ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
APPROVAL PROCESS HANDBOOK (2012 – 2013)
FOREWORD

The aim of any country’s higher education system is sustainable development and achieving higher growth rates. It is enabled 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 with its mission of developing and promoting quality technical education in the country in a coordinated and integrated manner. The Council is constantly endeavoring 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 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 National Board of Accreditation (NBA). The Council believes in providing a proper impetus to Institutions in generating competent engineers and scientists and encourages them to think beyond the curriculum while imparting training for the advancement of knowledge.

The Council has put in place several initiatives in the last two years to bring out changes in the Approval Process by introducing greater transparency and accountability through the e-governance. The emphasis this year is to put in place simplified procedures and greater ease in the approval process. “From access to quality” will be the slogan for the year 2012-13 to give more impetus to quality in technical education and to be the best in the world. The role of AICTE as a regulator will be further geared up to weed out the institutions not fulfilling the norms and standards.

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 and Institutions under the aegis of the AICTE. The emphasis on e-governance to ensure transparency, accountability, 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.

In keeping with these objectives, AICTE would strive to be a true facilitator in addition to fulfilling the regulatory provisions.

All who have meditated on the art of governing mankind have been convinced that the fate of empires depend on the education of youth. – Aristotle

Dr. S. S. Mantha
Chairman, (actg), AICTE
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<td>• Mandatory provision of supernumerary seats for TFW</td>
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<td>• Introducing / continuing / discontinuing supernumerary seats for PIO</td>
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<td>• Introducing / continuing / discontinuing seats for sons / daughters of NRIs</td>
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## Conversion of Women’s Institution into Co-Ed Institution

### Documents to be submitted for

- Extension of approval to existing Technical Institution / Technical Campus
- Increase / reduction in intake in existing courses
- Adding course/s in existing program
- Closure of program / course
- Mandatory provision of supernumerary seats for TFW
- Introducing / continuing / discontinuing supernumerary seats for PIO
- Introducing / continuing / discontinuing seats for sons/daughters of NRIs
- Change of name of the Institute
- Introducing a Foreign Collaboration with an AICTE approved Indian Institution

### Composition of Board of Governors on AICTE approved Institutions

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<td>4</td>
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1 Background and Statutory Provision under AICTE Act regarding Planning, Promotion and Regulation of Technical Education

1.1 Background

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 I.I.Sc. in Bangalore, Institution for Sugar, Textile and Leather Technology in Kanpur, N.C.E. in Bengal in 1905 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 programs 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 Institution 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 programs in Nutrition and Food Science, which started in the late fifties. The National Council of Hotel Management and Catering Technology were set up in 1982, to which all the Institutions of Hotel Management run by the Government are affiliated.

Education in other professional fields such as, Pharmacy, Applied Arts & Crafts has also undergone similar developments during the post-independence period. Programs 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 standard of Technical Education. This was done through implementation of the Quality Improvement Program consisting of three major components that provided for M.E. / M. Tech and Ph. D Programs, Establishment of Curriculum Design and Development Cells, and Short Term Training Programs.

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, Architecture, Town Planning, Management, Pharmacy and Applied Arts & Crafts.

1.2 Growth of Technical Education

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

Due to 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.

No. of Undergraduate and Post graduate Institutions / Programs
<table>
<thead>
<tr>
<th>Region</th>
<th>State</th>
<th>Institution Type</th>
<th>No of Polytechnic Institutions</th>
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<td></td>
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<td></td>
<td></td>
<td>Unaided - Private</td>
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<tr>
<td></td>
<td>Chhattisgarh Total</td>
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<tr>
<td></td>
<td>Gujarat</td>
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<td>Government aided</td>
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<td>Unaided - Private</td>
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**Note:** The table above shows the total number of approved institutions by state and category.
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<td>442568</td>
<td>326959</td>
<td>228728</td>
</tr>
<tr>
<td>South-Central Total</td>
<td></td>
<td>605993</td>
<td>556373</td>
<td>442568</td>
<td>326959</td>
<td>228728</td>
</tr>
<tr>
<td>South-West</td>
<td>Karnataka</td>
<td>198172</td>
<td>213625</td>
<td>185449</td>
<td>153999</td>
<td>134206</td>
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<tr>
<td></td>
<td>Kerala</td>
<td>80504</td>
<td>73370</td>
<td>60289</td>
<td>50890</td>
<td>48020</td>
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<tr>
<td>South-West Total</td>
<td></td>
<td>278676</td>
<td>286995</td>
<td>245738</td>
<td>204889</td>
<td>182226</td>
</tr>
<tr>
<td>Southern</td>
<td>Puducherry</td>
<td>9449</td>
<td>8507</td>
<td>6667</td>
<td>5327</td>
<td>4511</td>
</tr>
<tr>
<td></td>
<td>Tamil Nadu</td>
<td>465754</td>
<td>436509</td>
<td>372725</td>
<td>300454</td>
<td>243178</td>
</tr>
<tr>
<td>Southern Total</td>
<td></td>
<td>475203</td>
<td>445016</td>
<td>379392</td>
<td>305781</td>
<td>247689</td>
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<tr>
<td>Western</td>
<td>Daman and Diu</td>
<td>360</td>
<td>360</td>
<td>120</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>Goa</td>
<td>2944</td>
<td>2608</td>
<td>2412</td>
<td>2388</td>
<td>2367</td>
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<tr>
<td></td>
<td>Maharashtra</td>
<td>386969</td>
<td>354914</td>
<td>264705</td>
<td>209510</td>
<td>160559</td>
</tr>
<tr>
<td>Western Total</td>
<td></td>
<td>390273</td>
<td>357882</td>
<td>267237</td>
<td>212018</td>
<td>163046</td>
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<tr>
<td>Grand Total</td>
<td></td>
<td>3034540</td>
<td>2874116</td>
<td>2259288</td>
<td>1750019</td>
<td>1325745</td>
</tr>
</tbody>
</table>
Growth of AICTE approved Technical Institutions in last five years

<table>
<thead>
<tr>
<th>Year</th>
<th>Engineering</th>
<th>Mgmt</th>
<th>MCA</th>
<th>Phar</th>
<th>Arch</th>
<th>HMCT</th>
<th>Total</th>
<th>Added in Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006-07</td>
<td>1511</td>
<td>1132</td>
<td>1003</td>
<td>665</td>
<td>116</td>
<td>64</td>
<td>4491</td>
<td>171</td>
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<tr>
<td>2007-08</td>
<td>1668</td>
<td>1149</td>
<td>1017</td>
<td>854</td>
<td>116</td>
<td>81</td>
<td>4885</td>
<td>394</td>
</tr>
<tr>
<td>2008-09</td>
<td>2388</td>
<td>1523</td>
<td>1095</td>
<td>1021</td>
<td>116</td>
<td>87</td>
<td>6230</td>
<td>1345</td>
</tr>
<tr>
<td>2009-10</td>
<td>2972</td>
<td>1940</td>
<td>1169</td>
<td>1081</td>
<td>106</td>
<td>93</td>
<td>7361</td>
<td>1131</td>
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<tr>
<td>2010-11</td>
<td>3222</td>
<td>2262</td>
<td>1198</td>
<td>1114</td>
<td>108</td>
<td>100</td>
<td>8004</td>
<td>643</td>
</tr>
<tr>
<td>2011-12</td>
<td>3393</td>
<td>2385</td>
<td>1228</td>
<td>1137</td>
<td>116</td>
<td>102</td>
<td>8361</td>
<td>357</td>
</tr>
</tbody>
</table>

[Graph showing growth from 2006-07 to 2010-11 with bars for each category and total added in year]
Growth of intake in AICTE approved Institutions in last five years

<table>
<thead>
<tr>
<th>Year</th>
<th>Engineering</th>
<th>Mgmt</th>
<th>MCA</th>
<th>Pharm</th>
<th>Arch</th>
<th>HMCT</th>
<th>Total</th>
<th>Added in year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006-07</td>
<td>550986</td>
<td>94704</td>
<td>56805</td>
<td>39517</td>
<td>4543</td>
<td>4242</td>
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<tr>
<td>2007-08</td>
<td>653290</td>
<td>121867</td>
<td>70513</td>
<td>52334</td>
<td>4543</td>
<td>5275</td>
<td>907822</td>
<td>157025</td>
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<tr>
<td>2008-09</td>
<td>841018</td>
<td>149555</td>
<td>73995</td>
<td>64211</td>
<td>4543</td>
<td>5794</td>
<td>1139116</td>
<td>231294</td>
</tr>
<tr>
<td>2009-10</td>
<td>1071896</td>
<td>179561</td>
<td>78293</td>
<td>68537</td>
<td>4133</td>
<td>6387</td>
<td>1408807</td>
<td>269691</td>
</tr>
<tr>
<td>2010-11</td>
<td>1314594</td>
<td>277811</td>
<td>87216</td>
<td>98746</td>
<td>4991</td>
<td>7393</td>
<td>1790751</td>
<td>381944</td>
</tr>
<tr>
<td>2011-12</td>
<td>1485894</td>
<td>352571</td>
<td>92216</td>
<td>102746</td>
<td>5491</td>
<td>7693</td>
<td>2046611</td>
<td>255860</td>
</tr>
</tbody>
</table>
Student Intake for UG/PG/Diploma/Post Diploma

<table>
<thead>
<tr>
<th>Year</th>
<th>Total UG/PG: Student Intake</th>
<th>Polytechnics: student Intake</th>
<th>Total Intake Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-08</td>
<td>907822</td>
<td>417923</td>
<td>1325745</td>
</tr>
<tr>
<td>2008-09</td>
<td>1139116</td>
<td>610903</td>
<td>1750019</td>
</tr>
<tr>
<td>2009-10</td>
<td>1408807</td>
<td>850481</td>
<td>2259288</td>
</tr>
<tr>
<td>2010-11</td>
<td>1790751</td>
<td>1083365</td>
<td>2874116</td>
</tr>
<tr>
<td>2011-12</td>
<td>2046611</td>
<td>987929**</td>
<td>3034540</td>
</tr>
</tbody>
</table>

** All Polytechnics have not entered Data

### 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 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 on Approval Process

<table>
<thead>
<tr>
<th>1.4.1 Clause 10(g)</th>
<th>Evolve suitable performance appraisal system for Technical Institutions and Universities imparting Technical Education, incorporating Norms and Mechanisms for enforcing accountability.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4.2 Clause 10(i)</td>
<td>Lay down norms and standards for course curriculum, physical and instructional facilities, staff patterns, staff qualifications, quality instructions, assessment and examination.</td>
</tr>
<tr>
<td>1.4.3 Clause 10(k)</td>
<td>Grant approval for starting new Technical Institutions and for introduction of new Courses or Programs in consultation with the Agencies concerned.</td>
</tr>
<tr>
<td>1.4.4 Clause 10(n)</td>
<td>Take all necessary steps to prevent commercialization of Technical Education.</td>
</tr>
<tr>
<td>1.4.5 Clause 10(p)</td>
<td>Inspect or cause to inspect any technical Institution.</td>
</tr>
<tr>
<td>1.4.6 Clause 11(1)</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 1.4.7 Clause 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.

| Clause 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. |
| Clause 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 recommendation as is referred to in sub-section (3). |
1.5 AICTE Profile

1.5.1 Vision

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

- 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:
  1. Development of high quality Institutions, academic excellence and innovative research and development programs;
  2. Networking of Institutions for optimum resource utilization;
  3. Dissemination of knowledge;
  4. Technology forecasting and global manpower planning;
  5. Promotion of industry-Institution interaction for developing new products, services, and patents;
  6. Inculcating entrepreneurship;
  7. Encouraging indigenous technology;
  8. Focusing on non-formal education;
  9. Providing affordable education to all.
  10. Making Indian Technical Education globally acceptable.
  11. 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.
- Provide regulations and 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 Governments, Universities and other Statutory Bodies
- Others as provided in the Act
1.5.5 Major Functions

- Approval of Diploma / Degree / Post Graduate Degree / Post Graduation / Post Diploma / Post Graduate Diploma Level programs in Technical Institutions.
- Approval of variation / increase in intake, additional programs in technical Institutions.
- Quality Assurance through Accreditation.
- Participation in the process of granting Deemed University status by MHRD.
- Approval for Foreign Collaborations / Twinning Programs.
- Promotion of Industry-Institution Interaction.
- Development of Model Curricula through All India Boards of Studies.
- Faculty Development Programs in Technical Institutions.
- Research and Institutional Development through Modernisation and Removal of Obsolescence (MODROBS) / Research Promotion Schemes (RPS)
- Post Graduate Grants and GATE Scholarship.
- Networking of Technical Institutions.
- Assessment of National Technical Manpower through National Technical Manpower Information System (NTMIS)
- Promotion of Autonomy in Technical Institutions.
- Connecting Technical Institutions through EDUSAT Network-Live transmission of M.E. / M. Tech programs.
- Providing facilities under INDEST.
- Steps for Stopping Commercialization of Technical Education.
<table>
<thead>
<tr>
<th></th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>“1st Shift” means activities conducted in 1st spell of time wherever two shift working exists.</td>
</tr>
<tr>
<td>1.2</td>
<td>“2nd Shift” means activities conducted in 2nd spell of time wherever two shift working exists.</td>
</tr>
<tr>
<td>1.4</td>
<td>“Autonomous Institution”, means an Institution, to which autonomy is granted and is designated to be so by the Statutes of affiliating University / Board.</td>
</tr>
<tr>
<td>1.5</td>
<td>“Bandwidth Contention” means the contention ratio, ratio of the potential maximum demand to the actual bandwidth.</td>
</tr>
<tr>
<td>1.6</td>
<td>“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.</td>
</tr>
<tr>
<td>1.7</td>
<td>“Co-Ed Institute” means the Institute admitting male and female students.</td>
</tr>
<tr>
<td>1.8</td>
<td>“Commission” means University Grants Commission established under section 4 of the University Grants Commission Act, 1956</td>
</tr>
<tr>
<td>1.9</td>
<td>“Compliance Report” shall mean the report submitted by Technical Institution complying with requirements as set in Appendix 12, Prevention and prohibition of ragging, in the format prescribed by AICTE from time to time.</td>
</tr>
<tr>
<td>1.10</td>
<td>“Deemed University” means an Institution declared as deemed to be University under section 3 of the University Grants Commission Act, 1956.</td>
</tr>
<tr>
<td>1.11</td>
<td>“Foreign Student” means, the student who possesses a foreign passport.</td>
</tr>
<tr>
<td>1.12</td>
<td>“Fresher” means a student who has been admitted to an Institution and who is undergoing his/her first year of study in such Institution.</td>
</tr>
<tr>
<td>1.14</td>
<td>“Metro City” means a Metropolitan area as declared by Ministry of Urban Development, New Delhi or concerned State Government authority.</td>
</tr>
<tr>
<td>1.15</td>
<td>“Minority Educational Institution” or “Minority Institution” means a college or Institution established or maintained by a person or group of persons belonging to a minority, recognized as such by the concerned State Government/UT Administration.</td>
</tr>
<tr>
<td>1.17</td>
<td>“NBA” means National Board of Accreditation set up by AICTE, under Society Registration Act 1860,</td>
</tr>
<tr>
<td>1.18</td>
<td>“.pdf file” means document in Portable Document Format.</td>
</tr>
<tr>
<td>1.19</td>
<td>“Prescribed” means as prescribed under these Regulations.</td>
</tr>
<tr>
<td>1.20</td>
<td>“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.</td>
</tr>
<tr>
<td>1.21</td>
<td>“Shift” means spell of time in which educational activities of the technical Institution are conducted.</td>
</tr>
<tr>
<td>1.22</td>
<td>“Single Shift working” means where, educational activities of the technical Institution are generally conducted between 9 am to 5 pm.</td>
</tr>
</tbody>
</table>
1.23 “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.

1.24 “Technical Campus” means a campus which offers education in one or more technical programs approved by the Council.

1.25 “Two Shift working” means where, educational activities of the technical Institution are conducted in two spells of time i.e., 1st shift, generally, between 7 am to 3 pm and 2nd shift, generally, between 1 pm to 9 pm.

1.26 “University Department” means a department established and maintained by the University.

1.27 “University” shall means a University defined under clause (f) of Section 2 of the University Grants Commission Act, 1956.

1.28 “Part Time Programs” means programs conducted in evening time i.e. 5.30 pm to 9.30 pm (six days a week) wherever First / General shift working exits.
Chapter I

Grant of Approval through a single application form for

Setting up new Technical Campus offering one or more Technical Program at Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level

Converting Existing Technical Institutions into a Technical Campus

Adding new Technical Program/s at Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level in existing Technical Institutions

Change of Site / Location

Closure of Institute

Conversion of Women’s Institution into Co-Ed Institution

<table>
<thead>
<tr>
<th>1.0</th>
<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A new Technical Campus can be created by establishing a campus with one or more programs housed in separate buildings</td>
</tr>
</tbody>
</table>

| 1.1  | Existing Institutions can be converted into a Technical Campus by, combining two or more existing technical Institutions offering courses in same or different Program. |
|      | One or more programs can be added on to such converted Technical Campus |
|      | Provided, |
|      | • that all existing Institutes under consideration belong to the same parent organisation, such as trust/society, etc. |
|      | • that all the infrastructural facilities used by the Institutions under consideration are on the same/contiguous plot/s of land. |
|      | • that instructional area requirements are fulfilled for each Program with provision of separate housing for academic activities of each Program. |
|      | However, all the programs may share, |
|      | Computer Centre |
|      | Library and Reading Hall |
|      | Administrative area: Principal/Director’s office, Board Room, Institute office, Central Stores, Maintenance office, Security office, Housekeeping office, Pantry for staff, Examination Control office and Placement office |
|      | Amenities area: Toilets, Boys and Girl Common rooms, Cafeteria, Stationery stores/Reprography centre, First aid cum sick
Management Program and or MCA Program as Institutes shall be allowed to be built on an existing Engineering / Technology / Pharmacy / Architecture / Hotel management and Catering Technology Institute provided sufficient FSI / FAR is available along with other Norms and Standards being met.

