

WORK ALLOCATION BUREAUWISE

S.No	Proposed Bureau	Work allocation	Officers Posted
1.	Approval Bureau (UG, PG, Engineering, Management & Technology)	<p>Processing of proposals for grant of approval (Establishing a new technical institution, establishing an integrated campus.Entry and operation of foreign Universities in India and collaborations and partnerships between Indian and foreign universities/institutions in the field of technical education, research and training.Converting existing AICTE technical institutions into an integrated campus;Change of the name of the promoter society / trust / company / technical institution Closure of AICTE approved technical institution. Extension in existing approval; Introduction of new course/s, division/s, program/s, shift;Change in intake capacity;Creation of supernumerary seats for admitting foreign students/ persons of Indian origin/children of Indian workers in gulf countries. Admission quota for children of Non Resident Indians.Creation of supernumerary seats under tuition fee waiver scheme.Closure of AICTE approved course/program/division. At all levels i.e. PG, Degree and Diploma Maintenance of institutional data base. Autonomy status to technical institutions. Any other work to be assigned by the Competent Authority from time to time.</p>	<p>Dr. Rakesh Sharma, Adviser-I Shri B.K. Tosh, DD Smt. Gujju Manusree , AD Dr. Randhir Singh Rathore, AD Shri Sanjeev Batra, AD Smt. Sulata Dandapat, AD Ms. Sunita Agrawal, DEOA Ms. Anju, DEOA Ms. Charanjeet Lakhra, DEOA Shri Jitender Kumar, DEOA Shri Manoj Shrivastava, UDC</p> <p>Tele: 23724150 Fax : 23724181 Ext.: 110</p>
2.	University Bureau	<p>Conduct of inspections and suitable performance appraisal systems for universities imparting technical education in case of complaints received in the Council. deemed university status Distance Education and processing of unapproved Institutions running without approval of AICTE. Any other work to be assigned by the Competent Authority from time to time.</p>	<p>Dr. D. Derle, Director, Dr.A.K. Chanda, AD Shri Bharat Ram, SAO Telefax: 23724179 Ext:122</p>

3.	Academic Bureau	<p>All India boards A Cell is to be established to provide logistic and secretarial support to the Advisory Boards of FD. Library Publication of books, documents, reports, News letters Drafting of promotional and research schemes for various nature. Work-shops, conferences, Equivalence of courses / programmes. Development of courses with latest development on various technical fields such as Climate Change, Renewable Energy, Nano-technology etc. and their adoption in Technical Institutions. Any other work to be assigned by the Competent Authority from time to time.</p>	<p>Dr. S.M. Suresh, Director Shri Manish Bhalla, AD Shri Shailender Satsangi, DEOA</p> <p>Library – Sh. D.R. Mann, Asstt. Librarian</p> <p>Telefax: 24369232 Ext: 216</p>
4.	Policy Planning & Coordination Bureau	<p>Special Cell for Research and Coordination with State Govt./UTs and others for coordinated and integrated development of Technical Education. Coordination with out all bureaus and ROs for effective functioning. Policy Planning. Survey on technical manpower make forecast of the needed growth and development in technical education and NTMIS Prescribing norms for fee and admission of students EC and Council meetings Coordination with MHRD and other Govt. departments and other agencies / organizations. VIP references. Parliament questions. Information Facilitation Centre. Administration AICTE Portal. Norms and standards and guidelines. Survey of technical manpower information. Analyze the growth and development of technical education/ institution for proper geographical balance. RTI (CPIO) Any other work to be assigned by the Competent Authority from time to time.</p>	<p>Dr. Rakesh Sharma, Adviser-I Shri Sandeep Singh, DD Dr. Rathore, AD</p> <p>Tele:23724150 Fax: 23724181 Ext: 110</p>

