Approval Process 2016-2017 Frequently Asked Questions

S. No.	Document	Link
1	**Approval Process Handbook 2016-17**	**Click to open**
2	**Browser Settings for Portal**	**Click to Open**
3	**User Manuals for web portal**	**Click to Open**

Que : Where to send the queries related to e-governance, payment issues and approval related issues for the academic year 2016-17.

Ans:

Que: We are an existing Institute and wish to apply for new Program (Engineering /Architecture/planning/Management /Pharmacy/HMCT/MCA/Arts & Crafts) in the existing Institute.

Ans: Existing Institute can not apply for addition of New Program in the existing Institute. You need to obtain new user id and apply as New Institute having exclusive facility under chapter-I of Approval Process Handbook. Please note EVC will visit all existing and New institution at the time of visit.

Que: We want to change contact details and other details which are non-editable / read-only?

Ans: For any change in non-editable data in Courses or Institute data please send detailed snapshot through email to helpdesk1@aicte-india.org

Que: We have been given approval based on Court direction in the year 2015-16, but online approval was not given. We are unable to create on-line application for 2016-17.

Ans: Please contact Approval Bureau/ Regional Office, for permission to create application for 2016-17. Please email institute's representation in official Letterhead to helpdesk1@aicte- india.org and contact AICTE Help line No. 011-23724673 & 23724675.

Que: We have applied for New Program (Engineering/Architecture/Management/Pharmacy/ HMCT/MCA/Arts & Crafts) with level UG/PG/Diploma as New Institute earlier. However, the same was rejected and we have received Final LOR. Can we apply again for starting New Institute in the same name?

Ans: Yes. You can apply afresh as new institute under chapter-I of Approval Process Handbook. You need to obtain new user id and apply for new institute using the new user id and required to pay processing fees as applicable. Please note that you cannot use the user id issued earlier.

Que: We want to apply for the process under Chapter-I like women to co-ed conversion or change of site and also increase in intake and addition of new courses. Can we apply for all these together and how the application will be processed?

Ans: Yes, you can apply for all these together. However, your application under chapter-I will be processed first for scrutiny of documents and if scrutiny is cleared then EVC will be conducted. Your application for Increase in intake and addition of new course under chapter-II will be approved only if you clear scrutiny, EVC and valid NBA accredited courses. Please note that approval for Increase in intake and New Course will be given only after the approval of Chapter- I. No Increase and No New Course shall be given who got rejection in Chapter-I.

Que: Our Institute was under No admission, No EOA, reduction in intake category in the previous year. We are not able to create 2016-17 application.

Ans: Please contact Approval Bureau for permission to create application for 2016-17 and restoration of Intake in 2015. Please email institute's representation in official Letterhead to helpdesk1@aicte-india.org and contact AICTE Help line No. 011-23724673 & 23724675.

Que: We have an existing technical Institute and wish to apply for new technical institute in the same campus / site / plot. Will there be EVC conducted for all existing institutes including proposed new Institute?

Ans: Yes EVC will be conducted for all the existing institutions and proposed new Institute to verify the availability of exclusive facilities for existing institution(s) and running of the proposed new Institute.

Que: What is the last date of submission of hard copy application at RO for the applications under Chapter-I (Applications for New Institutions, women to co-ed, co-ed to women, change of site, and closure of institute)

Ans: All the Institutes applying under chapter-I must submit required hard and soft copies of the application as per Approval Process Handbook 2016-17 to respective Regional Office within 3 day from the date of submission of the application on-line on portal.

Que: How to apply for change of Affiliating University?

Ans: In institute details tab, 'Institute willing to change Affiliating University', select 'Y' and enter new name of the affiliating university.

Que:	**Name of our affiliating University does not appear in the affiliating University dropdown.**
Ans:	Ans. Please contact Approval Bureau for inclusion of the University name in the portal. Please email institute's representation in official Letterhead to helpdesk1@aicte-india.org and contact AICTE Help line No. 011-23724673 & 23724675.
Que:	**We have One valid NBA accredited course. How many increase/new course our Institute is eligible?**
Ans:	You can take one Division in existing valid NBA accredited course (only if division size not exceed to 3) or a new course within the program.
Que:	**We have Two valid NBA accredited courses. How many increase/New courses our Institute is eligible?**
Ans:	You can take maximum 2 Divisions in existing valid NBA accredited courses (only if division size not exceed to 3) or can take 2 new courses (with 1 division each) or 1 division in new course with 1 division in existing valid NBA accredited courses (only if division size not exceed to 3).However 2 divisions in a new course is not allowed.
Que:	**We have three valid NBA accredited courses. How many increase/New courses our Institute is eligible?**
Ans:	You can take maximum 2 Divisions in existing one of the valid NBA accredited courses and 1 division in other valid NBA accredited course or can take 3 new courses or 1 division in new course with 2 divisions in existing valid NBA accredited courses or 1 division in 2 new courses with 1 division in existing valid NBA accredited course within the program. However division size must not exceed to 3. Please refer: Chapter 2 (3.1 a) page 40 as per APH
Que:	**We have 4 or more Courses valid NBA accredited. How many increase/new course our Institute is eligible?**