A Diploma level course can be run in a degree institution only in the second shift.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2</td>
<td>Technical campus shall be approved when it is on one continuous plot of land except for those in North Eastern states where it can spread into 3 pieces of land not far from each other by more than 1 Km.</td>
</tr>
<tr>
<td>1.3</td>
<td>New Technical Campus offering technical education shall not be established and / or started without prior approval of the Council</td>
</tr>
<tr>
<td>1.4</td>
<td>New Technical program shall not be started in existing Technical Campus without prior approval of the Council.</td>
</tr>
<tr>
<td>1.5</td>
<td>Existing Technical Institutions shall not be converted to a Technical Campus without prior approval of the Council.</td>
</tr>
<tr>
<td>1.6</td>
<td>Admission authority / body / Institution shall not permit admissions of students to a Technical Program which is not approved by the Council</td>
</tr>
<tr>
<td>1.7</td>
<td><strong>Applicants are advised to apply only if the Building for the purpose of application is complete as per the Infrastructure requirements without any deficiency at the time of filling the application form on the AICTE Web-Portal <a href="http://www.aicte-india.org">www.aicte-india.org</a></strong></td>
</tr>
</tbody>
</table>

2.0 **Seeking approval of the Council for**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 a</td>
<td>Setting up new Technical Campus offering one or more Technical Program at Degree, Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level</td>
</tr>
<tr>
<td>2.1 b</td>
<td>Converting Existing Technical Institutions into a technical campus and / or adding new Technical Program/s at Degree, Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level in existing Technical Institutions</td>
</tr>
<tr>
<td>2.1 c</td>
<td>Change of Site / Location</td>
</tr>
<tr>
<td>2.1 d</td>
<td>Closure of Institute</td>
</tr>
<tr>
<td>2.1 e</td>
<td>Conversion of Women’s Institution into Co-Ed Institution</td>
</tr>
</tbody>
</table>

2.2 **Requirements and Eligibility**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2 a</td>
<td>A Society registered under the Societies Registration Act 1860 through the Chairman or Secretary of society or</td>
</tr>
<tr>
<td>2.2 b</td>
<td>A Trust registered under the Charitable Trusts Act 1950 or any other relevant Acts through the Chairman or Secretary of the trust or</td>
</tr>
<tr>
<td>2.2 c</td>
<td>A company established under Section 25 of Companies Act 1956.</td>
</tr>
<tr>
<td>2.2 d</td>
<td>Central or State Government / UT Administration or by a Society or a Trust registered by them.</td>
</tr>
</tbody>
</table>

2.3 The above bodies as mentioned in a, b, c may be a body formed under Public Private Partnership (PPP) or under BOT mode through an officer authorized by Central or State Government / UT Administration.
However, applications as specified above in 2.1 under PPP or BOT received shall be considered only if the proposed Technical Campus is located in the districts as listed in the Appendix 16.

### 2.4

The applicants fulfilling the following conditions on or before the last date prescribed for receipt of application by the Council shall be eligible to apply.

**a** The promoter society / trust / A company established under Section 25 of Companies Act 1956, of a new technical Education Institution shall have the land as required and prescribed in its lawful possession with clear title in the name of the promoter society / trust / A company established under Section 25 of Companies Act 1956, on or before the date of submission of application. Provided that it shall be open for the promoter society / trust / A company established under Section 25 of Companies Act 1956, proposed Institution to mortgage the land only after the receipt of letter of approval, only for raising the recourses for the purpose of development of the Technical Education institute situated on that land.

**b** Land requirement for Technical campus shall be as mentioned in Appendix 4.1

Plot/s of land under consideration shall be contiguous having no obstacles like river, canals, rail tracks, highways, or any other such entity hampering continuity of land.

While establishing a new Technical Campus or converting existing Technical Institutions into a Technical campus, total land requirement shall be the sum of individual land requirement of respective Technical institutions.

Where sufficient FSI / FAR is available, Minimum land requirement shall be determined by the program which requires maximum land among all programs offered in the Technical campus. In such a case, only Management Program and or MCA Program as Institutes shall be allowed to be built on an existing Engineering / Technology / Pharmacy / Architecture / Hotel management and Catering Technology Institute provided sufficient FSI / FAR is available along with other Norms and Standards being met.

Further that where sufficient FSI / FAR is available, Minimum land requirement being determined by the program which requires maximum land among all programs offered in the Technical campus, in addition to MBA program and MCA Program, Arts and Crafts Program as an Institute shall be allowed to be built on an existing Architecture Institute provided sufficient FSI / FAR is available along with other Norms and Standards being met.

FSI / FAR certificate shall be obtained from the Competent Authority as designated by concerned Municipal Corporation or the local authority that approves Building Plans, or the State Government / UT.

Land use certificate shall be obtained from the Competent Authority as designated by concerned State Government / UT.
Land conversion certification shall be obtained from the Competent Authority as designated by concerned State Government / UT.

Building plan of the Institution shall be prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government / UT.

Instructional area requirements as stated in Appendix 4 shall be applicable for each Program which shall be in the Technical Campus. However, there may be central facilities such as, Central Library with Reading Rooms, Central Computing Centre.

Administrative area requirements as stated in Appendix 4 shall be applicable for a Technical Campus.

Amenities area requirements as stated in Appendix 4 will be applicable for a Technical Campus.

Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired for covering common walkways, staircases, entrance lobby and other similar areas.

Central Library with Reading Room

See program wise area requirement in Appendix 4.2.1

When number of program in the Technical Campus is more than one, minimum area requirement would be 400 sq m. When 1st shift / single shift intake considering all program-courses is more than 420, minimum area requirement would be 600 sq m.

Computer Centre

See program wise area requirement in Appendix 4.2.1

When number of program in the Technical Campus is more than 1, minimum area requirement would be 150 sq m. When 1st shift / single shift intake considering all program-courses is more than 420, minimum area requirement would be 200 sq m.

Administrative area requirements as stated in Appendix 4 will be applicable for Technical Campus.

Amenities area requirements as stated in Appendix 4 will be applicable for Technical Campus.

Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired for covering common walkways, staircases, entrance lobby and other similar area.

The fund position of the applicant in the form of FDRs and / or Bank accounts in Nationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India shall be as under on the date of Scrutiny.

<table>
<thead>
<tr>
<th>Program proposed (Degree, Post Graduate Degree, Diploma and Post Diploma</th>
<th>Total minimum funds required, Rupees in Lakhs as proof of operational expenses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering &amp; Technology</td>
<td>100</td>
</tr>
</tbody>
</table>
h  Provided further that in case of an application for multiple program, the minimum fund shall be calculated by adding the amounts specified for each program.

2.6  Name of the “Technical Campus” for which approval is accorded by the Council shall not be changed without the approval of the Council. The Council may permit the change of name as per laid down procedures as given in this handbook.

2.7  New Technical campus offering Engineering & Technology program shall necessarily opt for courses from group ‘C’ of courses. Minimum number of courses to be selected from group ‘C’ with respect to total number of courses opted by new Institution is given in following table.

<table>
<thead>
<tr>
<th>Total number of courses opted by New Technical Campus</th>
<th>Number of courses to be selected from group ‘C’</th>
<th>Courses listed in group ‘C’</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>3 or more</td>
<td>Applied Electronics &amp; Instrumentation</td>
</tr>
<tr>
<td>4</td>
<td>3 or more</td>
<td>Chemical Engineering / Technology</td>
</tr>
<tr>
<td>3</td>
<td>2 or more</td>
<td>Civil Engineering / Technology, Construction Engineering</td>
</tr>
<tr>
<td>2</td>
<td>1 or more</td>
<td>Computer Science, Computer Science and Engineering, Computer Science &amp; Information Technology</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Electrical Engineering or Electrical &amp; Electronics Engineering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electronics and Communication Engineering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information Technology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Instrumentation and Control Engineering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Production Engineering</td>
</tr>
</tbody>
</table>

2.8  The Technical Campus shall be named as “…… Technical Campus”

2.9  The head of the “Technical Camps” shall be named as “Director” having qualifications satisfying existing norms as defined for Principal / Director for any of the one program in the Technical Campus.
| 2.10 | Each program in a Technical Campus shall have a distinct name as “School / Faculty of … (Specify distinct name)” in the Technical Campus. |
| 2.11 | Each Program in a Technical campus shall have Dean or Associate Director at the level of Professor in the respective program as per norms. |
| 2.12 | Each Program shall have separate teaching faculty as per existing qualifications and norms defined for respective program. |
| 2.13 | Requirement of Computers, Software, Internet and Printers for each Program shall be as given Appendix 5. |
| 2.14 | Requirement of Laboratory equipments and Experiments for each Program shall be as given in Appendix 5. |
| 2.15 | Requirement of books and Library facilities for each Program shall be as given in Appendix 5. Requirement of E- Journals shall be as given in Appendix 10 |
| 2.16 | Requirement of essential and desired requirements shall be as given in Appendix 6. |
| 2.17 | The Technical campus may have common administrative staff at the main office including Registrar / Chief Administrative Officer, maintenance and security. Technical and other supporting staff shall be appointed at required positions for each program |

### 3 Submission of Application

3.1 a A unique USER ID will be allotted to each new applicant for setting up a new Institution / Technical Campus, for further process on payment of Rs. 5000 (Five Thousand Only), through the payment gateway on the AICTE Web-Portal www.aicte-india.org

Further, if an Existing Institute applying for conversion to a Technical Campus of its existing Programs, or adding a new Program and conversion of the existing along with the new program to a Technical Campus, The Existing Institutions shall use the USER ID’s allotted to them previously

If any existing Institution has not obtained a USER ID / Password previously or has misplaced / forgotten the same for whatever may be the reason, a unique USER ID shall be allotted to applicants for further process on payment of Rs. 5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal www.aicte-india.org

Using this USER ID, the application in the prescribed format shall be uploaded on the AICTE Web-Portal www.aicte-india.org. By using this USER ID, the applicant will be able to track the status of the application at various stages of processing the application.

3.1 b The processing fee shall be paid through the AICTE payment gateway on the Portal, through Corporate Internet banking failing which, the application shall not be considered.

Applications shall be accepted subject to realization of the Payment
3.1c **Processing Fee for**

Setting up new Technical Campus offering one or more Technical Program at Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level

Converting Existing Technical Institutions into a Technical Campus

Adding new Technical Program/s at Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level in existing Technical Institutions

<table>
<thead>
<tr>
<th>3.2</th>
<th><strong>Type of institution applied for</strong></th>
<th><strong>Processing Fees in Lakhs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Minority Institution</td>
<td>3.5</td>
</tr>
<tr>
<td>b</td>
<td>Institution set up exclusively for women</td>
<td>3.5</td>
</tr>
<tr>
<td>c</td>
<td>Institution set up in Hilly Area in North Eastern States</td>
<td>3.5</td>
</tr>
<tr>
<td>d</td>
<td>All other Institutions</td>
<td>5.0</td>
</tr>
<tr>
<td>e</td>
<td>Government / Government aided / Central University / State University</td>
<td>Nil</td>
</tr>
</tbody>
</table>

3.2f **Processing Fees in Rs. Lakhs for Change in Site / Location, Closure of Institute and conversion of Women only Institute to Co-Ed Institute**

<table>
<thead>
<tr>
<th>Type of Institution</th>
<th>Change in Site / Location</th>
<th>Closure of Institute</th>
<th>conversion of Women only Institute to Co-Ed Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minority Institution</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Institution set up in Hilly Area in North Eastern States other than Government / Government aided / Central University / State University</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Institution set up exclusively for women other than Government / Government aided / Central University / State University</td>
<td>2.0</td>
<td>2.0</td>
<td>2.0</td>
</tr>
<tr>
<td>All other Institutions except Government / Government aided / Central University / State University</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Government / Government aided / Central University / State University</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>

3.3 **Views of State Government and affiliating University**

3.4 The State Government / UT and the affiliating University / Board will forward to the concerned Regional Office of the Council, their views on the applications received, with valid reasons or otherwise within a period of 15 days from the date of receipt of applications.

3.5 The views of the State Government / UT and the affiliating University / Board will be taken into account by the Regional Committee while taking the decision.
whether the application is to be processed further or not.

In the absence of receipt of views from the State Government / UT and / or the affiliating University / Board, the Council will proceed for completion of approval process.

### 3.6 Change of Site / Location

#### a Conditions for Approval

The Institute shall be AICTE approved existing Institute/ Technical campus.

#### b Procedure

1. The AICTE approved existing Institute seeking change of site / Location shall apply on portal for extension of approval as per regulations
2. Select option for change of site / Location giving details as required.

The application shall be processed as per procedure of approval for New Institution. It shall be necessary to provide built up area as per norms required to conduct all existing courses.

In the event of approval by the council for change of site / location, the equipment’s, library and other movable property in the existing Institute may be shifted to new site/location and the approval for activities on existing location shall seize.

The change of site / location shall be effected only on receipt of approval in respect of new location.

Request for approval for partial shifting shall not be considered.

On approval of new location, all activities of Institute shall necessarily / compulsorily carried out at newly approved location.

Any violation in this respect may lead to withdrawal of approval and Institute shall not be allowed to continue its activities in either locations.

Applicant shall need to submit all documents as required for approval of new Institution. Following additional documents shall be necessary while seeking approval for change of site / location of the existing Institute;

1. No Objection certificate (NOC), from state Government
2. No Objection certificate (NOC), from Affiliating University
3. Resolution of the society/Trust seeking approval for change of site/location of the existing Institute
### Closure of Institution

**a  Eligibility**

The Institute shall be AICTE approved existing Institute / Technical campus.

**b  Conditions for Approval**

- The Institute shall be closed completely in one instance and no partial or progressive closure shall be allowed at the first year level. However the subsequent years of working shall lapse at the end of each academic year respectively.
- There shall be no Charge sheet filed or Pending court case/s against the Institute.

**c  Procedure for Approval**

The AICTE approved Institute seeking closure of Institute shall apply on portal for the closure of the institute as per the regulation

An Expert Committee shall visit the location of Institution to verify

1. Status of students already studying in the Institute
2. Status of Faculty and staff in the Institute
3. Any other liabilities of the Institution
4. Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institute

The closure of the Institute shall be effected only on receipt of approval of the council

The applicant shall be required to make arrangements for video recording of visit and make available internet ready computer, printer and scanner.

Additional documents shall be necessary while seeking approval for change of site/location of the existing Institute

1. No Objection certificate (NOC), from state Government
2. No Objection certificate (NOC), from Affiliating University
3. Resolution of the society/Trust seeking closure of the of the existing Institute
### 3.8 Conversion of Women’s only Institution to Co-Ed Institution

#### a Eligibility

The Institute shall be AICTE approved existing Institute / Technical campus.

#### b Conditions / Documents for Approval

1. A certificate stating that admissions for three consecutive years are less than 40% issued by Competent Admission Authority.
2. A certificate stating the actual enrolment of students for the last three consecutive years, issued by the Registrar of the Affiliating University
3. Resolution of the Trust / Society / Board of Governors for the conversion from Women’s Institution to Co-Ed Institution.
4. NOC of the State Government
5. NOC of the Affiliating University
6. Additional Money Deposit as per the Co - Ed Institute
7. Land related documents to be submitted as per the Regulations

#### c Procedure

Institute seeking conversion from Women only to Co-Ed Institution, shall also apply on portal for extension of approval as per regulations

The application shall be processed as per procedure of approval for New Institution. It shall be necessary to provide built up area as per norms required to conduct all existing courses.

The conversion from Women only to Co-Ed Institution shall be effected only after accord of approval in respect of conversion.

### 4.0 Evaluation of application by Scrutiny Committee

#### 4.1

The applications shall be evaluated by a Scrutiny Committee constituted by the Chairman, Regional Committee by selecting members using automated selection process provided on the AICTE Web-Portal.

#### 4.2

Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he will not be part of the committee

#### 4.3

The Scrutiny Committee will invite all applicants for presentation of their proposals. Applicants are advised to adhere to given Scrutiny schedule and not to remain absent for Scrutiny.

If the applicant remains absent for a scrutiny, then in no circumstances what so ever, their applications proposal shall be taken up for a scrutiny.

Applicants shall produce original documents along with attested copies at the time of scrutiny

#### 4.4

Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the applicant Society / Trust / A company established under Section 25 of Companies Act 1956, through web portal.
| 4.5 | Applicants who are communicated deficiencies at the scrutiny shall apply for appeal within a period of 15 days from the date of receipt of rejection on the web portal. |
| 4.6 | Applications which are found to be in order in all respects by the Scrutiny Committee will be processed further. |
| 4.7 | The attested copies of original documents shall be retained by the committee. These shall be scanned & uploaded to the Web-Portal along with the report of the committee. This scanning and uploading will be done by the Regional office of the council. |
| 4.8 | All applicants recommended for Expert Committee Visit by the Scrutiny Committee, shall be communicated the date of Expert Committee Visit through Web Portal. |

### 5.0 Evaluation of application by Expert Committee

| 5.1 | An Expert Committee shall visit the proposed premises of the Institution to verify |
|     | 1. Readiness with respect to Appendix 4, i.e. instructional, administrative and amenities area requirements for Technical Institution |
|     | 2. Readiness with respect to Appendix 5, i.e. Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities for Technical Institution |
|     | 3. Readiness with respect to Appendix 6 i.e. Essential and Desired requirements for Technical Institution |
|     | 4. Progress related to appointment of Principal / Director and faculty with respect to the norms, standards and conditions prescribed by the Council |
| 5.2 | The Expert Committee to verify the Physical and Infrastructural facilities of the applicant Institute, shall be constituted by the Chairman, Regional Committee by selection of members using automated selection process provided on the AICTE Web-Portal |
| 5.3 | Concerned Regional Officer or an Officer of the Council will assist the committee and make necessary arrangements for conduct of the Expert Committee Visit, however, will not be part of the committee |
| 5.4 | Expert Committee shall have access to the report of the Scrutiny Committee |
| 5.5 | Expert Committee shall verify actual availability of equipments, computers, software, internet, printers, book titles, book volumes, subscription of National & International E-Journals. Mere presentation of Purchase Orders / Payment records for subscription etc., without actual availability shall not be considered |
| 5.6 | Expert committee shall also verify documents in original as in appendix 17.2 and Video as in appendix 17.2.17 with respect to actual infrastructure visited |
| 5.7 | The applicant will arrange for, Video recording with date and time of the entire proceedings of the Expert Committee visit, which will form part of the Expert Committee report. Internet ready Laptop / desktop, scanner and printer. |
| 5.8 | The Expert Committee shall Submit to the RO, |
|     | 1. Its report in the prescribed Format of the visit. |
|     | 2. Attested Copies of all documents as at 5.5 |
|     | 3. Video recording of Expert Committee visit. |
|     | 4. Attendance sheet duly signed / digitally authenticated by, the expert |
Committee members, and representatives of applicant Society/Trust present during the visit

5.9 The scanning and uploading of the documents as at 5.5 and 5.8 will be done by the concerned Regional office of the council.

