

## Annexure-I

### Procedure for Grant of AICTE Approval for starting

#### Dual Degree course in Management &

#### Integrated courses in Engineering/Tech/Pharmacy/Architecture/HMCT and Management

1.0			<b>Introduction</b>
	1.1		Admission authority / body / Institution shall not permit admissions of students to a Technical Program which is not approved by the Council.
	1.2		Applicants are advised to apply only if they have requisite infrastructure ready to conduct activities of new courses and has no deficiency whatsoever in the respect of existing courses.
2.0			<b>Seeking approval of the Council for</b>
	2.1	a	Five year Dual Degree Course in Management leading to,  Bachelors degree in Management (BM) or Bachelors degree in Applied Management (BAM)  and Masters degree in Applied Management (MAM)
		b	As this is dual degree course, approval shall be granted for complete duration of MAM course. In any case approval shall not be granted only for BM or BAM degree course.
	2.2		Five & half year Integrated course in Engineering / Tech / Pharmacy / HMCT and Management leading to Masters degree in Management (in the respective discipline)
	2.3		Six & half year Integrated course in Architecture and Management leading to Masters degree in Management (in the Architecture discipline)
3.0			<b>Requirements and Eligibility</b>
	3.1	a	For academic year 12-13, AICTE approved Institutions where University affiliated courses in Management Program are already running and where at least one batch has passed out shall be eligible to apply for approval of Five year Dual Degree Course in Management.
		b	For academic year 12-13, AICTE approved Institutions where at least one batch has passed out shall be eligible to apply for approval of five & half year Integrated course in Engineering/Tech/Pharmacy/ HMCT and Management. Approval shall be considered for existing Program/s only.
		c	For academic year 12-13, AICTE approved Architecture Institutions where at least one batch has passed out shall be eligible to apply for approval of six & half year Integrated course in Architecture and Management. Approval shall be considered for existing Program/s only.
	3.2		Infrastructural, faculty and other requirements as required for approval are

			given in Annexure II which will be read in conjunction with Approval Process Handbook 12-13.
4.0			<b>Submission of Application</b>
	4.1		Existing AICTE approved Institutions shall apply on web portal for approval using their existing USER ID.
	4.2		A print of the complete application as uploaded on the AICTE Web-Portal, printed there on, along with the deficiency report generated through the Institute login and affidavit <sup>1</sup> , is to be submitted to the concerned Regional Office on or before the prescribed date.
5.0			<b>Processing Fees for applying for Dual Degree &amp; Integrated course/s in Management</b>
	5.1		<b>Type of Institution applied for</b> <b>Processing Fees in Lakhs</b>
			Minority Institution      0.75
			Institution set up exclusively for women      0.75
			Institution set up in Hilly Area in North Eastern States      0.75
			All other Institutions      1.0
			Government / Government aided / Central University / State University      Nil
	5.2		Above fee is applicable irrespective of number of courses applied.
	5.3		Payment shall be done online through AICTE Web Portal.
	5.4		Submission of application and payment as applicable shall be done on or before the prescribed date.
6.0			<b>Procedure for processing applications</b>
	6.1		Approval shall be considered only to those Institutions where there is no deficiency related to AICTE norms and requirements mentioned in Approval Process Handbook 12-13. Deficiency report generated on AICTE web portal for existing and applied intake shall be taken into consideration for this purpose.
	6.2	a	Approval for a division of 60 students shall be sanctioned for Institutions applying for Five year Dual Degree Course in Management where University affiliated courses in Management Program are already running and at least one batch has passed out prior to this application.
		b	Approval for only 60 students shall be sanctioned for Institutions applying for Five & half year Integrated courses in Engineering/Tech/Pharmacy/HMCT and Management where at least one batch has passed out prior to this application.  However, this intake shall not be additional intake. This only approves permission to select 60 students to form a batch for this course.
		C	Approval for only 60 students shall be sanctioned for Institutions applying

			for Six & half year Integrated courses in Architecture and Management where at least one batch has passed out prior to this application.  However, this intake shall not be additional intake. This only approves permission to select 60 students to form a batch for this course.
	6.3		Grant of approval shall be based on self-disclosure of required facilities and infrastructure availability as submitted online on AICTE web portal.  However an affidavit sworn before First class Judicial Magistrate or Notary or an Oath Commissioner that the Institute has required facilities and infrastructure as per the provisions of the Approval Process Handbook 2012-13 and in the absence of which the AICTE is liable to invoke the provisions, both civil and / or criminal as per the regulations in place is to be submitted.
	6.4		These courses shall not be approved in 2 <sup>nd</sup> shift.
	6.5		No PIO / NRI seats shall be allotted for these courses.
	6.6		Foreign collaboration shall not be permitted for academic year 2012-13.
	6.7		Tuition Fee Waiver shall be as per Approval process hand book 2012 - 2013
	6.8		Approval/s for these courses shall not be considered where a FIR/CBI/CBC/any other investigating agency / anti ragging / punitive action initiated by AICTE for any violation in the norms and standards is/are pending.
	6.9		Applications shall be processed on web portal and the consolidated list giving approved intake shall be placed before the Executive Committee for approval or otherwise. The same shall be notified on the web portal.
	6.10		No appeal shall be allowed on this procedure.
7.0			<b>Student eligibility for admission and procedure for Admissions</b>
	7.1		University affiliation for these courses shall be necessary before effecting admissions.
	7.2	a	<b>Five year Dual Degree Course in Management</b>  For admission to this course, a student should have passed 12 <sup>th</sup> standard (or equivalent) examination and obtained at least 45% (40% marks for reserved category students) and should have passed a Common Admission Test conducted for the purpose.  Admission to this course shall be based on score at the Common Admission Test.  <b>However, the admissions for 2012-13 shall be effected on the basis of separate merit lists of students passed in various streams at std 12<sup>th</sup> as,</b>  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 may 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 stream may be allotted to students from third stream.
		b	State/UT admissions authority shall effect procedure related to admission.
	7.3	a	<p><b>Five &amp; half year Integrated course in Engineering/Tech/Pharmacy/HMCT and Management and Six &amp; half year Integrated course in Architecture and Management</b></p> <p>Entry level qualifications shall be same as prescribed for admission to bachelor degree courses in Engineering and Technology / Pharmacy / Architecture / HMCT as specified in Approval Process Handbook 12-13.</p> <p>When approval of 60 is accorded for this integrated course, maximum of 60 students out of all students can be selected from among all the courses in the Program. Hence, total intake of the Institute does not change in any case.</p> <p>This selection shall be done at the start of 2<sup>nd</sup> year of Bachelor's degree course as additional subjects in management commence in 3<sup>rd</sup> semester of the course.</p>
		b	State/UT admissions authority shall monitor procedure related to this selection.