5.	Research, Institutional & Faculty Development (RIFD)	<p>Faculty Development schemes. Pay scales of teachers A special cell is to be established and entrusted with the responsibilities of organizing seminars and workshops for bringing the industry & institutions and act as facilitator for bringing the industry-institute interaction. Welfare schemes for women, handicapped and weaker sections of the Society. Industry Institute Interaction cells. Entrepreneurship Development cells. Research grants schemes: NAFITEC, MODROBS, NCP, Emeritus Fellowships, Travel Grant, PG Scholarships, Edusat, Delnet, Indest NTMIS, QIP, Teachers Training Programme, EFIP, Professional Bodies, Research & Development Schemes. Charter Monitoring of grantee institutions Declaring institutions/universities fit to receive grants Withhold or discontinue grants in respect of courses, programmes to such technical institutions Any other work to be assigned by the Competent Authority from time to time.</p>	<p>Dr. S.M. Suresh Director Ms. Rominder Randhawa, DD Dr.B.K. Sharma, AD Sh. K.C. Roy, DEOA Smt. Simmi Mahajan, DEOA</p> <p>Telefax: 24369632 Ext: 216</p>
6.	Accreditation Bureau	<p>National Board of Accreditation Washington Accord matters. Any other work to be assigned by the Competent Authority from time to time.</p>	<p>Ms. Aradhana Chopra, DD Ms. Sangeeta Chenani, DEOA Tele: 24369633 Fax: 24369624 Ext: 213</p>
7.	Administration Bureau	<p>Nomination of AICTE representatives on various bodies, committees. Data base of Expert members Logistic support for conduct of all meetings Training of officers and staff of the Council. Orientation for experts associated with AICTE in approval process. Orientation of experts associated with AICTE in accreditation process Administrative control of Regional Offices. General Administration</p>	<p>Shri S.K. Khemani, Director Shri S.K. Gautam, CAO Shri Prakash Chandra, AD, Hindi Cell Shri R.K. Ganju, SAO Telefax: 23724199 Ext: 114</p>

		<p>Establishment. Recruitments. Stores and Purchases. Rajya Bhasha. SC/ST & Minority Cell Women Cell Upkeep and maintenance of office building. Construction of office building Advertisement Telephones Staff welfare schemes Security Annual reports Printing and stationery Any other work to be assigned by the Competent Authority from time to time.</p>	<p>Establishment Section Shri R.P. Singh, AO Shri P.K. Mishra, Assistant Ms. Savitri Pokhriyal, UDC</p> <p><u>Personal Section</u> Mrs. Rita Arora, AO Shri Manish, UDC Shri Kundan, UDC Shri R.P. Diwakar, UDC Sh. Gopal, LDC Sh. Budhan Mehto, LDC</p> <p><u>General Admn.</u> Shri Dalchand, AO Ms. Neera Manchanda, DEOA Shri Vinay Kumar, DEOA Shri Sanjay Sharma, DEOA (R&I) Shri Harish Chander, DEOA Shri Sarju Mandal, Photo Coperir Oerator Sh. Ajit Singh, LDC (Store) Sh. Karambir Siingh, Peon (Store) Sh. Dalbir Singh, Peon (R&I)</p> <p><u>Office Building & Maintenance</u> Shri Satish Kumar, Council Engg.</p> <p><u>Hindi Cell</u> Shri Mahaveer Prasad, Hindi Officer Shri Avdesh Kumar, Hindi Translator Smt. Reena Sharma, Hindi Translator</p>
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8.	Finance Bureau	<p>Drawing & Disbursement of Plan and Non-plan accounts. Cash. Bills. Grants-in-aid. Budget & Compilation. Annual accounts Audit by CAG Pre audit of Plan and non-plan proposals. Any other work to be assigned by the Competent Authority from time to time.</p>	<p>Dr.N.K. Kole, Director Tele: 23724174 Fax: 23724180 Ext.: 132 Shri M.S. Negi, SAO Shri O.P. Saxena, AO Shri R.K. Kheppar, AO Shri Yogesh Wadhwan, Accountant Shri Girish Bhasin, Accountant Shri Kamal Singh, Accountant Shri S.K. Rao, Accountant Shri Hemant Kumar, Accountant Shri Dwedi, UDC (Cashier)</p>
9.	Internal Audit Cell	<p>Conduct periodical and surprise inspections of various Bureaus, sections and departments, including Regional Offices to verify specific cases of implementation of various provisions of the Act. Examine files, documents etc. and suggest suitable remedial measures for rectifying the irregularities, observed. Suggest and recommend to the Competent Authority remedial / punitive actions against officers / officials, institutions and others based on findings of audit. Any other work to be assigned by the Competent Authority from time to time.</p>	<p>Shri O.P. Saxena, AO(F) Shri K. Krishnamurthy, Consultant</p>
10	Vigilance Cell	<p>Vigilance Matter Any other work to be assigned by the Competent Authority from time to time.</p>	<p>Dr. S.G. Bhirud, (CVO) Dr. S.K. Goel, Dy. Director Ms. Nandita Bakshi, DEOA Tele:23724166 Fax: 23724168 Ext.:111</p>
11.	Public Grievance Cell	<p>Grievance issues. Prevention of commercialization of technical institutions Any other work to be assigned by the Competent Authority from time to time.</p>	<p>Dr. S.G. Bhirud, Director Dr. S.K. Goel, Dy. Director Sh. Bharat Ram, SAO, Addl.Charge Tele:23724166 Fax: 23724168 Ext.:111</p>
12.	Legal Cell	<p>Notification of rules and regulations Court cases Co-ordination with advocates Any other work to be assigned by the Competent Authority from time to time.</p>	<p>Dr. D. Derle, Director, Shri Vinod Kumar, DEOA Telefax:23724179 Ext: 122</p>