### 6.0 Evaluation of application by Regional Committee

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>The reports of Scrutiny Committee, Expert Visiting Committee will be made available to the Regional Committee. Regional Committee will consider these reports along with views of concerned State Government / UT and affiliating University / Board, if any, and recommend the application for further processing.</td>
</tr>
<tr>
<td>6.2</td>
<td>Applicants, whose applications are recommended for further processing after the decision of the Executive Committee, shall be informed for submission of a Money Deposit along with an affidavit.</td>
</tr>
<tr>
<td>6.3</td>
<td>Applicants as in Clause 6.2, shall deposit the prescribed amount of Money in AICTE’s bank account for an amount as applicable to the category of the Institutions indicated in table 6.3 A, below (Government, Government Aided Institutions and University Departments are exempted).</td>
</tr>
</tbody>
</table>
### 6.3 A

<table>
<thead>
<tr>
<th>Program</th>
<th>Under Graduate</th>
<th>Post Graduate Degree and Post Graduate Diploma</th>
<th>Diploma and Post Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minority / Women / Northern Hilly Area</td>
<td>Others</td>
<td>Minority / Women / Northern Hilly Area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rs. In Lakhs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering &amp; Technology</td>
</tr>
<tr>
<td>Pharmacy</td>
</tr>
<tr>
<td>Architecture / Town Planning</td>
</tr>
<tr>
<td>Applied Arts &amp; Crafts</td>
</tr>
<tr>
<td>Management</td>
</tr>
<tr>
<td>HMCT</td>
</tr>
<tr>
<td>MCA</td>
</tr>
</tbody>
</table>

### 6.4

The total amount in case of establishment of a Technical Campus shall be calculated by adding the amounts specified for each program applied for.

The amount deposited by the Institution shall remain with the Council for at least 10 years which may be extended as per the regulations.

The interest accrued on this deposited amount shall be credited to the Council.

### 6.5

The Principle amount shall be returned to the Society / Trust / A company established under Section 25 of Companies Act 1956, on expiry of the term. However, the term of the deposited amount could be extended for a further period as may 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.

### 6.6

Regional Officer concerned, while forwarding the recommendations of the Regional Committee for further process of issuance of LOA or otherwise to AICTE head quarters, for placing before the Executive Committee shall verify that the processes and parameters prescribed under these regulations and approval process hand book are followed by the Scrutiny Committee and the Regional Committee.

### 6.7

The bureau concerned at AICTE head quarters shall also verify that the processes and parameters prescribed under these regulations and approval process hand book are followed.

### 7

**Grant of approval**

The recommendations of the Regional Committee for further process of issuance of LOA or otherwise shall be placed before the Executive Committee of AICTE.
Committee, shall take a final decision at its meeting on grant of approval or otherwise.

Further based on the decision of the Executive Committee, Letter of Approval or Letter of Rejection shall be issued by the Member Secretary or an officer authorized by him.

Validity of the letter of approval, if issued, shall be for two academic years from date of issue of letter.

### 8 Appointment of Principal / Director and teaching staff in newly approved Institution / Program

8.1 New Institutions granted Letter of Approval and the existing Institutions granted approval for introduction of new Program/s, shall comply with appointment of teaching staff and Principal/Director as the case may be, as per policy regarding minimum qualifications pay scale etc, and other technical supporting staff & administrative staff as per the schedule prescribed in the approval process hand book.

Institutions shall appoint teaching staff / Principal / Director and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University, State Governments and Hon. Court directions if any and as applicable in the case of selection procedures and selection committees.

The information about these appointments of staff in the prescribed format shall also be uploaded on the Web-Portal of AICTE.

In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.

### 9.0 Appeal Procedure

#### Procedure for submission of appeal and evaluation by the Standing Appeal Committee for applications rejected at scrutiny stage.

9.1 The institution, if aggrieved by the decision of AICTE taken on their application seeking approval of technical institution at the scrutiny stage, may submit an Appeal stating facts and grounds of Appeal, within a period of 15 days from the date of receipt of the letter/order/decision of the AICTE on their application on the Web Portal only.

Provided further that for the purpose of this provision, the date of communication, in case of signed hardcopy of the letter, shall be the date of receipt of such communication sent by AICTE and in case of communication of decision through e-mail, or short messaging service (SMS) or fax, the date of communication shall be the date of dispatch of the communication by AICTE.

The Appeal of the institution will be considered by the Standing Appeal Committee ordinarily within a period of 15 days from the date of receipt of the Appeal and for the purpose of consideration of the Appeal, the Standing Appeal Committee may devise its own procedure.

The decision of the Standing Appeal Committee shall be communicated within a
period of 10 days from the date of decision of the Standing Appeal Committee and such decision of the Standing Appeal Committee and communication thereof including date of communication shall be reported to the Council in its next meeting for information.

The appeal schedule shall be notified on the web Portal.

9.2 Applicants are advised to adhere to given Standing Appeal Committee schedule and not to remain absent for Appeal.

If the applicant remains absent for Appeal, then in no circumstances what so ever, their applications / proposal shall be taken up by the Standing Appeal Committee and such Institutions if they so desire may apply afresh for the next academic session.

Such Institutions remaining absent for any reason whatsoever shall not be entitled for any further appeal.

9.3 An officer of the Council shall place the records before the Standing Appeal Committee. A representative of the Institute shall be invited to place the point of view of the Institute before the Standing Appeal Committee for consideration.

9.4 The Standing Appeal Committee at its discretion may recommend a Re-Scrutiny for verification of the claims made by the applicant Society / Trust / A company established under Section 25 of Companies Act 1956.

9.5 The Scrutiny Committee during re-scrutiny shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards.

9.6 Applications which are found to be in order in all respects by the re-scrutiny Committee will be processed further as per Clause 5.0 of Chapter I

9.7 The report of the re-scrutiny Committee if not found in order, shall be placed along with the views of the Advisor Approvals, before the Standing Appeal Committee for review and then placed before the Council for consideration.

9.8 The letter of rejection shall be issued by the Member Secretary or an officer authorised by him, AICTE.

9.9 In case of rejection of the proposal, it shall be open for the applicant to make a fresh application as stated in Chapter 1 of this handbook.

10 Procedure for submission of appeal and evaluation by the Standing Appeal Committee when rejected after the Visit Committee

10.1 The institution, if aggrieved by the decision of AICTE taken on their application seeking approval of technical institution may submit an Appeal stating facts and ground of Appeal, within a period of 15 days from the date of receipt of the letter/order/decision of the AICTE on their application.

Provided further that for the purpose of this provision, the date of communication, in case of signed hardcopy of the letter, shall be the date of receipt of such communication sent by AICTE and in case of communication of decision through e-mail, or short messaging service (SMS) or fax, the date of communication shall be the date of dispatch of the communication by AICTE.

10.2 The Appeal of the institution will be considered by the Standing Appeal Committee ordinarily within a period of 15 days from the date of receipt of the Appeal and for the purpose of consideration of the Appeal, the Standing Appeal

39 | Approval Process Hand Book: 2012 - 2013
| 10.3 | The decision of the Standing Appeal Committee shall be communicated within a period of 10 days from the date of decision of the Standing Appeal Committee. Such decision of the Standing Appeal Committee and communication thereof including date of communication shall be reported to the Council in its next meeting for information. |
| 10.4 | The appeal schedule shall be notified on the web Portal. |
| 10.5 | Applicants are advised to adhere to given Standing Appeal Committee schedule and not to remain absent for Appeal. If the applicant remains absent for Appeal, then in no circumstances what so ever, their applications / proposal shall be taken up by the Standing Appeal Committee in view of constraint of time for the given academic year and such Institutions if they so desire may apply afresh for the next academic session. Such Institutions remaining absent for any reason whatsoever shall not be entitled for any further appeal. |
| 10.6 | An officer of the Council shall place the records before the Standing Appeal Committee. A representative of the Institute shall be invited to place the point of view of the Institute before the Standing Appeal Committee for consideration. |
| 10.7 | The Standing Appeal Committee at its discretion may recommend an Expert Committee visit for verification of the claims made by the applicant Society / Trust / A company established under Section 25 of Companies Act 1956 after the Visit stage or reject the appeal, as the case may be. |
| 10.8 | The expert Visit committee, if recommended by the Standing Appeal Committee, shall verify all the requirements of setting up a new Institute / Program as per the existing norms. This report shall prevail on all the earlier expert committee reports that may have been submitted earlier. |
| 10.9 | The report of the Expert Committee shall be placed along with the views of the Advisor Approvals, before the Standing Appeal Committee for review and then placed before the Council for consideration. |
| 10.10 | However, If differences exist in the Expert Visit committee reports, they shall be deliberated in the Council and the decision of the Council shall be final and binding on the Institute. |
| 10.11 | Based on the deliberations, the Council may recommend issue of Letter of Approval or letter of rejection to be issued by the Member Secretary or an officer authorised by him, AICTE. |
| 10.12 | In case of rejection of the proposal, it shall be open for the applicant to make a fresh application as stated in Chapter 1 of this handbook. |

| 11 | Time Schedule for processing of applications |
| AICTE shall notify through a public Notice published in the leading news papers and through uploading on the AICTE Web-Portal regarding cut off dates for various purposes including receipt of applications and processing thereof from time to time. The time schedule mentioned in the Public Notice shall be final and |
The last date of submission of application form shall mean submission of application on Portal and generation of paying slip not later than the last date as mentioned in the time schedule for this purpose.

| 12 | Enclosures to be submitted at various stages in the approval process as per Appendix 17 |
### Chapter II

#### Grant of Approval through Single Application Form for the following.
- Extension of approval to existing Technical Institution / Technical Campus
- Increase / reduction in intake in existing courses
- Adding course/s in existing program
- Closure of program / course
- Mandatory provision of supernumerary seats for TFW
- Introducing / continuing / discontinuing supernumerary seats for PIO
- Introducing / continuing / discontinuing seats for sons/daughters of NRIIs
- Change of name of the Institute
- Second Shift Programs
- Part Time Programs

<table>
<thead>
<tr>
<th>1</th>
<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Technical Institution / Technical Campus offering technical education shall not continue technical courses or programs beyond the specified period of approval given by the Council.</td>
</tr>
<tr>
<td>1.2</td>
<td>Each Institution offering Post Graduate and / or Under Graduate Technical Program at Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level shall submit an application to the Council, every year, for extension of approval of courses offered by the Institution. Provided that, in case/s of accredited course/s, the period of approval for such course/s shall be for the complete period of accreditation unless the period of approval is determined early or curtailed by the Council after issuing appropriate show cause notice in this regard. Provided further that approval is granted for the complete period of accreditation, the Institution shall submit application annually for Extension of Approval online at AICTE Web-Portal <a href="http://www.aicte-india.org">www.aicte-india.org</a>. It may be further noted that though extension of approval is granted, the Council shall monitor for fulfillment of all norms by the Institute and in the event of non–fulfillment, the Council shall initiate penal action as per regulations, framed by the Council.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.0</th>
<th>Submission of application</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>The Existing Institutions shall use the USER ID’s allotted to them previously. However, if the Institution has not obtained a USER ID / Password previously a unique USER ID shall be allotted to applications for further process on payment of Rs. 5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal <a href="http://www.aicte-india.org">www.aicte-india.org</a>. If the Institution has misplaced / forgotten the password, it will be sent to the user on payment of Rs. 5000/- (Five Thousand Only), through the payment gateway on</td>
</tr>
</tbody>
</table>
For the purpose of applying for Grant of Extension of Approval to existing Technical Institution, the Institution shall submit an application for Extension of Approval on line on the AICTE Web-Portal  [www.aicte-india.org](http://www.aicte-india.org).

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, is to be submitted to the concerned Regional Officer (RO), along with enclosures as at Appendix 18 as applicable.

### 2.2 Seek approval of the council for

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Extension of approval to existing Technical Institution / Technical Campus</td>
</tr>
<tr>
<td>b</td>
<td>Increase / reduction in intake in existing courses</td>
</tr>
<tr>
<td>c</td>
<td>Adding course/s in existing program</td>
</tr>
<tr>
<td>d</td>
<td>Closure of program / course</td>
</tr>
<tr>
<td>e</td>
<td>Mandatory provision of supernumerary seats for TFW</td>
</tr>
<tr>
<td>f</td>
<td>Introducing / continuing / discontinuing supernumerary seats for PIO</td>
</tr>
<tr>
<td>g</td>
<td>Introducing / continuing / discontinuing seats for sons/daughters of NRIs</td>
</tr>
<tr>
<td>h</td>
<td>Change of name of the Institute</td>
</tr>
</tbody>
</table>

A unique identification number is allotted to each application for further reference. By using this number the applicant will be able to track the status of the application at various stages of processing the application through the AICTE Web-Portal.

The processing fee shall be paid through the AICTE payment gateway on the Portal, through Corporate Internet banking failing which, the application shall not be considered.

Applications shall be accepted subject to realization of the Payment.

### 3.0 Institutions fulfilling norms and standards as mentioned will be entitled to allotment as follows.

#### 3.1

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>All Institutions shall be eligible for a maximum of Two Divisions (or two changes) within the definition of Division / Program / level at clause 2.11 of the (Grant of approvals for Technical Institutions, Regulations, 2011).</td>
</tr>
<tr>
<td>b</td>
<td>One course per program per level in First Shift alone can be added in addition to 3.1a on account of accreditation.</td>
</tr>
<tr>
<td>c</td>
<td>No increase shall be given in Program/s running as Division/s in an existing Technical Institute.</td>
</tr>
<tr>
<td>d</td>
<td>Any Institution / Society / Trust / Section 25 company or a member belonging to these if charge-sheeted, shall not be considered for extension of approval unless they are acquitted.</td>
</tr>
<tr>
<td>e</td>
<td>No increase shall be given to Institutions where a FIR / CBI / CVC / any other investigation agency / Anti Ragging / Punitive action initiated by AICTE for any violation in the norms and standards where enquiries are pending.</td>
</tr>
</tbody>
</table>

Such Institutions shall be processed through a standing complaints Committee and
the report shall be placed before the Executive Committee for further process of issuance of approval or rejection.

In case of rejection, the applicants shall apply for appeal and such applications shall be placed before the standing appeal committee for further process.

3.2 Grant of approvals are based on self disclosure of required facilities and infrastructure availability as submitted on line 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 hand Book 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.

3.3 Processing Fees in Rs. Lakhs for various applications of (Degree, Post Graduate Degree, Post Graduate Diploma, Diploma and Post Diploma Institutions)

<table>
<thead>
<tr>
<th>Type of Institution</th>
<th>Extension of Approval</th>
<th>Increase in intake / additional course in 1st and, or 2nd shift</th>
<th>Introduc tion of 2nd Shift, Part Time Program s</th>
<th>Introduc tion or continua tion of PIO seats</th>
<th>Introduc tion or continua tion of NRI seats</th>
<th>Reduction in intake / Closure of course / program</th>
<th>Change of name of Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minority Institution</td>
<td>0.75</td>
<td>2.0</td>
<td>0.75</td>
<td>2.0</td>
<td>2.0</td>
<td>0.75</td>
<td>0.75</td>
</tr>
<tr>
<td>Institution set up in Hilly Area in North Eastern States</td>
<td>0.75</td>
<td>2.0</td>
<td>0.75</td>
<td>2.0</td>
<td>2.0</td>
<td>0.75</td>
<td>0.75</td>
</tr>
<tr>
<td>Institution set up exclusively for women</td>
<td>0.75</td>
<td>2.0</td>
<td>0.75</td>
<td>2.0</td>
<td>2.0</td>
<td>0.75</td>
<td>0.75</td>
</tr>
<tr>
<td>All other Institutions</td>
<td>1.0</td>
<td>2.0</td>
<td>1.0</td>
<td>3.0</td>
<td>3.0</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Government / Government aided / Central University / State University</td>
<td>Nil</td>
<td>2.0</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>

3.4 a) Above fees is applicable irrespective of number of divisions / courses applied for Increase / Closure

b) The payment options available is only through Corporate Internet banking

Applications shall be accepted subject to realization of the Payment

3.5 Submission of an application for Extension of Approval on Web-Portal on or before the last date as mentioned in the schedule is mandatory

3.6 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, shall be submitted to Affiliating University / Board and Concerned State Government / UT, along with all enclosures as above, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner on or before the date as mentioned in the schedule. Subsequently a stamped receipt from an authorized signatory as proof of submission of these documents is to be
collected.
4.0 The approved Technical Institution may expand its activities by adding additional courses / divisions, in the 1st and / or 2nd shift in the existing Program for

1. Increasing demand of technically skilled personnel
2. Increase utilization of infrastructure available at the Technical Institutions
3. Facilitate cost effective education to masses through increased utilization of infrastructure available at the Technical Institutions
4. Enabling Faculty to pursue PG Education
5. Enabling students to enroll full time for technical education with staggered timings.

5.0 Application for Introduction of course / division shall be considered in accordance with Intake & Number of Courses / Divisions in the Technical Institution given in Clause 3.1 of Chapter II, of this handbook and on fulfillment of the following requirements

The Institute shall have zero Deficiency as per the report generated through Web Portal

6.0 Separate division in 2nd year of Engineering / Technology courses for admitting Diploma and B.Sc. Degree holders shall be allowed with following conditions,

1. This division considered as a part of sub clause 3.1 (a) shall be allowed in the courses already available in the Engineering / Technology Institutions.
2. Provision for Foreign Nationals / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries shall not apply to this division.
3. Lateral entry supernumerary seats for as per (Grant of approvals for Technical Institutions, Regulations, 2011), clause 4.35 shall not apply to this division.
4. Admission procedure for these seats shall be decided by concerned State Government / UT authorities.
5. The Institute shall have zero Deficiency as per the report generated through Web Portal

7.0 Document verification in case of Change of Name, Reduction in intake / Closure of Course

Applicants shall submit the following to Regional office (RO) along with the application form.

1. NOC of state Government
2. NOC of affiliating University / Board
3. Governing Body resolution

Procedure

1. Scrutiny Committee shall verify the correctness of the documents.
2. If the documents are accepted, then RO shall enable the appropriate flag on
### 8.0 Procedure for Approval and allotment of intake in 2nd Shift

#### 8.1 Approval for additional Divisions in second shift working shall be considered on with views by State Government / UT and Affiliating University / board and on fulfillment of following conditions

The Institute shall have zero Deficiency as per the report generated on the Web Portal.

The total intake of UG & PG and Diploma/Post Diploma, in the 2nd shift shall be governed by the following conditions.

- One Division or variation in any of the existing Courses at the Under Graduate level.
- And / or
- Two divisions or variations in any of the existing Courses at the Post Graduate level.
- And / or
- Two divisions or variations in any of the existing Courses at the Diploma/Post diploma level.

Notwithstanding the above, in the second shift no Institute shall be eligible for more than 50% of total intake in first / general shift.

No supernumerary seats shall be allotted to 2nd Shift Programs

#### 8.2 1. 2nd shift working shall necessarily require exclusive teaching staff as per norms specified in Appendix 7 and appendix 8. It shall also have separate technical, administrative and supporting staff at required positions.

2. Additional laboratory equipments needed especially for PG program, shall be procured and made available as per norms.

3. Availability of Dean at the level of Professor in the 2nd shift to supervise overall functioning of 2nd shift shall be mandatory.

