routes shall be available. • It is necessary to do planning and practicing mannerly and orderly evacuation and maintaining records. • Student volunteers need to be trained for proper evacuation • Ensure that no more than 4 persons/ m² shall assemble in all assembly areas. • Temporary barriers shall be provided to use in emergency to restrict and to control traffic.
➤ CONSTRUCTION ACTIVITY HAZARDS
General Guidelines:
<ul style="list-style-type: none"> • Safety helmets are worn.

• Barricade entire construction work area from other educational area.
• Where guarding to working area is impractical, use of safety nets and harnesses must be done.
• Erect warning signs during striking operations.
• Erect safety signs and barriers to keep unauthorized persons away from work area.
• Inspection chambers in the ground and openings in the slab are either covered over and a warning sign erected or protected by some guard rails.
• Scaffolds and other working platforms should be equipped with guard rail and toe board.
• Remove periodically all unnecessary obstructions, which may create a hazard.
• Waste materials being disposed off from heights should always be lowered safely and never thrown or dropped from working area.
• No person should be allowed access under slab formwork during pouring.
• Never allow partially struck formwork to be left unattended.
• Wear appropriate protective clothing.
• Keep the electric leads, compressed air lines and pump lines as short as possible to prevent risk of tripping injuries.
• Inspect periodically all scaffolds, working platforms, screens and other lifting and handling devices and maintain a record of inspection.
• No person under the age of 18 years should be allowed to operate any item of powered plant.
• Take care of personal hygiene.
➤ TRANSPORT VEHICLE ACCIDENTS
General Guidelines:
• Fire Extinguisher shall be provided in all vehicles.
• Driver and attender shall be trained in first aid firefighting and first aid and the records of refresher training shall be maintained.
• Geographic positioning system (GPS) shall be provided for all vehicles for Institution transport.
• Emergency exits must be properly maintained in the vehicle.
• All emergency numbers shall be displayed in the vehicle, inside and outside.
• Name of the Institution and contact number shall be written legibly on all four sides of the vehicle.
• Driver cabin should be separate.
• Fitness Certificate test records and records of repair and maintenance of the vehicle shall be maintained.
• Details of battery, tyre, issue of lubricants, fuel etc. shall be properly maintained.
➤ LIFT ACCIDENTS
General Guidelines:
• Signage should indicate precautions to be taken for lift operations.
• A phone unit and an alarm bell should be provided inside the lift cabin.
• Emergency contact numbers need to be displayed inside and outside of the lift cabin.
• Emergency lighting should be available.
• Sufficient number of lifts shall be provided to avoid overcrowding.
• Passenger and service lifts should be separately provided.
• Fitness Certificate from the concerned Authority should be available and displayed.
➤ EARTH QUAKE
General Guidelines:
• Construction of Building shall be as per relevant Indian Standards and Codes of practice.
• Already constructed structures, if already not designed to satisfy earthquake resistance, shall be strengthened as per relevant Indian Standards and Codes of practice.
• Proper evacuation Plan based on the Standing Fire Order shall be maintained and it should cover all the possible emergencies.