Ans:	Institutions shall be eligible for new course / expansion of existing courses, equal to the number of valid NBA accredited courses, limited to maximum FOUR(04) divisions within the definition of division / program / level as defined under clause 2.11 (Grant of approval for Technical Institutions, Regulations 2012). Provided that subject to the above limit, a maximum of two divisions are allowed to be added in the existing valid NBA accredited course(s) or a maximum of one divisions as new courses are allowed to be added for existing Institution having valid NBA accredited courses. Further provided that Institution offering courses at Dip / UG / PG level which are not eligible for NBA accreditation (by virtue of the fact that the first batch has not passed out from the institution), shall not be eligible for any increase / additional courses in any program at any level / shift

Courses offered	Courses with valid Accreditation	Eligible for Expansion / New course as below (Maximum 04 in Number) in the First shift
Diploma 1	Diploma 1	**Addition of Divisions** Addition of Divisions (not more than 2 in each Course) in existing valid accredited courses at Diploma + UG + PG Level (Diploma-1, Diploma-3, UG-1,UG-3,UG-5 and PG-2) not exceeding total of 04 Divisions. Or
Diploma 2	-	
Diploma 3	Diploma 3	
UG1	UG1	**Addition of Divisions in existing accredited courses + starting new courses.**
UG2	-	
UG3	UG3	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./ UG6, UG7…etc. / PG3, PG4 … etc) but not exceeding total of 4 Divisions. Or
UG4	-	
UG5	UG5	
PG1	-	
PG 2	PG2	
PG 3	-	**Starting New Courses** Introduction of New Courses with only ONE Division in each course at Diploma (Diploma-4, Diploma-5…etc), UG (UG6, UG7 etc...) and PG (PG4, PG5 ………), not exceeding total of 04 Divisions. Note: Institute will not be eligible for expansion in non accredited courses such as Diploma-2, UG2, UG4, PG1 and PG3.

Que:	**Our institute is eligible to apply for NBA accreditation but does not have NBA accredited courses. Can we apply for**

new/expansion courses?

Ans:	No, Your institute is not eligible for new/expansion of courses.
Que:	**Our institute has six UG courses how many seminar halls we need for running UG program?**
Ans:	3 (Three)
Que:	**Our institute has valid NBA accredited courses. Is it necessary to upload Valid NBA letter on portal or/and send hardcopy to Regional offices?**
Ans:	Yes.
Que:	**Our Institute wants to apply for 2nd Shift/Part Time Courses. We are NBA accredited/Not eligible for Applying NBA accreditation institute. How can we?**
Ans:	Institutes are not allowed for 2nd shift and part time courses as per APH 2016-17.
Que:	**Our Institute is not eligible to apply for NBA accreditation. But we want expansion/new courses. How can we apply?**
Ans:	Yes, Institutes can apply for new courses as per Approval Process Handbook 2016-17, Chapter II, clause 3.
Que:	**We are not able to create 2016-17 application on-line. We have been issued manual approval letter of consideration in the previous years.**
Ans:	Please contact Approval Bureau/ Regional Office, for allow creating application for 2016-17 and restoration of Intake in 2016-17. Please email institute's representation in the official Letterhead to helpdesk1@aicte-india.org and contact AICTE Help line No. 011-23724673 & 23724675.
Que:	**We are not able to access the portal?**
Ans:	Use internet explorer, install java and adobe flash player. Add www.aicte-india.org to popup blocker, trusted sites and compatibility view. Install required add-on. Please refer: http://www.aicte-india.org/downloads/Browser%20Settings%20for%20the%20institutes.pdf
Que:	**We are facing server busy message.**
Ans:	If you are getting Server busy message, please try again after some time or try during off peak hours.
Que:	**Payment gateway error is coming while making the payment.**
Ans:	Please add www.tpsl-india.in to trusted sites and try again.
Que:	**We have unused User id and password obtained earlier, can we use the same for applying for starting new institute under chapter-I.**
Ans:	In case no application was created using that login, then the userid and password can be used. But if any application was created using that login which was not submitted or LOR was issued, then a new userid password has to be taken.
Que:	**What is the eligibility criterion for more than one year EoA?**
Ans:	a. In case of Institutions having at least 50% of courses accredited by NBA, and if the valid accreditation period is more than ONE YEAR (i.e. up to 10th April 2017), the period of approval for such Institutions shall be for a period of a minimum of THREE years or the academic year up to which the accreditation is valid, whichever is more. b. In case of Institutions having Autonomous status (Academic/Administrative/Financial Autonomous) as conferred by the affiliating University, and if the live Autonomy is more than ONE YEAR (i.e upto 10th April 2017), the period of approval for such Institutions shall be for a period of THREE years or the academic year upto which the Autonomy is valid, whichever is more.
Que:	**How much intake can I apply in case of Pharmacy program?**
Ans	For Pharmacy program Intake can be applied in multiples of 50 as per APH 2016-17 or current intake (intake approved in 2015-16).
Que:	**How much intake can I apply in case of Architecture and Town Planning program?**

Ans:	Architecture and Town Planning have now been separated into two programs; Architecture and Planning. Intake can be applied in multiples of 40 as per APH 2016-17 or current intake (intake approved in 2015-16).