4. The allotment shall be considered on the basis of Table 10.0. However the course of a program in the second shift shall be approved subject to the same being run in the first / general shift.

### 9.0 Procedure for Approval of Part Time Programs

#### 9.1 Part time means activities conducted in evening time i.e. 5.30 pm to 9.30 pm (six days a week) wherever First / general shift working exits.
Part Time Programs are only for Working Professionals or professionals with at least two years of work experience

9.2 Objective

To facilitate Technical and Management institutions to respond to the felt need of providing Technical and Management education to working personnel who may have, for some reason, missed out on a formal management education, earlier on in their career and wish to make up for the same.

To provide an opportunity to working personnel to enhance their qualifications, competence by enhanced skill formation

9.3 Need

1. Increasing demand of Technical / Management skilled personnel
2. Increase utilization of infrastructure available at the existing Management Institutions
3. Facilitate cost effective education to masses through increased utilization of infrastructure available at the Management Institutions
4. Enabling Faculty to pursue Management Education
5. Enabling students to enrol part time for Management education with staggered timings.

9.4 Duration of the part Time Program

As per the affiliating University prevailing rules and Curriculum

9.5 Academic Structure

1. The syllabus (course work) shall be the same as that used for a Full time Program and as prescribed by the affiliating University
2. Additionally, there shall be an industry based live orientation at an appropriate level of at least 45 days, for industry-skill enhancement.
3. There shall also be a major project leading to mini dissertation with a span of requirement of at least seventy man-hours of work.

9.6 Procedure for approval and allotment of intake in Part time Programs

1. Approval for Part time Programs shall be considered on with views by State Government / UT and Affiliating University / board and on fulfillment of following conditions
2. The Institute shall have zero Deficiency as per the report generated
3. The total intake of UG & PG and Diploma/Post Diploma, in the Part Time Technical and or Management Programs shall be governed as below.

One Division or variation in any of the existing Courses at the Under Graduate level.
And / or
Two divisions or variations in any of the existing Courses at the Post Graduate level.
And / or
Two divisions or variations in any of the existing Courses at the Diploma/Post diploma level.

Notwithstanding the above, in the Part Time no Institute shall be eligible for more than 50% of total intake in first / general shift.

a. No supernumerary seats shall be allotted to Part Time Programs

<table>
<thead>
<tr>
<th>9.7</th>
<th>Eligibility of the Candidate to be admitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>For Management Programs, eligibility is same as Regular programs</td>
</tr>
<tr>
<td>2.</td>
<td>For all other Programs a candidate with a Diploma in relevant program only is eligible.</td>
</tr>
<tr>
<td>3.</td>
<td>However in addition the Candidate shall have a minimum of Two years full time work experience in a registered firm / Company / Industry / Educational and / or Research Institute / any Government Department / Government, Autonomous Organisations in the relevant field in which admission is sought.</td>
</tr>
<tr>
<td>4.</td>
<td>A letter shall be furnished by the employer stating that the candidate is being sponsored to seek admission to the respective course. The employer should also indicate that the candidate will not be withdrawn midway till the completion of the course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9.8</th>
<th>Rules for Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Part Time working shall necessarily require exclusive teaching staff as per norms specified in Appendix 7 and 8. It shall also have separate technical, administrative and supporting staff at required positions.</td>
</tr>
<tr>
<td>2.</td>
<td>Additional laboratory equipments needed especially for PG program, shall be procured and made available as per norms.</td>
</tr>
<tr>
<td>3.</td>
<td>Availability of Dean at the level of Professor in the Part Time Program to supervise overall functioning of Part Time Programs shall be mandatory.</td>
</tr>
<tr>
<td>4.</td>
<td>The program in the Part Time shall be approved subject to the same being run in the first / general shift</td>
</tr>
<tr>
<td>5.</td>
<td>No part-time course will be sanctioned for those already running 2nd shift.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9.9</th>
<th>Faculty Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>50% faculty from General shift</td>
</tr>
<tr>
<td>2.</td>
<td>20% core staff to be appointed for each part time course i.e. minimum one Associate Professor and Two Assistants Professors</td>
</tr>
<tr>
<td>3.</td>
<td>30% faculty as guest faculty from neighbouring industries / R&amp;D</td>
</tr>
</tbody>
</table>
10.0 The Council shall allow programs / courses / divisions in Technical Institutions in the 2nd shift working as per clause 10.1 subject to fulfillment of conditions as prescribed above.

<table>
<thead>
<tr>
<th>10.1</th>
<th>Allowable additional Program / Courses / Divisions in second shift</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Engineering / Technology Degree (UG and PG)</td>
</tr>
<tr>
<td></td>
<td>✓</td>
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<td></td>
<td>✓</td>
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<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

11.0 Tuition Fee Waiver scheme (TFW)

11.1 a Scheme shall be applicable to all approved Technical Institutions offering Bachelor Programs, Diploma and Post Diploma program of Three / Four years duration

b Seats up to maximum 5 percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature.

c The Competent Authority for admissions shall be the same as for regular admissions.

d The scheme shall be mandatory for all Institutions approved by the council.
### 11.2 Eligibility

| a | Sons and daughters of parents whose annual income is less than Rs. 4.50 lakhs from all sources shall only be eligible for seats under this scheme |
| b | 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 fees will have to be paid by the beneficiary. |

### 11.3 Procedure for Grant of Approval

| a | 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 fees will have to be paid by the beneficiary |
| b | The Competent Authority for admissions shall be the same as for regular admissions and up to five percent of its sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature. |

### 11.4 Admissions Procedure

| a | Under this Scheme, up to five percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature. |
| b | The competent authority to effect these admissions is the State Government or its designated Authority |
| c | In the event of non-availability of students in this category the same shall not be given to any other category of applicants. |
| d | State Admission authority shall invite applications under this category, make a separate merit list for this category and effect admissions on the basis of the merit list so generated. |
| e | The Institutions shall publish in their brochure and web site the details of this scheme. |
| f | Competent Authority for admissions shall submit a separate list of the students admitted under this category to the Institute to which they are admitted for compliance. |
| g | A letter in this respect shall be issued by the Competent Authority for admissions to each beneficiary student admitted under this scheme and he / she shall not be allowed to change Institution/course under any circumstances |
| h | The Institutions shall also display information regarding admitted candidates in their web sites for information to the students and other stakeholders |

### 12 Supernumerary quota for Foreign Nationals / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries

For seeking approval for introduction of Supernumerary quota for Foreign Nationals / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries, the concerned Institutions shall apply to the council.
<table>
<thead>
<tr>
<th>12.1</th>
<th><strong>Eligibility</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>The Institutions shall provide suitable hostel / residential accommodation to the Foreign Students / Persons of Indian Origin (PIOs) and Children of Indian workers in Gulf Countries.</td>
</tr>
<tr>
<td></td>
<td>The Institute shall have zero Deficiency as per the report generated.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12.2</th>
<th><strong>Grant of Approval for PIO</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Institute shall fill in excess of 15 % of intake seats per Course under this scheme.</td>
</tr>
<tr>
<td></td>
<td>Fifteen percent (15%) Course seats in all the AICTE approved Institutions and University Departments, approved by the Council, offering technical courses leading to Diploma and Post Diploma, Degree and Post-Graduate Degree in Engineering &amp; Technology, Architecture &amp; Town Planning, Pharmacy, Applied Arts, MBA &amp; MCA, Hotel Management &amp; Catering Technology, shall be allowed on supernumerary basis from amongst Foreign Nationals / Persons of Indian Origin (PIOs) / Children of Indian Workers in the Gulf Countries, over and above the approved intake, provided that 1/3rd of the 15% shall be reserved across different disciplines in the educational Institution, for the Children of Indian Workers in the Gulf Countries. However, any vacant seats out of 1/3rd category shall be reverted to the quota of 2/3rd meant for PIO / Foreign Nationals.</td>
</tr>
<tr>
<td></td>
<td>Provided that this is subject to the availability of adequate Infrastructural facilities in the applicant Institution, to be verified by the Council, based on its Norms and Guidelines. These supernumerary seats shall be exclusively meant for these categories of students in the Diploma and Post Diploma, under-graduate and post-graduate courses with a rider that under no circumstances a seat remains unfilled shall be allowed to anyone other than a foreign student / PIO, Foreign Nationals / Persons of Indian Origin (PIOs) / 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.</td>
</tr>
<tr>
<td></td>
<td>The Institution shall submit an application for continuation of approval for supernumerary seats as a part of application of extension of approval, every year, giving details of faculty and other facilities in the Institution every year for renewal of the approval for admitting Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12.3</th>
<th><strong>Fees &amp; Admissions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The concerned State Government / UT shall notify the tuition and other fees for candidates to be admitted under Foreign Nations / PIO category. Fees prescribed for NRI quota seats shall not be applicable to these admissions. The children of Indian workers in the Gulf Countries shall be treated at par with resident citizens.</td>
</tr>
<tr>
<td></td>
<td>Admissions to these seats shall be done on merit basis among applicants of these categories.</td>
</tr>
<tr>
<td>13</td>
<td><strong>Admissions for Sons &amp; Daughters of Non Resident Indian(s)</strong></td>
</tr>
<tr>
<td>----</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>13.1</td>
<td><strong>a</strong> For seeking grant of approval for admitting Sons &amp; Daughters of Non Resident Indian(s), Institutes shall apply to the council.</td>
</tr>
<tr>
<td></td>
<td><strong>b</strong> A 5% of seats within sanctioned intake is provided for NRI category.</td>
</tr>
<tr>
<td></td>
<td><strong>c</strong> The Institute shall have zero Deficiency as per the report generated</td>
</tr>
<tr>
<td>13.2</td>
<td><strong>Implementation</strong></td>
</tr>
<tr>
<td></td>
<td><strong>a</strong> Competent Authority for admissions shall be the same as for regular admissions</td>
</tr>
<tr>
<td></td>
<td><strong>b</strong> In the event of non-availability of students in NRI category, the seats will be given to general candidates as per general merit. However, general fee shall be applicable to these candidates thus admitted against vacant NRI seats.</td>
</tr>
<tr>
<td>13.3</td>
<td><strong>Fee and Admissions</strong></td>
</tr>
<tr>
<td></td>
<td><strong>a</strong> Competent Authority for admissions shall fetch list of Technical Institutions who have sought approval from the council, from AICTE Web-Portal</td>
</tr>
<tr>
<td></td>
<td><strong>b</strong> The Competent Authority for admissions shall display availability of NRI seats, branch wise, in various Institutions, for information of candidates during all stages of admissions so that the students can freely exercise their informed choice. The Institutions may publish in their brochure and web site the number of NRI seats available in course / division</td>
</tr>
<tr>
<td></td>
<td><strong>c</strong> Competent Authority for admissions shall prepare merit list of applicants by inviting applications from eligible NRI students and effect admissions strictly on merit basis</td>
</tr>
<tr>
<td></td>
<td><strong>d</strong> A letter in this respect shall be issued by the Competent Authority for admissions to each beneficiary. Students admitted under this scheme shall not be allowed to change Institution / course under any circumstances</td>
</tr>
<tr>
<td></td>
<td><strong>e</strong> The Institutions shall also display information regarding admitted candidates in their web sites for information to the students and other stakeholders</td>
</tr>
</tbody>
</table>
### 14.0 Procedure for processing applications for

- Extension of approval to existing Technical Institution / Technical Campus
- Increase / reduction in intake in existing courses
- Adding course/s in existing program
- Closure of program / course
- Mandatory provision of supernumerary seats for TFW
- Introducing / continuing / discontinuing supernumerary seats for PIO
- Introducing / continuing / discontinuing seats for sons/daughters of NRIs
- Change of name of the Institute
- Second Shift Programs
- Part Time Programs

### 14.1 An applicant shall, using login ID and password, enter / edit data as required

### 14.2 An applicant shall operate “deficiency and status report” tab and check the deficiencies if any.

### 14.3 All applicants shall ensure that the data entered / edited are correct. Facility to edit the data till the correctness is ensured is available until the submission of the data by pressing the submit tab.

### 14.4 After pressing the submit tab, the data is in non editable mode and shall not be allowed to be corrected any further.

Applications shall exercise utmost caution before pressing the submit tab.

### 14.5 If there are no deficiencies then the system shall allot the intake applied for, as per clause 3.0 of Chapter II

### 14.6 The consolidated list of all Institutes with the approved intake shall be placed before the Executive Committee for approval or otherwise. The same shall be notified on the web portal. Further the Institute may print the Extension of approval letter along with approved intake through the institute login.

### 14.7 No appeal shall be allowed on this procedure since an applicant is allowed corrections multiple times, in the application form along with generation of online deficiency / status report before submission of the application.
<table>
<thead>
<tr>
<th>15.0</th>
<th><strong>Time Schedule for processing of applications</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>15.1</td>
<td>AICTE shall notify through a public Notice published in the leading news papers and through uploading on the AICTE Web-Portal regarding cut off dates for various purposes including receipt of applications and processing thereof from time to time. The time schedule mentioned in the Public Notice shall be final and binding. The last date of submission of application form shall mean submission of application on Portal and generation of paying slip not later than the last date as mentioned in the time schedule for this purpose.</td>
</tr>
</tbody>
</table>

| 16.0 | Enclosures to be submitted at various stages in the approval process as per Appendix 18 |
Chapter III

1.0 Unapproved Institutions

| 1.1 | No Institution shall offer Technical program or course without approval of the Council. Provided further that any Institution offering Technical Program without approval of the Council, shall be termed as unapproved if |
|     | a It is started without prior approval by the Council |
|     | b It is working in temporary location / at location not approved by the Council |
|     | c It is declared as “Unapproved” by the Council |

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

|     | Provided further 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, they shall apply as per the provisions of Chapter I. |
|     | Its legal date of starting will be from the date of issue of the Letter of Approval. |
|     | Students, who are admitted prior to approval by the Council, will not have any right for re-admission and will have to fulfill all the requirements for admission as prescribed by the competent admission authority. |

3.0 The Institutions conducting courses / Programs 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 Societies / Trusts / Companies / associated Individuals as the case may be.

4.0 No course other than those specifically approved by the Council shall run in the same premises sharing the same facilities.

5.0 The Council shall initiate appropriate penal, civil and / or criminal action against such defaulting Institutions / Societies / Trusts / Companies / Associated Individuals as the case may be and the following action shall also be taken

| 5.1 | No admission status for approved Program / Courses |
| 5.2 | Withdrawal of approval of the Institution |
## Chapter IV

### 1.0 Action in case of violation of Regulations

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>An Institution running any Program / Course in Technical Education in violation of Regulations, shall be liable to appropriate initiation of Penal Civil action including withdrawal of approval, if any, and / or criminal action by the Council against defaulting Societies / Trusts / Companies / Associated Individuals and / or the Institution, as the case may be.</td>
</tr>
<tr>
<td>1.2</td>
<td>Provided that, if any Technical Institution contravenes any of the provisions of concerned regulations, the council after making such inquiry as it may consider appropriate and after giving Technical Institution concerned, an opportunity of being heard, under appropriate regulations, withdraw approval to the concerned Technical Institution / Program / Course. Provide further that in case of such a withdrawal, the operations of the said Technical Institution / Program / Course shall not be started again before completion of two academic years from the date of such a withdrawal. Such institution where the approval has been withdrawn, the restoration is as per the procedure for setting up a new Institute as defined in Chapter I.</td>
</tr>
</tbody>
</table>

### 2.0 Non submission / Incomplete submission of application for extension of approval

The Technical Institutions shall submit the application for extension of approval in the prescribed format along with the enclosures to the concerned Regional Office of AICTE each year for extension of approval by the Council, even in cases where the approval to the Program / Course was granted for more than one year. The last date for receipt of such application with or without Late Fee shall be as mentioned in the schedule.

Non submission / incomplete submission of application for extension of approval shall invite appropriate penal action against the Institution. The Institution shall be liable to the following punitive action from any one or more of the following by the council.

1. Suspension of approval for supernumerary seats for one academic year
2. No admission status in one / more courses for one academic year
3. Withdrawal of approval for Program / course
4. Withdrawal of approval of the Institution

### 3.0 Excess admissions

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Excess admissions over the sanctioned intake shall not be allowed under any circumstances. In case any excess admission is reported to / noted by the Council, appropriate penal action will be initiated against the Institution. The Institution shall be liable to following punitive action from any one or more of the following by the council.</td>
</tr>
<tr>
<td></td>
<td>1. Excess admission fee amounting five times the total fees collected per student shall be levied against each excess admission.</td>
</tr>
<tr>
<td></td>
<td>2. Suspension of approval for supernumerary seats for one academic year</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>3.2</td>
<td>Amount in respect of Excess admission fee shall be remitted to “Member Secretary, AICTE” as per instructions issued by the council.</td>
</tr>
<tr>
<td>4.0</td>
<td><strong>Non fulfillment of requirement of qualified Principal / Director</strong></td>
</tr>
<tr>
<td>4.1</td>
<td>Institutions not having qualified Principal / Director for period, more than 18 months shall be liable to following punitive action by the council.</td>
</tr>
<tr>
<td></td>
<td>- No admission status for one academic year</td>
</tr>
<tr>
<td>5.0</td>
<td><strong>Non fulfillment in Faculty: Student ratio, not adhering to pay–scales and/or qualifications prescribed for teaching staff</strong></td>
</tr>
<tr>
<td>5.1</td>
<td>Institutions not maintaining prescribed Faculty: Student ratio, not adhering to Pay scales, or qualifications prescribed for teaching staff for more than 18 months, shall be liable to following punitive action by the council from any one or more of the following.</td>
</tr>
<tr>
<td></td>
<td>1. Suspension of approval for supernumerary seats, if any for one academic year</td>
</tr>
<tr>
<td></td>
<td>2. No admission status in respective courses for one academic year</td>
</tr>
<tr>
<td></td>
<td>3. Withdrawal of approval in the respective course</td>
</tr>
<tr>
<td></td>
<td>4. Withdrawal of approval of the Institution</td>
</tr>
<tr>
<td>6.0</td>
<td><strong>Non fulfillment in Computer, Software, Internet, Printers, Laboratory Equipments, Books, Journals, Library facilities requirements</strong></td>
</tr>
<tr>
<td>6.1</td>
<td>Institutions not maintaining prescribed Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities shall be liable to following punitive action from any one or more of the following by the council.</td>
</tr>
<tr>
<td></td>
<td>1. Suspension of approval for supernumerary seats, if any for one academic year</td>
</tr>
<tr>
<td></td>
<td>2. No admission status in one / more courses for one academic year</td>
</tr>
<tr>
<td></td>
<td>3. Withdrawal of approval for Program / course</td>
</tr>
<tr>
<td></td>
<td>4. Withdrawal of approval of the Institution</td>
</tr>
<tr>
<td>7.0</td>
<td><strong>Non fulfillment in additional Essential requirements for Technical Institution</strong></td>
</tr>
<tr>
<td>7.1</td>
<td>Institutions not maintaining prescribed requirements shall be liable to following punitive action from any one or more of the following by the council.</td>
</tr>
<tr>
<td></td>
<td>1. Suspension of approval for supernumerary seats, if any for one academic year</td>
</tr>
<tr>
<td></td>
<td>2. No admission status in one / more courses for one academic year</td>
</tr>
<tr>
<td>8.0</td>
<td><strong>Non fulfillment in Built up Area</strong></td>
</tr>
<tr>
<td>8.1</td>
<td>Institutions not fulfilling prescribed built up area requirements shall be liable to following punitive action from any one or more of the following by the council.</td>
</tr>
<tr>
<td></td>
<td>1. Suspension of approval for supernumerary seats, if any for one academic year</td>
</tr>
<tr>
<td></td>
<td>2. No admission status in one / more courses for one academic year</td>
</tr>
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<td>---</td>
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</tr>
<tr>
<td>3.</td>
<td>Withdrawal of approval for Program/course</td>
</tr>
<tr>
<td>4.</td>
<td>Withdrawal of approval of the Institution</td>
</tr>
</tbody>
</table>

## 9.0 Refund cases

Institutions not following guidelines issued by the Council regarding refund of fees on cancellations of admissions or delaying refunds shall be liable to following punitive action from any one or more of the following by the council:

1. Fine for non compliance of refund of fees levied against each case shall be twice the total fees collected per student.
2. No admission status in one / more courses for one academic year
3. Withdrawal of approval for Program / Course
4. Suspension of approval for supernumerary seats, if any for one academic year

## 10.0 Amount in respect of Fine for non compliance of refund of fees shall be remitted to “Member Secretary, AICTE” as per instructions issued by the council.