<ul style="list-style-type: none"> • Evacuation drill/ Exit drill shall be conducted quarterly and such records shall be maintained (Different groups, members, date of conduct, observations).
<ul style="list-style-type: none"> • Training should be given to all members of the evacuation teams to perform their duties and records shall be maintained.
<ul style="list-style-type: none"> • The most suitable and safest place shall be selected as safe assembly point for each Building.
<ul style="list-style-type: none"> • Large or heavy items, if any, shall be placed closest to the ground.
<ul style="list-style-type: none"> • Hang large items such as framed pictures, large mirrors etc. away from sitting place, bed and protected escape routes.
<ul style="list-style-type: none"> • Brace overhead light fittings properly.
<ul style="list-style-type: none"> • An inventory for the details of heavy duty Equipment and necessary tools with the details and contact numbers of owner and operator shall be maintained for ready reference.
<ul style="list-style-type: none"> • Avoid glass paneling for Buildings. However, if provided, shall be protected with metal screens.
➤ CYCLONE
General Guidelines:
<ul style="list-style-type: none"> • Keep in contact with the concerned authorities before the cyclone season each time for warning and precautionary measures.
<ul style="list-style-type: none"> • List of emergency phone numbers shall be displayed.
<ul style="list-style-type: none"> • Training should be given to all members of the response teams to perform their duties and records shall be maintained
<ul style="list-style-type: none"> • Provision shall be made to secure strongly all doors, windows and other openings, if any, in closed position.
<ul style="list-style-type: none"> • Emergency kits containing portable battery radios, torch lights, spare batteries, water container, dry fruits, match boxes, fuel lamps, portable stove, cooking utensil, etc. shall be maintained in cyclone prone areas.
<ul style="list-style-type: none"> • Low frequency communication devices shall be in place.
<ul style="list-style-type: none"> • Avoid glass paneling for Buildings. However, if provided, shall be protected with metal screens.
<ul style="list-style-type: none"> • Construction of Buildings shall be strong enough to resist collapse during wind.
<ul style="list-style-type: none"> • Long and continuous structures shall be avoided so as to reduce the effect of wind.
<ul style="list-style-type: none"> • Deep rooted plants which can resist wind can be planted around but outside the boundary wall to reduce the wind velocity.
<ul style="list-style-type: none"> • No tall plants shall be there in the compound, especially near any Building.
➤ FLOOD:
General Guidelines:
<ul style="list-style-type: none"> • Provision for the storage of drinking water at the rate of 4.5 liters/ 1 Day/ person for the total occupants for a minimum of 3 days during impending flood shall be made.
<ul style="list-style-type: none"> • Provision for storage of nonperishable easy to prepare food for 3 days supply during impending flood shall be made.
<ul style="list-style-type: none"> • Flash light for signal (Red cross store) shall be arranged.
<ul style="list-style-type: none"> • Portable battery Radios (if possible NOAA - National Oceanic and Atmospheric Administration type) shall be arranged.
<ul style="list-style-type: none"> • Flood rescue Equipment like lifebuoy, life jacket, portable boats with oar and out board engine, rope shall be stored and ready for use.
<ul style="list-style-type: none"> • Occupational Health center shall be maintained.
<ul style="list-style-type: none"> • Para medical Team shall be available and trained.
<ul style="list-style-type: none"> • Provision should be made on top floors of the Buildings for shelter in case of flood.
<ul style="list-style-type: none"> • Insect repellants and sunscreen shall be stored.
➤ LAND SLIDE
General Guidelines:
<ul style="list-style-type: none"> • Construct Retaining walls wherever necessary to prevent erosion.
<ul style="list-style-type: none"> • Train permanent Staff to identify the symptoms of landslide.