13	Regional offices	<p>Secretariats of the Regional Committees (Prepares agenda and organises Meetings of Regional Committees) and to coordinate with Head quarters.</p> <p>Coordinating visits of the Expert committees to various institutions</p> <p>To coordinate with the Directors of Technical Education/Secretaries dealing with technical education in the States</p> <p>To receive proposals for establishment of new institutions and introduction of new courses/increase in intake, progress-cum-compliance reports, etc.</p> <p>To assist various bureaus of AICTE in carrying out their functions related to the region</p> <p>To receive Demand Drafts/ FDRs/ RPGF from various institutions and maintaining records</p> <p>To take various actions on behalf of AICTE as Regional office in handling legal matters, queries, complaints, information dissemination etc.</p> <p>To carry out associated administrative, financial functions and any other work assigned by the AICTE Head Quarters.</p> <p>Any other work to be assigned by the Competent Authority from time to time.</p>	
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REGIONAL OFFICES OF AICTE

S.No	Name of the Regional Office	Area of Jurisdiction	Officers Posted
1.	Eastern Regional Office, Kolkata *proposed camp office at Guwahati	West Bengal, Orissa, Sikkim, Assam, Manipur, Nagaland, Mijoram, Tripura, Meghalaya, Jharkhand, Andaman & Nicobar Islands Sikkim, Assam, Manipur, Nagaland, Mijoram, Tripura, Meghalaya	Shri Narinder Singh, DD Tele (033-23357312) Fax (033-23359546)
2.	South Central Regional Office, Hyderabad	Andhra Pradesh, Chattisgarh	Dr.R.K. Gangal, Director Shri Manoj Pandey, OSA (040-23340113,23341036 23345075)
3.	Southern Regional Office, Chennai	Tamilnadu, Puducherry	Shri M. Sundreshan, AD Smt. D. Jayshree, PA Shri P. Rajenderan, UDC (Tele:044-28279998,28275650 Fax: 044-28255863)
4.	South Western Regional Office, Bangalore	Karnataka, Kerala	Dr. Krishna Kumar, Director Shri Sampangi Ramaiah, OSA Smt. K.N. Parimala, UDC (Tele:080-22205979/22205919) Fax:080-22253232)
5.	Western Regional Office, Mumbai	Maharashtra, Goa, Daman & Diu	Dr. P.K. Sahoo, Director Smt. S. Wartika, PA Shri A.S. Bhide, UDC Shri D.R. Bhagat, UDC Shri M.V. Jawkar, UDC (Tele:022-22851551,22855412) Fax:022-22851551)
6.	Central Regional Office, Bhopal	Madhya Pradesh, Gujarat	Shri M.S. Ghuge, AD Shri Akhilesh Kumar Singh, OSA Tele0755-2660061,2660065 Fax 0755-2660062

7.	Northern Regional Office, Kanpur	Uttar Pradesh, Uttaranchal, Bihar	Shri Vilas Warudkar, AD Shri Jagdish Kumar, OSA Shri Virender Kumar, Assistant Shri Dharmender Singh, UDC Smt. Mary Kutty, LDC Smt. Sushila Meena, LDC Tele:0512-2585012, 2585014 Fax: 0512- 2582180
8.	North-West Regional Office, Chandigarh *Camp Office at Guragon	Rajasthan, Haryana, Himachal Pradesh, Punjab, Jammu & Kashmir, Delhi, Haryana and Rajasthan	Shri C.S. Verma, AD Shri Tarun Kakar, DEOA Tele: 0712-2661201 Fax : 0712-2660179

* Proposed to be established soon