## 11.0 Procedure for restoration against punitive actions

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1</td>
<td>Applicant makes an application for restoration on the Web Portal along with the application for extension of approval of the next academic year.</td>
</tr>
<tr>
<td>11.2</td>
<td>The restoration is subject to Expert visit</td>
</tr>
<tr>
<td>11.3</td>
<td>The expert Visit Committee shall verify all the requirements as per the approval process hand book.</td>
</tr>
<tr>
<td>11.4</td>
<td>Decision on the expert Visit Committee report after deliberation by Executive Committee which may issue approval for restoration or may recommend status quo.</td>
</tr>
<tr>
<td>11.5</td>
<td>The institute may appeal as per the procedure of appeal in Chapter I if the status quo on punitive action is maintained.</td>
</tr>
</tbody>
</table>
## Chapter V

### 1.0 Collaboration & Partnerships between Indian and Foreign Universities / Institutions in the field of Technical Education, Research and Training

<table>
<thead>
<tr>
<th>1.1</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To facilitate collaboration and partnerships between Indian and Foreign University / Institutions in the field of Technical education, Research and Training</td>
</tr>
<tr>
<td>2.</td>
<td>To systematize the operation of Foreign Universities / Institutions providing training and other educational services, in India leading to award of Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level in technical education on their own, under any mode of delivery system such as conventional / formal, non-formal and distance mode.</td>
</tr>
<tr>
<td>3.</td>
<td>To systematize the operation of Foreign Universities / Institutions providing training and other educational services, in India leading to award of Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma in technical education in collaboration with an Indian educational Institution, under any mode of delivery system such as conventional / formal, non-formal and distance mode.</td>
</tr>
<tr>
<td>4.</td>
<td>To safeguard the interest of students’ community in India and ensure uniform maintenance of Norms and Standards as prescribed by various Statutory Bodies.</td>
</tr>
<tr>
<td>5.</td>
<td>To ensure accountability for all such educational activities by Foreign Universities / Institutions in India.</td>
</tr>
<tr>
<td>6.</td>
<td>To safeguard against entry of non-accredited Universities / Institutions in the Country of origin to impart technical education in India.</td>
</tr>
<tr>
<td>7.</td>
<td>To safeguard the nation’s interest and take punitive measures, whenever necessary, against the erring Institutions, on case-to-case basis.</td>
</tr>
</tbody>
</table>

### 2.0 Eligibility

<table>
<thead>
<tr>
<th>2.0</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Foreign Universities / Institutions interested in imparting technical education on their own in India leading to award of Diploma and Post Diploma and Degrees including post graduate and doctoral programs.</td>
</tr>
<tr>
<td>2.</td>
<td>Indian University / Institution which is already in existence and is duly approved by the Council, interested in imparting technical education leading to award of Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma including post graduate and doctoral Programs of a Foreign University through collaborative / twining arrangements.</td>
</tr>
<tr>
<td>3.</td>
<td>Offshore Campus of Indian AICTE approved Institutions offering Indian Degree.</td>
</tr>
<tr>
<td>4.</td>
<td>Any other educational activity carried out in India, in any manner by the Foreign University / Institutions.</td>
</tr>
<tr>
<td></td>
<td>Conditions for Approval</td>
</tr>
<tr>
<td>---</td>
<td>------------------------</td>
</tr>
<tr>
<td>3.1</td>
<td>No Foreign University / Institution shall establish / operate its educational activity in India leading to award of Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level and Doctoral level programs without the specific prior permission / approval of the Council.</td>
</tr>
<tr>
<td>3.2</td>
<td>Proposal from the Foreign Universities / Institutions shall be considered provided that they themselves establish operation in India or through collaborative arrangements with either an Indian Institution created through Society / Trust / A company established under Section 25 of Companies Act 1956, or the relevant Act in India. Franchising in any form shall not be allowed.</td>
</tr>
<tr>
<td>3.3</td>
<td>Accreditation by the authorized agency in parent Country with acceptable grades where grading is available, shall be the pre-requisite condition for any Foreign University / Institution to start its operation for imparting technical education in India.</td>
</tr>
<tr>
<td>3.5</td>
<td>The educational Programs to be conducted in India by Foreign Universities/Institutions leading to award of Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level, 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 Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diplomas must be fully recognized in their parent Country.</td>
</tr>
<tr>
<td>3.6</td>
<td>All such Foreign Universities / Institutions which are registered in India for imparting technical education leading to award of Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma shall have recognition at par with equivalent Indian Degrees.</td>
</tr>
<tr>
<td>3.7</td>
<td>The proposal from Foreign University seeking equivalence of technical Courses / Programs at Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level for mutual recognition of qualifications for the purpose of imparting such courses in India under collaborative arrangements or otherwise shall be considered by the Council through its Standing Committee on Equivalence comprising of representatives from UGC, AIU and the Council or such other mechanism as may be decided. In case such equivalence has already been established by AIU or any recognized Government body, the same may be accepted by the Council for the purpose provided the same are not in dispute.</td>
</tr>
<tr>
<td>3.8</td>
<td>It shall be the responsibility of the concerned Foreign University / Institution to provide for and ensure that all facilities are available the academic requirements are laid down and announced prior to starting of the Program.</td>
</tr>
<tr>
<td>3.9</td>
<td>Any course / Program which jeopardizes the National interest of the Country shall not be allowed to be offered in India.</td>
</tr>
<tr>
<td>3.10</td>
<td>It shall be the responsibility of the concerned Foreign University / Institution offering Program in India to get their AICTE approved centres, accredited by NBA soon after two batches have passed out from such centres. The study centres / Institutions of collaborating private educational service providers which impart technical education leading to the award of a Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma of a Foreign University shall be considered as a center of the Foreign University / Institution, even though the management may be provided by the Indian educational Institution.</td>
</tr>
<tr>
<td>3.11</td>
<td>The Foreign University / Institution shall be bound by the advice of AICTE with regard to admissions, entry qualifications and the conduct of courses / Program in technical education as may be communicated to them from time to time.</td>
</tr>
<tr>
<td>3.12</td>
<td>The Council may prescribe any other condition for registration, expedient to do so in the overall interest of the technical education system in the Country</td>
</tr>
<tr>
<td>3.13</td>
<td>The Foreign Universities/Institutions already operating in India, without prior approval of the Council in various forms shall have to seek fresh approval from the Council within six months from the date of issuance of this notification or before commencement of ensuing academic session, whichever is earlier and shall be governed by the Regulations and Guidelines of AICTE.</td>
</tr>
</tbody>
</table>

**4.0 Foreign University / Institution setting up a campus in India on its own**

| 4.0.0 | Eligibility, Procedure for application and the Process of approval |
| 4.0.1 | All such proposals shall be dealt with in accordance with provisions contained in Chapter I of the Hand Book. |

**5.0 Collaborations and Twinning Programs**

| 5.0.0 | The students admitted to the Program should spend at least one semester of the course work of the Program in the Foreign University / Institution in its parent Country |
| 5.0.1 | The students failing to secure VISA should be enrolled in a similar Program being conducted by the Indian partner Institution, affiliated to a formal University recognized by the UGC or Board of Technical Education in the respective States, as applicable. The Intake of such students will be over and above the approved intake of the Program being conducted by the Indian Partner Institution. |

For this purpose the Foreign University / Institution, the Indian partner Institution and the concerned affiliating University or Board of Technical Education in the respective States, shall enter into a tripartite agreement / MOU for the purpose.

The Indian partner Institution shall be affiliated to the University under whose jurisdiction it is located or Board of Technical Education in the respective States in which the Institute is located as applicable.

For Courses where University approval is not mandatory, the Foreign University / Institution, the Indian partner Institution shall enter into a bipartite agreement / MOU for the purpose.

For Courses where Board of Technical Education in the respective State, approval is not mandatory, the Foreign University / Institution, the Indian partner Institution shall enter in to a bipartite agreement / MOU for the purpose.

| 5.0.3 | The Degree should be awarded by the Foreign University / Institution only in its parent Country |
6.0 Processing Fee: Paid through the AICTE payment gateway available on the Web-Portal [www.aicte-india.org](http://www.aicte-india.org)

The processing fee shall be paid through the AICTE payment gateway on the Portal, through Corporate Internet banking failing which, the application shall not be considered.

Applications shall be accepted subject to realization of the Payment

<table>
<thead>
<tr>
<th>Type of Institution</th>
<th>Processing Fee in Rs. Lakhs</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Minority Institution</td>
<td>8.00</td>
</tr>
<tr>
<td>b Institution set up in Hilly Area in North Eastern States other than Government / Government aided / Central University / State University</td>
<td>8.00</td>
</tr>
<tr>
<td>e Institution set up exclusively for women other than Government / Government aided / Central University / State University</td>
<td>8.00</td>
</tr>
<tr>
<td>d All other Institutions except Government / Government aided / Central University / State University</td>
<td>10.00</td>
</tr>
<tr>
<td>e Government / Government aided / Central University / State University</td>
<td>Nil</td>
</tr>
</tbody>
</table>

7.0 Procedure for Approval: Introducing a Foreign Collaboration with an AICTE approved Indian Institution

7.1 A new Institute applying for Foreign collaboration, shall apply as per the provisions of Chapter I

7.2 A AICTE approved Existing Institute applying for Foreign collaboration shall apply on the Web-Portal and shall be processed as per Clause 5.0 of Chapter I

7.3 Institute shall provide all required documents in original as per appendix 17 or appendix 18 as the case may be, at the time of the expert visit Committee for verification. The Institute shall however submit attested copies of all the original documents to the Expert visit committee.

7.4 Additional documents shall be necessary while seeking approval for Foreign collaborations and Twinning Programs

No Objection certificate (NOC), from concerned embassy in India with mention of genuineness of educational Institution of the respective country

A Tripartite / Bipartite agreement (MOU), as applicable between the Indian AICTE approved Institution, The Collaborating Foreign University / Institution and the Indian affiliating UGC recognized University or Board of Technical Education in the respective State. This is a fall back arrangement to enable the students who fail to get a VISA to travel abroad, to continue and complete their education in a similar program in India.

At least one semester of Education in the collaborative program to be conducted in India and the Country in which the Foreign collaborating University / Institution is located.
8.0 Off Shore Indian Campus and award of Indian Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma.

8.1 Proposal for Offshore Campus shall be processed in accordance with the process and provisions as contained in Chapter I.

Provided that the applicant Institution submits a No Objection Certificate or the specific permission granted by the Foreign Country as well as the No objection certificate granted by the Ministry of foreign affairs, GOI, for the purpose of setting up offshore campus.

8.2 Processing Fees in Rs. Lakhs for various applications (Degree / Post Graduate Degree, Post Graduate Degree, Post Graduate Diploma, Diploma and Post Diploma Institutions) for setting up offshore Campus

In addition to the Processing fee and other amounts as payable or to be deposited as per provisions made in Chapter I, the applicant shall deposit additional amount as provided below.

Visit Charges shall be paid by the applicant Institution as per demand raised by the Council prior to the visit of the proposed offshore Campus.

The applicant institution shall deposit an amount of Rs. 2.0 Cr with the Council for the purpose as provided in clause 6.3 of Chapter I.

9.0 Punitive Measures and Conditions for Withdrawal

9.1 If a Foreign University / Institutions fails to comply with any of the conditions as contained in the above regulations and/or consistently refrains from taking corrective actions contrary to the advice of the Council, the Council may after giving reasonable opportunity to the concerned University / Institution through hearing or after making such inquiry at the Council may consider necessary, withdraw the registration granted to such University/Institution to offer their Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diplomas in India and forbid such Foreign University / Institution to offer their registration granted to such University / Institution to offer their Degree / Post Graduate Degree, Diploma and Post 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.

9.2 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

a Refusal / withdrawal for grant of visa to employees / teachers of the said Foreign University / Institution.

b Stop repatriation of funds from India to home Country.

c Informing the public about the withdrawal of the Registration of such Foreign University/Institution and the consequence thereof

9.3 In case it comes to the notice of the Council, that a Foreign University is running Diploma and Post Diploma or / and Degree at undergraduate, post-graduate and research level in technical education in India directly or in collaboration with an
Indian partner without obtaining certificate of registration, Council shall take immediate steps to action under the Indian Penal Code for Criminal breach of trust, misconduct, fraud and cheating and under other relevant Indian Laws.

<p>| | |</p>
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<tbody>
<tr>
<td><strong>9.4</strong></td>
<td>Once the registration of a Foreign University / Institution is withdrawn, the Council shall make attempt in co-ordination with concerned State Government to re-allocate the students enrolled in such Programs to other approved Institutions of the Council. The Foreign University / 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 open any other Centre / Institution or enter into a collaborative arrangement in India for at least 3 years.</td>
</tr>
<tr>
<td><strong>10.0</strong></td>
<td>The Foreign University / Institution shall submit an annual report giving details of the number of students admitted, Programs conducted, total fee collected, amount transferred to parent Country, investment made, number of students awarded Degree / Post Graduate Degree, Diploma, Post Diploma and Post graduate Diploma and any such information that the Council may ask for.</td>
</tr>
<tr>
<td><strong>11.0</strong></td>
<td>The Council may 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.</td>
</tr>
</tbody>
</table>
## Chapter VI
### 1.0 Norms & Requirements

| 1.1 | The Duration and Entry Level Qualifications for the Technical Program such as Under Graduate Degree Program, Post Graduate Degree Program, Diploma Programs, Post Diploma Programs and Post Graduate Diploma Programs shall be as provided in the Appendix 1 |
| 1.2 | The list of approved nomenclature of courses at Under Graduate Degree Program, Post Graduate Degree Program, Diploma Programs, Post Diploma Programs and Post Graduate Diploma Programs in Engineering & Technology / Management / Pharmacy / Architecture / Town Planning / Hotel Management & Catering Technology and Applied Arts & Crafts is provided in the Appendix 2. 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, Registrar of such affiliating University / board or Technical Institute, with due endorsement by the Registrar of affiliating University / Board shall submit detailed syllabus content and its nomenclature to the Council. |
| 1.3 | The Technical Institutions shall follow Norms for Intake & Number of Courses / Divisions in the Technical Institution / Campus at Under Graduate Degree Program, Post Graduate Degree Program, Diploma Programs, Post Diploma Programs and Post Graduate Diploma Programs level as provided in the Appendix 3. |
| 1.4 | The Technical Institutions shall follow Norms for Land and Building Space requirements for Technical Institution as provided in the Appendix 4. |
| 1.5 | The Technical Institutions shall follow Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments for Technical Institution as provided in the Appendix 5. |
| 1.6 | The Technical Institutions shall follow Norms for Essential and Desired requirements for Technical Institution as provided in the Appendix 6. |
| 1.7 | The Technical Institutions shall follow Norms for Faculty requirements at under graduate & post graduate level as provided in the Appendix 7 and Appendix 8. |
| 1.8 | Cadre ratio as given in Appendix 7 shall be ordinarily maintained. |
| 1.9 | The Technical Institution shall follow the Norms of faculty requirements & Qualifications for Technical Institution shall be as provided in the Appendix 7 & 8. |
| 1.10 | Diploma holders and B.Sc Degree holders shall be eligible for admission to second year Engineering degree courses up to a maximum of 20% of sanctioned intake (30% for Institutions in Andaman, Nicobar, Lakhshadweep, Diu and Daman), which will be over and above, supernumerary to the approved intake. Provided that, Students who have completed Diploma course in Architectural Assistantship & Town Planning shall be eligible for admission to second year Architecture degree courses up to a maximum of 20% of sanctioned intake (30% for Institutions in Andaman, Nicobar, Lakhshadweep, Diu and Daman), which will be over and above, supernumerary to the approved intake. Provided further that, students who have completed Diploma course in Pharmacy |
shall be eligible for admission to second year Pharmacy degree courses up to a maximum of 20% of sanctioned intake, which will be over and above (30% for Institutions in Andaman, Nicobar, Lakshadweep, Diu and Daman), supernumerary to the approved intake.

In addition to above vacant seats (S) in a course, \( S = SI - (SI - C - F + B) \), and if \( S > 0 \), may also be available to Diploma holders and B Sc Degree holders for lateral entry where,

\[
S1 = \text{Sanctioned Intake} \\
C* = \text{No. of cancellations at the first year level} \\
F* = \text{No. of students not eligible for admission to second year as per rules/rules by affiliating University} \\
B* = \text{No. of students who belong to earlier batches who have become eligible for admission to second year as per rules / rules by affiliating University} \\
\]

*Students admitted against any type of supernumerary seat/s shall not be considered in C, F or B.

The concerned State Admission Authority shall decide modalities for these admissions.

1.11 Students who have completed Diploma and Post Diploma course in Architectural Assistantship & Town Planning shall be eligible for admission to the first year Architecture Degree course

The concerned State Admission Authority shall decide modalities for these admissions.

1.12 Provided further that Students who have completed Diploma and Post Diploma course in Pharmacy shall be eligible for admission to the first year Pharmacy Degree course.

The concerned State Admission Authority shall decide modalities for these admissions.