<ul style="list-style-type: none"> • Avoid Buildings in steep slope or along natural erosion valleys.
<p>STANDING FIRE ORDER (To be displayed at all the floors at suitable visible places with all emergency contact numbers)</p>
<p>Responsible authorities</p> <ol style="list-style-type: none"> 1. The person who detects the Fire 2. Safety Officer 3. Maintenance Section
<p>The person who detects the fire:</p> <ul style="list-style-type: none"> • Immediately inform the Safety Officer and Head of the section/ Division
<p>Responsibilities of safety Officer: On receipt of information:</p> <ul style="list-style-type: none"> • He/ She shall immediately proceed to the scene of incident and assess the situation. • If considered necessary, he/ she shall raise fire alarm for his/ her zone and notify the incident to Fire Department and the listed emergency services. Officer shall have to confirm this action latter. • If necessary, he/ she shall direct the Maintenance section to salvage the records and materials from the area. • If considered necessary, he/ she shall evacuate his/ her zone and/ or neighboring zones. • At the earliest opportunity, he/ she shall inform the incident to the Departmental Head.
<p>Duties of Maintenance Section Members: On receipt of call for emergency in their own zone, all the members of Maintenance section;</p> <ul style="list-style-type: none"> • Shall immediately proceed to the place of incident and Report to their Duty Officer. • Shall strictly follow the instructions of Safety Officer and work under him/ her as per his/ her directions. • Shall, as per the instructions from Duty Officer/ Fire Officer, switch off electrical supply to the affected area. • Shall see that electric supply is restored only on instructions from the Duty Officer/ Fire Officer. • Close the air condition system at the affected area. • Shall ensure that booster pump located in the Building is Switched On. • Shall ensure that all the Hydrants in and around the Building are charged with sufficient pressure.
<p>Duties of other Staff from the affected zone/ zones: On hearing the Emergency Alarm, all the other members of Staff:</p> <ul style="list-style-type: none"> • Are requested no to be panic, but to remain calm and follow instructions of the Safety Officer in an orderly and disciplined manner. • If directed to evacuate, shall ensure that all the electric lights at their work place are switched off and that all the windows and doors of their area are properly closed before leaving the place. • During evacuation, shall proceed in an orderly manner to the ground floor by the nearest available staircase/ emergency exit. • Shall not use the lifts. • Shall see that, persons assigned with specific duties in an emergency are not disturbed or obstructed in their work. • If requested by Safety Officer, shall help in removing the records and materials not affected by the fire.
<p>If you discover a Fire:</p> <ul style="list-style-type: none"> • Do not panic. • Break the glass of nearest fire alarm/ manual call point. • Call Fire Services on 101/ Local Fire service Telephone No. • Inform Security/ Safety Officer • Inform Officer in-charge.

- Call for assistance.
- Attack the fire with the fire extinguishers provided.
- Protect material, which is not involved in Fire.

If you hear the evacuation signals:

- Stop machines.
- Shut off gas and electric power, but not lighting.
- Close doors and windows.
- Leave the Building immediately by the nearest exit.
- Do not run.
- Do not go to cloakroom.
- Do not stop to collect personal belongings.
- Report to assembly point.

For your own safety you should know:

- The position of the nearest fire alarm point.
- The position of the nearest fire extinguisher and operation method.
- The nearest exit route.
- Your assembly point.
- Road should be kept clear for the movement of Fire Service Vehicles.
- The overhead electric cables, service pipes and telephone wires are sufficiently high for vehicles to pass.

Annexure 12

GUIDELINES FOR ESTABLISHMENT OF GRIEVANCE REDRESSAL MECHANISM

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

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

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

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

Annexure 13

GUIDELINES FOR APPOINTMENT OF ADJUNCT FACULTY/ RESOURCE PERSONS FROM INDUSTRY IN AICTE APPROVED TECHNICAL INSTITUTIONS

- 1 **INTRODUCTION:** The AICTE Approval Process Handbook 2018-19 in Appendix 7 “Norms for Faculty requirements and Cadre Ratio for Technical Institution” has specified that a minimum of 80% should be Regular/ Full Time Faculty and the remaining shall be Adjunct Faculty/ Resource persons from Industry.
- 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 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 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 fulltime appointment with the Institution, but can contribute to teaching in the Technical Institutions/ academic Programmes. The Adjunct Faculty should be an eminent Professional/ Scientist/ Engineer having recognition at national/ international level and having outstanding published work.
- 4 **QUALIFICATIONS AND EXPERIENCE:** An Adjunct Faculty/ Resource person should 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 can 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 grant under “Adjunct Faculty Scheme” from AICTE cannot work as Adjunct Faculty in other Institutions.
- 6 **STRENGTH OF ADJUNCT FACULTY:** The strength shall not exceed 20% of the sanctioned strength of Faculty at any time. Adjunct as well as resource person from Industry shall not be taken into account while calculating Cadre ratio (the cadre ratio should be calculated for the 80% Faculty only)
- 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 undergraduate 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, can be considered.

- 9 APPOINTMENT: Their appointment shall be done 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 assignment based on the "Performance Report" submitted to the host Institution for continuation/ renewal of tenure.