## Annexure-II

### **Dual Degree course in Management**

Norms regarding various requirements  
(to be read with relevant chapters in Approval Process Handbook 12-13)

#### **Duration and entry level qualifications**

Program	Duration	Eligibility
Management	5 Years	Passed 10+2 examination in any discipline with at least 45% marks (40% in case of candidate belonging to reserved category) and Common Entrance Test.

#### **Instructional area**

Existing Management Institute shall require only one classroom in the first year. Additional classrooms shall be needed progressively.

Existing Institute shall use existing Tutorial rooms, Computer centre, Library-reading room and seminar hall.

	Number of Divisions (Class of 60)	Duration of course in Yrs	Class Rooms(C)	Tutorial Rooms(D)	Computer Centre	Library & Reading Room	Seminar Halls (E)
Carpet Area in sqm per room			66	33	150	100	132
Number of rooms required for new Institution	A	Y	$C=A$	$D=C/4$	1	1	1
Total Number of rooms	A	Y	$C=A \times Y$	$D=C/4$	1	1	1

Existing Institute shall use existing administrative and amenities requirements.

#### **Computational facilities**

As 1 div (60 students) is being admitted, 15 PCs shall be required to fulfill requirement of first year. More PCs shall be required progressively. Other items would be available in the existing Institute.

		Number of PCs to student's ratio (Min 20 PCs)	Legal System Software <sup>@</sup>	Legal Application Software*	LAN & Internet	Mail Server & Client	Internet Mbps / intake of 240 students with Bandwidth Contentio n of 1:1 (Min 1 Mbps)	Printers including Color Printer (% of total no of PC's)
Management	UG	1:4	01	10	All	Desired	02	1%

### Faculty

4 faculties shall be required to fulfill requirement of first year. More faculties may be appointed progressively.

	Faculty to Student ratio	Principal / Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
Management	1:15	1	$\frac{S}{15 \times R} - 1$	$\frac{S}{15 \times R} \times 2$	$\frac{S}{15 \times R} \times 6$	$\frac{S}{15}$

S = Sum of number of students as per Approved Student Strength at all years, R = (1+2+6)

## Library

As 1 div (60 students) is being admitted in existing Institute, 50 additional titles and 300 volumes shall be required at this stage. Title and volumes shall be added in subsequent years as per given norms. Other requirements in this category would be available in the existing Institute.

Program	Total number of Divisions	Titles	Volumes	National Journals	International Journals	E Journals	Reading Room seating	PCs for Digital Library/ internet Surfing in
		Number					% of total students	% of total students
Management (UG)	B	100	300xB	-	-	Required	25% (max 100)	1% (max 10)
		50	300xB					

	Book titles and volumes required at the time of starting new Institution.
	Yearly increment.

## Dual Degree course in Engineering/Tech/Pharmacy/Architecture/HMCT and Management

Norms regarding various requirements  
(to be read with relevant chapters in Approval Process Handbook 12-13)

### Duration and entry level qualifications

Program	Duration	Eligibility
Management	5 ½ Years	Passed 10+2 examination in any discipline with at least 45% marks (40% in case of candidate belonging to reserved category)

### Instructional area

Existing Institute shall use existing Instructional area. Additional classroom (1 for one division) shall be required only when the batch enters 5<sup>th</sup> (6<sup>th</sup> in case of Architecture) year of the course.

Existing Institute shall use existing administrative and amenities requirements.

### Computational facilities

Existing Institute shall use existing computational facilities.

### Faculty

	Faculty to Student ratio	Principal / Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
Management	1:15	-	$\frac{S}{15 \times R}$	$\frac{S}{15 \times R} \times 2$	$\frac{S}{15 \times R} \times 6$	$\frac{S}{15}$

S = Sum of number of students as per Approved Student Strength at all years, R = (1+2+6)

Faculty shall be required to fulfill requirement at the semester 3 onwards. More faculties may be appointed progressively.

### Library

As 60 students are going to learn management subjects, initially 50 titles and 300 volumes shall be required. Title and volumes shall be added in subsequent years as per given norms. Other requirements in this category would be available in the existing Institute.