1.13 Norms for PGDM Programs are as per Appendix 9

1.14 Subscription of E-Journals – Appendix 10

1.15 Format for Detailed Project Report for establishment of a new technical institution is at Appendix 11

1.16 Prevention and Prohibition of Ragging – Appendix 12

1.17 Structure of various Committees – Appendix 13

1.18 Regional Offices of the Council – Appendix 14

1.19 Abbreviations – Appendix 15

1.20 List of Districts where no AICTE approved UG / PG Institution exists – appendix 16

1.21 Documents to be submitted for Setting up new Technical Campus etc as in chapter I – Appendix 17

1.22 Documents to be submitted for Change in intake etc as in Chapter II – Appendix 18

1.23 Composition of Board of Governors – Appendix 19
## Appendix 1

### Duration and Entry Level Qualifications for the Technical Programs

#### 1.1 Under Graduate Degree Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Engineering &amp; Technology</td>
<td>4 Years</td>
<td>Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Biotechnology / Biology&lt;br&gt;Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together</td>
</tr>
<tr>
<td>2. Engineering &amp; Technology</td>
<td>Lateral entry to second year</td>
<td><strong>A</strong> Passed Diploma examination from an AICTE approved institution; with at least 45% marks (40% in case of candidates belonging to reserved category) in appropriate branch of Engineering / Technology.&lt;br&gt;&lt;br&gt;<strong>B</strong> 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 XII standard with mathematics as a subject.&lt;br&gt;&lt;br&gt;<strong>C</strong> Provided that in case of students belonging to B. Sc. Stream, shall clear the subjects of Engineering Graphics / Engineering Drawing and Engineering Mechanics of the first year engineering program along with the second year subjects.&lt;br&gt;&lt;br&gt;<strong>D</strong> Provided further 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.&lt;br&gt;&lt;br&gt;<strong>E</strong> Provided further that students, who have passed Diploma in Engineering &amp; Technology from an AICTE approved institution or B. Sc Degree from a recognized University as defined by UGC, shall also be eligible for admission to the first year Engineering Degree courses subject to vacancies in the first year class in case the vacancies at lateral entry are exhausted. However the admissions shall be based strictly on the eligibility criteria as mentioned in A, B, D, and E above.</td>
</tr>
<tr>
<td>3. Pharmacy</td>
<td>4 Years</td>
<td>Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics / Chemistry / Biotechnology / Biology.</td>
</tr>
<tr>
<td>Program</td>
<td>Duration</td>
<td>Qualification</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4 Architecture</td>
<td>5 Years</td>
<td>Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Engineering Drawing / Computer Science / Biology. Obtained at least 45% (40% in case of candidate belonging to reserved category) marks in the above subjects taken together.</td>
</tr>
<tr>
<td>5 HMCT</td>
<td>4 Years</td>
<td>Should have passed 10+2 examination. Obtained at least 45% (40% in case of candidate belonging to reserved category) at the qualifying Examination.</td>
</tr>
<tr>
<td>6 Applied Arts &amp; Crafts</td>
<td>5 Years</td>
<td>Should have passed 10+2 examination. Obtained at least 45% (40% in case of candidate belonging to reserved category) at the qualifying Examination.</td>
</tr>
<tr>
<td>7 All Programs other than Engineering and Technology</td>
<td>Lateral entry to second year</td>
<td>Passed Diploma examination in a Program from an AICTE approved institution, with at least 45% marks (40% in case of candidates belonging to reserved category) in appropriate Program.</td>
</tr>
<tr>
<td>8 All Programs other than Engineering and Technology</td>
<td>Entry to First year</td>
<td>Provided further, those students, who have passed Diploma examination in a Program from an AICTE approved institution, shall also be eligible for admission to the first year at an appropriate Program subject to vacancies in the first year class in case the vacancies at lateral entry are exhausted. However the admissions shall be based strictly on the eligibility criteria as mentioned above.</td>
</tr>
</tbody>
</table>

**1.1 a** The candidates as in 1.1, except 1.1-2, 1.1-7, will, however, be required to qualify at the Entrance Test conducted by the competent Authority.
### 1.2 Post Graduate Degree and Post Graduate Diploma Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Management (PGDM, MBA and similar)</td>
<td>2 Yrs</td>
<td>Recognized Bachelor’s Degree of minimum 3 Yrs duration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination</td>
</tr>
<tr>
<td>2 Management (PGCM)</td>
<td>More than 1 Yr but less than 2 Yrs</td>
<td>Recognized Bachelor’s Degree of minimum 3 Yrs duration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination</td>
</tr>
<tr>
<td>3 Management (Executive PGDM)</td>
<td>15 Months</td>
<td>Any recognized Bachelors degree of minimum 3 years duration and a minimum of 5 years relevant managerial / supervisory experience.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination</td>
</tr>
<tr>
<td>4 MCA</td>
<td>3 Yrs</td>
<td>Recognized Bachelor’s Degree of minimum 3 Yrs duration with Mathematics at 10+2 level.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination</td>
</tr>
<tr>
<td>5 M.E. / M. Tech.</td>
<td>2 Years</td>
<td>Bachelors degree or equivalent in the relevant field</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination</td>
</tr>
<tr>
<td>6 M. Pharm</td>
<td>2 Years</td>
<td>Bachelor in Pharmacy or equivalent degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination</td>
</tr>
<tr>
<td>7 M. Arch</td>
<td>2 Years</td>
<td>Bachelor of Architecture or equivalent degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination</td>
</tr>
<tr>
<td>8 Hotel Management &amp; Catering Technology</td>
<td>2 Years</td>
<td>Bachelor of Hotel Management &amp; Catering Technology or equivalent degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination</td>
</tr>
<tr>
<td>9 Applied Arts &amp; Crafts</td>
<td>2 Years</td>
<td>Bachelor of Fine Arts or equivalent degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination</td>
</tr>
</tbody>
</table>

1.2a The candidates as in 1.2, will, however, be required to qualify at the Entrance Test conducted by the competent Authority.
## 1.3 Diploma Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
<th>Eligibility</th>
</tr>
</thead>
</table>
| 1 Engineering & Technology       | 3 / 4 Years                       | Passed 10\(^{th}\) std / SSC examination  
Obtained at least 35% marks at the qualifying examination. |
| 2 Pharmacy                       | 2 Years after XII standard or 3 / 4 Years after X\(^{th}\) standard where same exists | Passed 12\(^{th}\) std  
Obtained at least 45% marks (40% in case of candidate belonging to reserved category) at the qualifying examination  
or  
Passed 10\(^{th}\) std / SSC examination  
Obtained at least 35% marks at the qualifying examination. |
| 3 Architecture                   | 3 / 4 Years                       | Passed 10\(^{th}\) std / SSC examination  
Obtained at least 35% marks at the qualifying examination. |
| 4 Hotel Management & Catering Technology | 3 Years after XII standard or 3 / 4 Years after X\(^{th}\) standard where same exists | Passed 12\(^{th}\) std  
Obtained at least 45% marks (40% in case of candidate belonging to reserved category) at the qualifying examination  
or  
Passed 10\(^{th}\) std / SSC examination  
Obtained at least 35% marks at the qualifying examination. |
| 5 Applied Arts & Crafts          | 3 / 4 Years                       | Passed 10\(^{th}\) std / SSC examination  
Obtained at least 35% marks at the qualifying examination. |
| 6 All Programs                   | Lateral entry to 2\(^{nd}\) year Diploma | 12\(^{th}\) Science with Vocational / Technical  
Or X\(^{th}\) + (2 years ITI) with appropriate specialisation  
Students passing 12\(^{th}\) Science with Vocational / Technical subjects or X\(^{th}\) + (2 years ITI) with appropriate specialisation in that order shall be eligible for admission to second year Diploma courses of appropriate program, up to a maximum of 20% of sanctioned intake, except Andaman, Nicobar, Lakhshadweep, Diu and Daman where it shall be 30%, which will be the supernumerary of the approved intake. |

The lateral entry to the 2nd year Diploma is applicable for students passing 12th Science with Vocational / Technical subjects or Xth + (2 years ITI) with appropriate specialisation. Students passing 12th Science with Vocational / Technical subjects or Xth + (2 years ITI) with appropriate specialisation in that order shall be eligible for admission to second year Diploma courses of appropriate program, up to a maximum of 20% of sanctioned intake, except Andaman, Nicobar, Lakhshadweep, Diu and Daman where it shall be 30%, which will be the supernumerary of the approved intake.
### Post Diploma Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Duration</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Engineering &amp; Technology</td>
<td>1.5 Years / 2 Years</td>
<td>Passed Diploma examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% marks (45% in case of candidate belonging to reserved category) at the qualifying examination.</td>
</tr>
<tr>
<td>2 Pharmacy</td>
<td>1.5 Years / 2 Years</td>
<td>Passed Diploma examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% marks (45% in case of candidate belonging to reserved category) at the qualifying examination.</td>
</tr>
<tr>
<td>3 Architecture</td>
<td>1.5 Years / 2 Years</td>
<td>Passed Diploma examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% marks (45% in case of candidate belonging to reserved category) at the qualifying examination.</td>
</tr>
<tr>
<td>4 Hotel Management &amp; Catering Technology</td>
<td>1.5 Years / 2 Years</td>
<td>Passed Diploma examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% marks (45% in case of candidate belonging to reserved category) at the qualifying examination.</td>
</tr>
<tr>
<td>5 Applied Arts &amp; Crafts</td>
<td>1.5 Years / 2 Years</td>
<td>Passed Diploma examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Obtained at least 50% marks (45% in case of candidate belonging to reserved category) at the qualifying examination.</td>
</tr>
</tbody>
</table>
### Appendix 2: Approved Nomenclature of Courses

#### 2.1 Program: Engineering and Technology

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
<th>S.No</th>
<th>Name of The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>3-D Animation and Graphics</td>
<td>168.</td>
<td>Fashion and Design</td>
</tr>
<tr>
<td>2.</td>
<td>Advanced Electronics and Communication</td>
<td>169.</td>
<td>Fashion and Apparel Design</td>
</tr>
<tr>
<td>3.</td>
<td>Aeronautical Engineering</td>
<td>170.</td>
<td>Fashion Designing</td>
</tr>
<tr>
<td>4.</td>
<td>Agricultural Engineering</td>
<td>171.</td>
<td>Fashion Designing and Garment Technology</td>
</tr>
<tr>
<td>5.</td>
<td>Agricultural Technology</td>
<td>172.</td>
<td>Fashion Technology</td>
</tr>
<tr>
<td>6.</td>
<td>Agriculture Engineering</td>
<td>173.</td>
<td>Film and Video Editing</td>
</tr>
<tr>
<td>7.</td>
<td>Aircraft Maintenance Engineering</td>
<td>174.</td>
<td>Fire Technology and Safety</td>
</tr>
<tr>
<td>8.</td>
<td>Animation and Multimedia Technology</td>
<td>175.</td>
<td>Fisheries Technology</td>
</tr>
<tr>
<td>9.</td>
<td>Apparel Design and Fabric</td>
<td>176.</td>
<td>Food Processing and Preservation</td>
</tr>
<tr>
<td>10.</td>
<td>Apparel Design and Fabrication Technology</td>
<td>177.</td>
<td>Food Processing Technology</td>
</tr>
<tr>
<td>11.</td>
<td>Apparel Design and Fashion Technology</td>
<td>178.</td>
<td>Food Technology</td>
</tr>
<tr>
<td>12.</td>
<td>Apparel Technology</td>
<td>179.</td>
<td>Footwear Technology</td>
</tr>
<tr>
<td>18.</td>
<td>Audiography and Sound Engineering</td>
<td>185.</td>
<td>Garment Technology</td>
</tr>
<tr>
<td>19.</td>
<td>Automation and Robotics</td>
<td>186.</td>
<td>Geoinformatics and Surveying Technology</td>
</tr>
<tr>
<td>20.</td>
<td>Automobile Engineering</td>
<td>187.</td>
<td>Geographic Information System (G.I.S.) and Global Positioning System</td>
</tr>
<tr>
<td>22.</td>
<td>Automobile Maintainence Engineering</td>
<td>189.</td>
<td>Glass and Ceramics Engineering</td>
</tr>
<tr>
<td>23.</td>
<td>Beauty and Hair Dressing</td>
<td>190.</td>
<td>Handloom and Textile Technology</td>
</tr>
<tr>
<td>25.</td>
<td>Biomedical Electronics</td>
<td>192.</td>
<td>Health Safety and Environment Management</td>
</tr>
<tr>
<td>27.</td>
<td>Biomedical Instrumentation</td>
<td>194.</td>
<td>Home Science</td>
</tr>
<tr>
<td>29.</td>
<td>Cad Cam</td>
<td>196.</td>
<td>Industrial and Production Engineering</td>
</tr>
<tr>
<td>30.</td>
<td>CDDM</td>
<td>197.</td>
<td>Industrial Electronics</td>
</tr>
<tr>
<td>31.</td>
<td>Cement Technology</td>
<td>198.</td>
<td>Industrial Electronics (Sandwich Pattern)</td>
</tr>
<tr>
<td>32.</td>
<td>Ceramic Engineering and Technology</td>
<td>199.</td>
<td>Information and Communication Technology</td>
</tr>
<tr>
<td>33.</td>
<td>Ceramic Technology</td>
<td>200.</td>
<td>Information Engineering</td>
</tr>
<tr>
<td>34.</td>
<td>Ceramics</td>
<td>201.</td>
<td>Information Science and Engineering</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>No.</th>
<th>Program Name</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>36.</td>
<td>Chemical Engineering (Fertilizer)</td>
<td>203.</td>
</tr>
<tr>
<td>37.</td>
<td>Chemical Engineering (Oil Technology)</td>
<td>204.</td>
</tr>
<tr>
<td>38.</td>
<td>Chemical Engineering (Petro Chemical)</td>
<td>205.</td>
</tr>
<tr>
<td>40.</td>
<td>Chemical Engineering (Plastic and Polymer)</td>
<td>207.</td>
</tr>
<tr>
<td>41.</td>
<td>Chemical Engineering (Sugar Technology)</td>
<td>208.</td>
</tr>
<tr>
<td>42.</td>
<td>Chemical Engineering [SW]</td>
<td>209.</td>
</tr>
<tr>
<td>43.</td>
<td>Chemical Engineering(Fertilizer)</td>
<td>210.</td>
</tr>
<tr>
<td>44.</td>
<td>Chemical Technology</td>
<td>211.</td>
</tr>
<tr>
<td>45.</td>
<td>Chemical Technology (Paint Technology)</td>
<td>212.</td>
</tr>
<tr>
<td>46.</td>
<td>Chemical Technology (Rubber and Plastic Technology)</td>
<td>213.</td>
</tr>
<tr>
<td>47.</td>
<td>Chemical Technology Fertilizer</td>
<td>214.</td>
</tr>
<tr>
<td>48.</td>
<td>Chemical Technology(Rubber / Plastic)</td>
<td>215.</td>
</tr>
<tr>
<td>49.</td>
<td>Cinematography</td>
<td>216.</td>
</tr>
<tr>
<td>50.</td>
<td>Civil and Environmental Engineering</td>
<td>217.</td>
</tr>
<tr>
<td>51.</td>
<td>Civil and Rural Engineering</td>
<td>218.</td>
</tr>
<tr>
<td>53.</td>
<td>Civil Draftsman</td>
<td>220.</td>
</tr>
<tr>
<td>54.</td>
<td>Civil Engineering</td>
<td>221.</td>
</tr>
<tr>
<td>55.</td>
<td>Civil Engineering and Planning</td>
<td>222.</td>
</tr>
<tr>
<td>56.</td>
<td>Civil Engineering (Construction Technology)</td>
<td>223.</td>
</tr>
<tr>
<td>57.</td>
<td>Civil Engineering (Environmental and Pollution Control)</td>
<td>224.</td>
</tr>
<tr>
<td>58.</td>
<td>Civil Engineering (Environmental Engineering)</td>
<td>225.</td>
</tr>
<tr>
<td>59.</td>
<td>Civil Engineering (Public Health Engineering)</td>
<td>226.</td>
</tr>
<tr>
<td>60.</td>
<td>Civil Engineering (Rural Engineering)</td>
<td>227.</td>
</tr>
<tr>
<td>61.</td>
<td>Civil Engineering (Sandwich Pattern)</td>
<td>228.</td>
</tr>
<tr>
<td>62.</td>
<td>Civil Engineering Environment and Pollution Control</td>
<td>229.</td>
</tr>
<tr>
<td>63.</td>
<td>Civil Engineering(Construction Technology)</td>
<td>230.</td>
</tr>
<tr>
<td>64.</td>
<td>Civil Environmental Engineering</td>
<td>231.</td>
</tr>
<tr>
<td>65.</td>
<td>Civil Technology</td>
<td>232.</td>
</tr>
<tr>
<td>66.</td>
<td>Civil (SFS Mode)</td>
<td>233.</td>
</tr>
<tr>
<td>68.</td>
<td>Commercial Practice</td>
<td>235.</td>
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<tr>
<td>69.</td>
<td>Computer Hardware and Networking</td>
<td>236.</td>
</tr>
<tr>
<td>72.</td>
<td>Computer and Information Science</td>
<td>239.</td>
</tr>
<tr>
<td>73.</td>
<td>Computer Application and Business Management</td>
<td>240.</td>
</tr>
<tr>
<td>74.</td>
<td>Computer Applications</td>
<td>241.</td>
</tr>
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<td>75.</td>
<td>Computer Engineering</td>
<td>242.</td>
</tr>
<tr>
<td>76.</td>
<td>Computer Engineering and Application</td>
<td>243.</td>
</tr>
<tr>
<td>77.</td>
<td>Computer Engineering (Ind./Int.)</td>
<td>244.</td>
</tr>
<tr>
<td>78.</td>
<td>Computer Hardware and Maintenance</td>
<td>245.</td>
</tr>
<tr>
<td>79.</td>
<td>Computer Hardware and Networking</td>
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</tr>
<tr>
<td>81.</td>
<td>Computer Hardware Maintenance and Networking</td>
<td>248.</td>
</tr>
<tr>
<td>82.</td>
<td>Computer Networking</td>
<td>249.</td>
</tr>
<tr>
<td>83.</td>
<td>Computer Networks</td>
<td>250.</td>
</tr>
<tr>
<td>84.</td>
<td>Computer Networks and Information Security</td>
<td>251.</td>
</tr>
<tr>
<td>85.</td>
<td>Computer Science and Engineering</td>
<td>252.</td>
</tr>
<tr>
<td>86.</td>
<td>Computer Science</td>
<td>253.</td>
</tr>
<tr>
<td>87.</td>
<td>Computer Science and Information Technology</td>
<td>254.</td>
</tr>
<tr>
<td>88.</td>
<td>Computer Science and Systems Engineering</td>
<td>255.</td>
</tr>
<tr>
<td>89.</td>
<td>Computer Science and Technology</td>
<td>256.</td>
</tr>
<tr>
<td>90.</td>
<td>Computer Software Technology</td>
<td>257.</td>
</tr>
<tr>
<td>91.</td>
<td>Computer Technology</td>
<td>258.</td>
</tr>
<tr>
<td>93.</td>
<td>Construction Technology</td>
<td>260.</td>
</tr>
<tr>
<td>94.</td>
<td>Construction and Project Management</td>
<td>261.</td>
</tr>
<tr>
<td>95.</td>
<td>Construction Engineering</td>
<td>262.</td>
</tr>
<tr>
<td>96.</td>
<td>Construction Technology and Management</td>
<td>263.</td>
</tr>
<tr>
<td>97.</td>
<td>Control and Instrumentation</td>
<td>264.</td>
</tr>
<tr>
<td>98.</td>
<td>Dairy Engineering</td>
<td>265.</td>
</tr>
<tr>
<td>99.</td>
<td>Design and Production</td>
<td>266.</td>
</tr>
<tr>
<td>100.</td>
<td>Digital Communications</td>
<td>267.</td>
</tr>
<tr>
<td>101.</td>
<td>Digital Electronics</td>
<td>268.</td>
</tr>
<tr>
<td>102.</td>
<td>Digital Electronics and Microprocessor</td>
<td>269.</td>
</tr>
<tr>
<td>103.</td>
<td>Digital Electronics and Communication Engineering</td>
<td>270.</td>
</tr>
<tr>
<td>104.</td>
<td>Digital Systems</td>
<td>271.</td>
</tr>
<tr>
<td>105.</td>
<td>Diploma in Architectural Assistantship</td>
<td>272.</td>
</tr>
<tr>
<td>107.</td>
<td>Diploma in Electronics Production and Maintenance</td>
<td>274.</td>
</tr>
<tr>
<td>108.</td>
<td>Diploma in Mechanical Engineering</td>
<td>275.</td>
</tr>
<tr>
<td>110.</td>
<td>Diploma in Textile Technology (Man Made Fibre Technology)</td>
<td>277.</td>
</tr>
<tr>
<td>111.</td>
<td>Diploma Medical Lab Technology</td>
<td>278.</td>
</tr>
<tr>
<td>112.</td>
<td>Dress Designing and Garment Manufacturing</td>
<td>279.</td>
</tr>
<tr>
<td>113.</td>
<td>Drilling Engineering</td>
<td>280.</td>
</tr>
<tr>
<td>114.</td>
<td>Drilling Technology</td>
<td>281.</td>
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<tr>
<td>115.</td>
<td>ECG Technology</td>
<td>282.</td>
</tr>
<tr>
<td>116.</td>
<td>Electrical and Electronics Engineering</td>
<td>283.</td>
</tr>
<tr>
<td>117.</td>
<td>Electrical and Electronics Engineering (Sandwich)</td>
<td>284.</td>
</tr>
<tr>
<td>118.</td>
<td>Electrical and Instrumentation Engineering</td>
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</tr>
<tr>
<td>119.</td>
<td>Electrical and Mechanical Engineering</td>
<td>286.</td>
</tr>
<tr>
<td>120.</td>
<td>Electrical and Power Engineering</td>
<td>287.</td>
</tr>
<tr>
<td>121.</td>
<td>Electrical Devices and Power Systems</td>
<td>288.</td>
</tr>
<tr>
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2.4 Program: Engineering and Technology  Level: Post Graduate Diploma

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2.5 Program: Engineering and Technology  Level: Under Graduate

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2.7 Program: Applied Arts and Crafts  
Level: Post Diploma

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2.8 Program: Applied Arts and Crafts  
Level: Post Graduate

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2.9 Program: Applied Arts and Crafts  
Level: Post Graduate Diploma

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### 2.10 Program: Architecture and Town Planning  
**Level:** Diploma

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### 2.11 Program: Architecture and Town Planning  
**Level:** Post Graduate

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<tbody>
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<td>Architectural Engineering</td>
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<td>Architecture (Housing)</td>
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<td>Urban Design</td>
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### 2.12 Program: Architecture and Town Planning  
**Level:** Under Graduate

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<tbody>
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### 2.13 Program: Hotel Management and Catering Technology  
**Level:** Diploma

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<td>2.</td>
<td>Hotel Management</td>
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<td>3.</td>
<td>Hotel Management and Catering Technology</td>
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<td>4.</td>
<td>Hotel Management and Catering Technology</td>
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<td>5.</td>
<td>Travel and Tourism</td>
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### 2.14 Program: Hotel Management and Catering Technology  
**Level:** Post Graduate

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<td>Food and Beverage Management</td>
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<td>2.</td>
<td>Hospitality and Tourism Administration</td>
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<td>3.</td>
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### 2.15 Program: Hotel Management and Catering Technology  
Level: Under Graduate

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### 2.16 Program: Management  
Level: Diploma

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<td>Diploma in Modern Office Management</td>
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<td>Modern Office Practice (English)</td>
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<td>Services and It Enabled Services</td>
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### 2.17 Program: Management Level: Fellowship

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### 2.18 Program: Management Level: Post Diploma

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<td>7.</td>
<td>Post Graduate Diploma in Management (Agri Business and Management)</td>
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### 2.19 Program: Management Level: Post Graduate

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<td>5.</td>
<td>Communication and media Technology</td>
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### 2.20 Program: Management  
**Level:** Post Graduate Certificate

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### 2.21 Program: Management  
**Level:** Post Graduate Diploma

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<td>Advertising and Public Relation</td>
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<td>Aviation Management</td>
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<td>39.</td>
<td>Post Graduate Diploma in Management (Finance Management)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>62.</td>
<td>Post Graduate Diploma in Management (Pharma and Healthcare Management)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>63.</td>
<td>Post Graduate Diploma in Management (Pharmaceutical Management)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>64.</td>
<td>Post Graduate Diploma in Management (Pm and Hrd)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65.</td>
<td>Post Graduate Diploma in Management (Retail Management)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66.</td>
<td>Post Graduate Diploma in Management (Public Policy and Management)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67.</td>
<td>Post Graduate Diploma in Management (Retail Management)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68.</td>
<td>Post Graduate Diploma in Management (Retail Marketing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>69.</td>
<td>Post Graduate Diploma in Management (Rural Management)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70.</td>
<td>Post Graduate Diploma in Management (Service Management)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>71.</td>
<td>Post Graduate Diploma in Management (Sustainable Development Practices)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>72.</td>
<td>Post Graduate Diploma in Management (Telecom)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>73.</td>
<td>Post Graduate Diploma in Management Advertising Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>74.</td>
<td>Post Graduate Diploma in Management Research and Business Analytics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75.</td>
<td>Post Graduate Diploma in Retail Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>76.</td>
<td>Retail Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>77.</td>
<td>Telecom and Marketing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2.22 Program: Management  
**Level:** Post Graduate

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Business Administration</td>
</tr>
<tr>
<td>2.</td>
<td>Business Management</td>
</tr>
<tr>
<td>3.</td>
<td>Business Studies</td>
</tr>
<tr>
<td>4.</td>
<td>Masters in Business Administration</td>
</tr>
<tr>
<td>5.</td>
<td>Masters in Business Administration (Human Resource Management)</td>
</tr>
<tr>
<td>6.</td>
<td>Masters in Business Administration (Marketing)</td>
</tr>
</tbody>
</table>

### 2.23 Program: Computer Applications  
**Level:** Diploma

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Computer Applications</td>
</tr>
</tbody>
</table>
### Program: Computer Applications

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Masters in Computer Applications</td>
</tr>
</tbody>
</table>

### Program: Computer Applications

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Computer Applications</td>
</tr>
</tbody>
</table>

### Program: Computer Applications

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Computer Applications</td>
</tr>
</tbody>
</table>

### Program: Computer Applications

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Computer Applications</td>
</tr>
</tbody>
</table>

### Program: Pharmacy

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
<th>S.No</th>
<th>Name of The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Clinical Pharmacy</td>
<td>4.</td>
<td>Pharmaceutics</td>
</tr>
<tr>
<td>2.</td>
<td>Diploma Medical Lab Technology</td>
<td>5.</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>3.</td>
<td>Pharmaceutical Science</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Program: Pharmacy

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hospital and Clinical Pharmacy</td>
</tr>
</tbody>
</table>

### Program: Pharmacy

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Program: Pharmacy

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
<th>S.No</th>
<th>Name of The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Bulk Drug Technology</td>
<td>24.</td>
<td>Pharmaceutics</td>
</tr>
<tr>
<td>3.</td>
<td>Clinical and Hospital Pharmacy</td>
<td>25.</td>
<td>Pharmaceutics (Drug Regulatory Affairs)</td>
</tr>
<tr>
<td>5.</td>
<td>Drug Regulatory Affairs</td>
<td>27.</td>
<td>Pharmacognosy</td>
</tr>
<tr>
<td>6.</td>
<td>Hospital and Clinical Pharmacy</td>
<td>28.</td>
<td>Pharmacognosy and Phytochemistry</td>
</tr>
<tr>
<td>7.</td>
<td>Industrial Pharmacy</td>
<td>29.</td>
<td>Pharmacognosy Herbal Drugs</td>
</tr>
<tr>
<td>8.</td>
<td>Medical Chemistry</td>
<td>30.</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>9.</td>
<td>Medical Pharmaceutical Chemistry</td>
<td>31.</td>
<td>Pharmacology and Toxicology</td>
</tr>
<tr>
<td>10.</td>
<td>Pharma Technology</td>
<td>32.</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>11.</td>
<td>Pharmaceutical Administration</td>
<td>33.</td>
<td>Pharmacy (Clinical Research)</td>
</tr>
<tr>
<td>12.</td>
<td>Pharmaceutical Analysis</td>
<td>34.</td>
<td>Pharmacy (Quality Assurance Techniques)</td>
</tr>
</tbody>
</table>

### Program: Pharmacy

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15. Pharmaceutical Assurance 37. Pharmacy Practice
17. Pharmaceutical Chemistry 39. Phyto Chemistry
18. Pharmaceutical Management and Regulatory Affairs 40. Phyto Medicine
19. Pharmaceutical Marketing 41. Quality Assurance
20. Pharmaceutical Marketing Management 42. Quality Assurance and Pharmaceutics Regulation
22. Pharmaceutical Science

2.31 Program: Pharmacy  Level: Under Graduate

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of The Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pharma Technology</td>
</tr>
<tr>
<td>2</td>
<td>Pharmaceutical Science</td>
</tr>
<tr>
<td>3</td>
<td>Pharmaceutical Technology</td>
</tr>
<tr>
<td>4</td>
<td>Pharmaceutics</td>
</tr>
<tr>
<td>5</td>
<td>Pharmacy</td>
</tr>
</tbody>
</table>
### Appendix 3

**Norms for Intake & Number of Courses / Divisions in the Technical Campus / Institutions**

#### 3.1 Diploma / Post Diploma Level

<table>
<thead>
<tr>
<th>Division/s</th>
<th>Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Intake</td>
</tr>
<tr>
<td>Engineering &amp; Technology</td>
<td>60</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>60</td>
</tr>
<tr>
<td>Architecture &amp; Town Planning</td>
<td>60</td>
</tr>
<tr>
<td>Applied Arts &amp; Crafts</td>
<td>60</td>
</tr>
<tr>
<td>HMCT</td>
<td>60</td>
</tr>
</tbody>
</table>

3.1a New Technical Campus in Engineering & Technology shall necessarily opt for courses from group ‘C’ of courses. Minimum number of courses to be selected from group ‘C’ with respect to total number of courses opted is given in following table.

<table>
<thead>
<tr>
<th>Total number of courses opted by New Technical Campus</th>
<th>Number of courses to be selected from group ‘C’</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>3 or more</td>
</tr>
<tr>
<td>4</td>
<td>3 or more</td>
</tr>
<tr>
<td>3</td>
<td>2 or more</td>
</tr>
<tr>
<td>2</td>
<td>1 or more</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Courses listed in group ‘C’

- Applied Electronics & Instrumentation
- Chemical Engineering/Technology
- Civil Engineering/Technology, Construction Engineering
- Computer Science, Computer Science and Engineering, Computer Science & Information Technology,
  Computer Technology
- Electrical Engineering or Electrical & Electronics Engineering
- Electronics and Communication Engineering
- Information Technology
- Instrumentation and Control Engineering
- Mechanical Engineering
- Production Engineering
### 3.2 Under Graduate Level

<table>
<thead>
<tr>
<th>3.2 a</th>
<th>Intake per Division</th>
<th>Maximum number of UG courses &amp; / or divisions allowed in the new Institution (Single shift working)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Division/s</td>
<td>Intake</td>
</tr>
<tr>
<td>Engineering &amp; Technology</td>
<td>60</td>
<td>5</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>Architecture &amp; Town Planning</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>Applied Arts &amp; Crafts</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>HMCT</td>
<td>60</td>
<td>3</td>
</tr>
</tbody>
</table>

**3.2 b** New Technical Campus in Engineering & Technology shall necessarily opt for courses from group ‘C’ of courses. Minimum number of courses to be selected from group ‘C’ with respect to total number of courses opted is given in following table.

<table>
<thead>
<tr>
<th>Total number of courses opted by New Technical Campus</th>
<th>Number of courses to be selected from group ‘C’</th>
<th>Courses listed in group ‘C’</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>3 or more</td>
<td>Applied Electronics &amp; Instrumentation</td>
</tr>
<tr>
<td>4</td>
<td>3 or more</td>
<td>Chemical Engineering / Technology</td>
</tr>
<tr>
<td>3</td>
<td>2 or more</td>
<td>Civil Engineering / Technology, Construction Engineering</td>
</tr>
<tr>
<td>2</td>
<td>1 or more</td>
<td>Computer Science, Computer Science and Engineering, Computer Science &amp; Information Technology, Computer Technology</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Electrical Engineering or Electrical &amp; Electronics Engineering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electronics and Communication Engineering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information Technology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Instrumentation and Control Engineering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Production Engineering</td>
</tr>
</tbody>
</table>
## 3.3 Post Graduate Degree and Post Graduate Diploma Level

<table>
<thead>
<tr>
<th></th>
<th>Intake per division without foreign collaboration</th>
<th>PG divisions without foreign collaboration</th>
<th>Total without foreign collaboration</th>
<th>Intake per Division with Foreign collaboration / Twinning</th>
<th>PG divisions allowed With foreign collaboration / Twinning</th>
<th>Total with Foreign collaboration / Twinning</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCA</td>
<td>60</td>
<td>3</td>
<td>180</td>
<td>60</td>
<td>2</td>
<td>120</td>
</tr>
<tr>
<td>Management</td>
<td>60</td>
<td>3</td>
<td>180</td>
<td>60</td>
<td>2</td>
<td>120</td>
</tr>
<tr>
<td>Engineering &amp; Technology</td>
<td>30*</td>
<td>6</td>
<td>180</td>
<td>30</td>
<td>4</td>
<td>120</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>30*</td>
<td>6</td>
<td>180</td>
<td>30</td>
<td>4</td>
<td>120</td>
</tr>
<tr>
<td>Architecture &amp; Town Planning</td>
<td>30*</td>
<td>6</td>
<td>180</td>
<td>30</td>
<td>4</td>
<td>120</td>
</tr>
<tr>
<td>Applied Arts &amp; Crafts</td>
<td>30*</td>
<td>6</td>
<td>180</td>
<td>30</td>
<td>4</td>
<td>120</td>
</tr>
<tr>
<td>HMCT</td>
<td>30*</td>
<td>6</td>
<td>180</td>
<td>30</td>
<td>4</td>
<td>120</td>
</tr>
</tbody>
</table>

- Maximum of 30, Minimum of 18 in steps of 6
### Norms for Land requirement and Building Space for Technical Institution

#### 4.1 Land Requirements for Technical Institutions

<table>
<thead>
<tr>
<th>Program</th>
<th>Number of students generally allowed per acre land available when FSI = 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Engineering &amp; Technology 300</td>
</tr>
<tr>
<td>b</td>
<td>Pharmacy 250</td>
</tr>
<tr>
<td>c</td>
<td>Architecture &amp; Town Planning 250</td>
</tr>
<tr>
<td>d</td>
<td>Applied Arts &amp; Crafts 250</td>
</tr>
<tr>
<td>e</td>
<td>HMCT 300</td>
</tr>
<tr>
<td>f</td>
<td>MCA 300</td>
</tr>
<tr>
<td>g</td>
<td>Management 300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Land Area requirement in Acres</th>
<th>Other than Rural places (Competent Authority to certify that the place is not located in a rural area)</th>
<th>Rural Places as defined by Competent Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG Programs</td>
<td>Diploma</td>
<td>Stand alone Post Graduate Programs</td>
</tr>
<tr>
<td>Engineering &amp; Technology</td>
<td>2.50</td>
<td>1.50</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>0.75</td>
<td>0.75</td>
</tr>
<tr>
<td>Architecture &amp; Town Planning</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Applied Arts &amp; Crafts</td>
<td>0.75</td>
<td>0.75</td>
</tr>
<tr>
<td>HMCT</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>MCA</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Management</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

4.1.1  
- **a** Land area shall cover hostel facilities, if any
- **b** Land shall be in one continuous piece.
- **c** Considering hilly nature of land in North Eastern States, land may be made available in 3 pieces which are not away from each other by more than 1 Km.
4.2 Built-up Area Requirements

4.2.1 Instructional Area (Carpet Area) in sqm

**Engineering / Technology (Degree Institute)**

<table>
<thead>
<tr>
<th>Carpet Area in sqm per room</th>
<th>66</th>
<th>33</th>
<th>66</th>
<th>66</th>
<th>200</th>
<th>200</th>
<th>150</th>
<th>132</th>
<th>400</th>
<th>132</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of rooms required for new Institution</td>
<td>A 4 C=A D=C/4 02/Course</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Total Number of rooms (UG)</td>
<td>A 4 C=Ax4 D=C/4 10/Course#</td>
<td>-</td>
<td>1</td>
<td>2/Course (Max. 4)</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1/Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of rooms (PG)</td>
<td>F 2</td>
<td>-</td>
<td>H=Fx2 1/Specialisation</td>
<td>1/Specialisation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

1 Category X of courses: Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied courses of each.

2 Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively to achieve total number as stated.

3 Additional Library (Reading room) area of 50 sq m / per 60 student (UG+PG) intake beyond 420.

4 UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.

5# Progressive requirement, 2nd year onwards shall be calculated as 3+3+2 labs/course.

6 * Additional 5 Labs/Course when number of divisions are more than 2/course.

7 Round off fraction in calculation to the next integer.
## Engineering / Technology (Polytechnic - Diploma and Post Diploma Institute)

<table>
<thead>
<tr>
<th>Category X of courses: Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied courses of each.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively to achieve total number as stated.</td>
</tr>
<tr>
<td>Additional Library (Reading room) area of 50 sq m / per 60 student (UG+PG) intake beyond 420.</td>
</tr>
<tr>
<td>Progressive requirement, 2nd year onwards shall be calculated as 2+2 labs / course</td>
</tr>
<tr>
<td>Round off fraction in calculation to the next integer.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carpet Area in sqm per room</th>
<th>66</th>
<th>33</th>
<th>66</th>
<th>200</th>
<th>200</th>
<th>100</th>
<th>132</th>
<th>300</th>
<th>132</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of rooms required for new Institution</td>
<td>A</td>
<td>Y</td>
<td>C=A</td>
<td>D=C/4</td>
<td>02/Course</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total Number of rooms</td>
<td>A</td>
<td>Y</td>
<td>C=AxY</td>
<td>D=C/4</td>
<td>06/Course#</td>
<td>1</td>
<td>2/Course (Maximum 4)</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
Pharmacy (Degree Institute)

<table>
<thead>
<tr>
<th>Carpet Area in sqm per room</th>
<th>Class Rooms</th>
<th>Tutorial Rooms</th>
<th>Laboratory (includes Machine room &amp; Instrumentation room)</th>
<th>Research Laboratory</th>
<th>Animal House</th>
<th>Computer Centre</th>
<th>Library &amp; Reading Room</th>
<th>Seminar Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Divisions</td>
<td>66</td>
<td>33</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>132</td>
</tr>
<tr>
<td>UG (Class of 60)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PG (Class of 18)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duration of course in yrs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Rooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tutorial Rooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laboratory (includes Machine room &amp; Instrumentation room)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Laboratory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal House</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Centre</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library &amp; Reading Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seminar Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of rooms required for new Institution</td>
<td>A 4 C=A D=C/4 4 - 1 1 1 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of rooms (UG)</td>
<td>A 4 C=Ax4</td>
<td>D=C/4</td>
<td>12</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total Number of rooms (PG)</td>
<td>F 2 –</td>
<td>H=Fx2</td>
<td>1/Specialisation</td>
<td>1/Specialisation</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

1. Laboratories include Machine room & Instrumentation room
2. Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively (3+3+2) to achieve total number as stated.
3. UG Laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.
4. Round off fraction in calculation to the next integer.
### Pharmacy (Diploma / Post Diploma Institute)

<table>
<thead>
<tr>
<th></th>
<th>Class Rooms (C)</th>
<th>Tutorial Rooms (D)</th>
<th>Laboratory (includes Machine room &amp; Instrumentation room)</th>
<th>Number of rooms required for new Institution</th>
<th>Total Number of rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Area in sqm per room</td>
<td>66</td>
<td>33</td>
<td>75</td>
<td>C=A</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>75</td>
<td>D=C/4</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>75</td>
<td>4</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>75</td>
<td>1</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>150</td>
<td>1</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>132</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Laboratories include Machine room & Instrumentation room.
2. Classrooms, Tutorial rooms and Laboratories required for 2nd and 3rd year may be added progressively (3+2) to achieve total number as stated.
3. UG Laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.
### Architecture & Town Planning (Degree Institute)

<table>
<thead>
<tr>
<th>Carpet Area in sqm per room</th>
<th>Class Rooms (C)</th>
<th>Tutorial Rooms (D)</th>
<th>PG Class rooms (H)</th>
<th>Laboratory including Computer Laboratory</th>
<th>Research Laboratory</th>
<th>Model making &amp; Carpentry Workshop</th>
<th>Library &amp; Reading Room</th>
<th>Seminar Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>66</td>
<td>33</td>
<td>66</td>
<td>66</td>
<td>200</td>
<td>132</td>
<td>75</td>
<td>150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of rooms required for new Institution</th>
<th>A</th>
<th>5</th>
<th>C=A</th>
<th>D=A/4</th>
<th>1</th>
<th>-</th>
<th>1</th>
<th>1</th>
<th>1</th>
<th>1</th>
<th>1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total Number of rooms (UG)</th>
<th>A</th>
<th>5</th>
<th>C=Ax5</th>
<th>D=C/4</th>
<th>5</th>
<th>-</th>
<th>1</th>
<th>5</th>
<th>1</th>
<th>1</th>
<th>1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total Number of rooms (PG)</th>
<th>F</th>
<th>2</th>
<th>-</th>
<th>H=Fx2</th>
<th>1/Specialisation</th>
<th>1/Specilisation</th>
<th>1</th>
<th>5</th>
<th>1</th>
<th>1</th>
<th>1</th>
</tr>
</thead>
</table>

1. Classrooms, Tutorial rooms and Laboratories required for 2\textsuperscript{nd}, 3\textsuperscript{rd}, 4\textsuperscript{th} and 5\textsuperscript{th} year may be added progressively (1+1+1+1) to achieve total number as stated. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.

2. Round off fraction in calculation to the next integer.
### Architecture & Town Planning (Diploma / Post Diploma Institute)

<table>
<thead>
<tr>
<th>Carpet Area in sqm per room</th>
<th>66</th>
<th>33</th>
<th>66</th>
<th>200</th>
<th>132</th>
<th>75</th>
<th>150</th>
<th>132</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of rooms required for new institution</td>
<td>A</td>
<td>Y</td>
<td>C=A</td>
<td>D=A/4</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total Number of rooms</td>
<td>A</td>
<td>Y</td>
<td>C=AxY</td>
<td>D=C/4</td>
<td>5</td>
<td>1</td>
<td>5</td>
<td>1</td>
</tr>
</tbody>
</table>

1. Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd, 4th and 5th year may be added progressively (1+1+1+1) to achieve total number as stated. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.

2. Round off fraction in calculation to the next integer
## Applied Arts & Crafts (Degree Institute)

<table>
<thead>
<tr>
<th>Number of Divisions</th>
<th>UG (Class of 60)</th>
<th>PG (Class of 18)</th>
<th>Duration of course in Yrs</th>
<th>Class Rooms (C)</th>
<th>Tutorial Rooms (D)</th>
<th>PG Class rooms (H)</th>
<th>Laboratory including Photography and Computer Laboratory</th>
<th>Research Laboratory</th>
<th>Work shop</th>
<th>Studio / Display Room</th>
<th>Computer Centre</th>
<th>Library &amp; Reading Room</th>
<th>Seminar Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Area in sqm per room</td>
<td>66</td>
<td>33</td>
<td>66</td>
<td>66</td>
<td>20</td>
<td>13</td>
<td>75</td>
<td>150</td>
<td>13</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of rooms required for new Institution</td>
<td>A</td>
<td>5</td>
<td>C=A</td>
<td>D=A/4</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of rooms (UG)</td>
<td>A</td>
<td>5</td>
<td>C=Ax5</td>
<td>D=C/4</td>
<td>3</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of rooms (PG)</td>
<td>F</td>
<td>G</td>
<td>–</td>
<td>H=FxG</td>
<td>1/Specialisation</td>
<td>1/Specialisation</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd, 4th and 5th year may be added progressively (1+1+1) to achieve total number as stated. UG laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum.

2. Round off fraction in calculation to the next integer.
## Applied Arts & Crafts (Diploma / Post Diploma Institute)

|                     | Number of Divisions (Class of 60) | Duration of course in Yrs | Class Rooms(C) | Tutorial Rooms(D) | Laboratory including Photography and Computer Laboratory | Work shop | Studio / Display Room | Computer Centre | Library & Reading Room | Seminar Halls |
|---------------------|-----------------------------------|---------------------------|----------------|-------------------|--------------------------------------------------------|-----------|----------------------|----------------|------------------------|----------------|---|
| Carpet Area in sqm per room | 66                               | 33                        | 66             | 200               | 12 | 75 | 150 | 132 | | |
| Number of rooms required for new Institution | A Y | C=A | D=A/4 | 1 | 1 | 1 | 1 | 1 | - | |
| Total Number of rooms | A Y | C=AxY | D=C/4 | 3 | 1 | 1 | 1 | 1 | 1 | |

1. Classrooms, Tutorial rooms and Laboratories required for 2\(^{nd}\), 3\(^{rd}\), 4\(^{th}\) and 5\(^{th}\) year may be added progressively (1+1+1) to achieve total number as stated. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.

2. Round off fraction in calculation to the next integer
**Hotel Management & Catering Technology (Degree Institute)**

<table>
<thead>
<tr>
<th>Carpet Area in sqm per room</th>
<th>66</th>
<th>33</th>
<th>66</th>
<th>132</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of rooms required for new Institution</td>
<td>A</td>
<td>4</td>
<td>C=A</td>
<td>D=C/4</td>
</tr>
<tr>
<td>Total Number of rooms (UG)</td>
<td>A</td>
<td>4</td>
<td>C=Ax4</td>
<td>D=C/4</td>
</tr>
<tr>
<td>Total Number of rooms (PG)</td>
<td>F</td>
<td>G</td>
<td>H=FxG</td>
<td>1/Specialisation</td>
</tr>
</tbody>
</table>

1. Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively (3+2+2) to achieve total number as stated. UG laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum.

2. Round off fraction in calculation to the next integer.
<table>
<thead>
<tr>
<th>Carpet Area in sqm per room</th>
<th>66</th>
<th>33</th>
<th>66</th>
<th>132</th>
<th>66</th>
<th>75</th>
<th>150</th>
<th>132</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of rooms required for new Institution</td>
<td>A</td>
<td>Y</td>
<td>C=A</td>
<td>D=C/4</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total Number of rooms</td>
<td>A</td>
<td>Y</td>
<td>C=A\times Y</td>
<td>D=C/4</td>
<td>6</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

1. Classrooms, Tutorial rooms and Laboratories required for 2\textsuperscript{nd} and 3\textsuperscript{rd} year may be added progressively (3+3) to achieve total number as stated. UG laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum.

2. Round off fraction in calculation to the next integer.
# Management

<table>
<thead>
<tr>
<th>Number of Divisions UG (Class of 60)</th>
<th>Duration of course in Yrs</th>
<th>Class Rooms(C)</th>
<th>Tutorial Rooms(D)</th>
<th>Computer Centre</th>
<th>Library &amp; Reading Room</th>
<th>Seminar Halls (E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Area in sqm per room</td>
<td></td>
<td>66</td>
<td>33</td>
<td>150</td>
<td>100</td>
<td>132</td>
</tr>
<tr>
<td>Number of rooms required for new institution</td>
<td>A</td>
<td>Y</td>
<td>C=A</td>
<td>D=C/4</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total Number of rooms</td>
<td>A</td>
<td>Y</td>
<td>C=AxY</td>
<td>D=C/4</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

1. Classrooms, Tutorial rooms and Laboratories required for 2\text{nd} (and 3\text{rd}) year may be added progressively to achieve total number as stated

2. Round off fraction in calculation to the next integer
### MCA

<table>
<thead>
<tr>
<th>Number of Divisions UG (Class of 60)</th>
<th>Number of courses in Yrs</th>
<th>Class Rooms (C)</th>
<th>Tutorial Rooms (D)</th>
<th>Computer Laboratories</th>
<th>Computer Centre</th>
<th>Library &amp; Reading Room</th>
<th>Seminar Halls (E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Area in sqm per room</td>
<td></td>
<td>66</td>
<td>33</td>
<td>66</td>
<td>150</td>
<td>100</td>
<td>132</td>
</tr>
<tr>
<td>Number of rooms required for new institution</td>
<td>A 3</td>
<td>C=A</td>
<td>D=C/4</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Total Number of rooms</td>
<td>A 3</td>
<td>C=A\times 3</td>
<td>D=C/4</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>E=C/4</td>
</tr>
</tbody>
</table>

1. Classrooms, Tutorial rooms and Laboratories required for 2\textsuperscript{nd}, 3\textsuperscript{rd} year may be added progressively (1+1) to achieve total number as stated.

2. Round off fraction in calculation to the next integer.
### Administrative Area (Carpet Area) in sq m

<table>
<thead>
<tr>
<th>Carpet Area in sqm per room</th>
<th>Principal/Director Office</th>
<th>Board Room</th>
<th>Office all inclusive</th>
<th>Department Offices</th>
<th>Cabins for Head of Departments</th>
<th>Faculty Rooms</th>
<th>Central Stores</th>
<th>Maintenance</th>
<th>Security</th>
<th>Housekeeping</th>
<th>Pantry for staff</th>
<th>Examinations Control Office</th>
<th>Placement office</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>20</td>
<td>150±</td>
<td>20</td>
<td>10</td>
<td>5</td>
<td>30</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>Number of rooms required for New Technical Campus</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>First Year Student intake/15</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total Number of rooms</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1/Dept</td>
<td>1/Dept</td>
<td>One per teaching faculty (as per norms) in the Institution</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

1. *Technical Campus having more than one Program
2. *Technical Campus having one Program
### 4.2.3 Amenities Area (Carpet Area) in sqm

<table>
<thead>
<tr>
<th>Carpet Area in sqm per room for Technical Campus having more than one Program</th>
<th>Toilets (Ladies &amp; Gents)</th>
<th>Boys Common Room</th>
<th>Girls Common Room</th>
<th>Cafeteria</th>
<th>Stationary Store &amp; Reprography</th>
<th>First Aid cum Sick Room</th>
<th>Principal's Quarter</th>
<th>Guest House</th>
<th>Sports Club / Gymnasium</th>
<th>Auditorium / Amphitheater</th>
<th>Boys Hostel</th>
<th>Girls Hostel</th>
</tr>
</thead>
<tbody>
<tr>
<td>350*</td>
<td>100</td>
<td>100</td>
<td>150</td>
<td>10</td>
<td>10</td>
<td>150</td>
<td>30</td>
<td>200</td>
<td>400</td>
<td>Adequate</td>
<td>Adequate</td>
<td></td>
</tr>
<tr>
<td>Carpet Area in sqm per room for Technical Campus having one Program</td>
<td>150$</td>
<td>75</td>
<td>75</td>
<td>150</td>
<td>10</td>
<td>10</td>
<td>150</td>
<td>30</td>
<td>100</td>
<td>250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of rooms required for New Technical Campus</td>
<td>Adequate</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total Number of rooms</td>
<td>Adequate</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Desired</td>
<td>Desired</td>
<td>Desired</td>
<td>Desired</td>
<td>Desired</td>
<td>Desired</td>
</tr>
</tbody>
</table>

1. * Estimated total area for Technical Campus having more than one Program
2. $ Estimated total area for Technical Campus having one Program

### 4.2.4 Circulation Area in sqm

#### 4.2.4 a
Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walk ways, staircases, entrance lobby
### Appendix 5

#### Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments for Technical Institution

#### 5.1 Computers, Software, Internet and Printers

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Diploma</th>
<th>Bachelor</th>
<th>Master</th>
<th>Internet Mbps / intake of 240 students with Bandwidth Contention of 1:1</th>
<th>Printers including Color Printer (% of total no of PC’s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering / Technology</td>
<td>1:6</td>
<td>1:4</td>
<td>1:2</td>
<td><a href="#">Legal System Software®</a></td>
<td><a href="#">Printers including Color Printer</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="#">Legal Application Software*</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="#">LAN &amp; Internet</a></td>
<td><a href="#">Mail Server &amp; Client</a></td>
<td>(Min 1 Mbps)</td>
<td></td>
</tr>
<tr>
<td>Pharmacy</td>
<td>1:6</td>
<td>1:6</td>
<td>1:6</td>
<td><a href="#">Legal System Software®</a></td>
<td><a href="#">Printers including Color Printer</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="#">LAN &amp; Internet</a></td>
<td><a href="#">Mail Server &amp; Client</a></td>
<td>(Min 1 Mbps)</td>
<td></td>
</tr>
<tr>
<td>Architecture &amp; Town Planning</td>
<td>1:6</td>
<td>1:6</td>
<td>1:6</td>
<td><a href="#">Legal System Software®</a></td>
<td><a href="#">Printers including Color Printer</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="#">LAN &amp; Internet</a></td>
<td><a href="#">Mail Server &amp; Client</a></td>
<td>(Min 1 Mbps)</td>
<td></td>
</tr>
<tr>
<td>Applied Arts &amp; Crafts</td>
<td>1:5</td>
<td>1:5</td>
<td>1:5</td>
<td><a href="#">Legal System Software®</a></td>
<td><a href="#">Printers including Color Printer</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="#">LAN &amp; Internet</a></td>
<td><a href="#">Mail Server &amp; Client</a></td>
<td>(Min 1 Mbps)</td>
<td></td>
</tr>
<tr>
<td>HMCT</td>
<td>1:6</td>
<td>1:6</td>
<td>1:6</td>
<td><a href="#">Legal System Software®</a></td>
<td><a href="#">Printers including Color Printer</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="#">LAN &amp; Internet</a></td>
<td><a href="#">Mail Server &amp; Client</a></td>
<td>(Min 1 Mbps)</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>1:2</td>
<td>1:2</td>
<td></td>
<td><a href="#">Legal System Software®</a></td>
<td><a href="#">Printers including Color Printer</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="#">LAN &amp; Internet</a></td>
<td><a href="#">Mail Server &amp; Client</a></td>
<td>(Min 1 Mbps)</td>
<td></td>
</tr>
<tr>
<td>MCA</td>
<td>1:2</td>
<td>1:2</td>
<td>1:2</td>
<td><a href="#">Legal System Software®</a></td>
<td><a href="#">Printers including Color Printer</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="#">LAN &amp; Internet</a></td>
<td><a href="#">Mail Server &amp; Client</a></td>
<td>(Min 1 Mbps)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 a</td>
<td>Utilization of Open Source Software may be encouraged</td>
</tr>
<tr>
<td>5.1 b</td>
<td>Secured Wi Fi facility is highly recommended</td>
</tr>
<tr>
<td>5.1 c</td>
<td>Purchase of most recent hardware is desired.</td>
</tr>
<tr>
<td>5.1 d</td>
<td>Library, Administrative offices and Faculty members be provided with exclusive computing facilities along with LAN and Internet over and above the requirement meant for students</td>
</tr>
<tr>
<td>5.1 e</td>
<td>Adequate number of software licenses is required</td>
</tr>
<tr>
<td>5.1 f</td>
<td>Central Xeroxing facility for students is preferred</td>
</tr>
</tbody>
</table>
### 5.2 Laboratory Equipments and Experiments

**5.2 a** The laboratories shall have equipments as appropriate for experiments as stated / suitable for the requirements of the affiliating University / Board’s curriculum. It is desired that number of experiment set up be so arranged that maximum four students shall work on one set.

### 5.3 Books, Journals and Library facilities

<table>
<thead>
<tr>
<th>Program</th>
<th>Total number of Divisions</th>
<th>Titles</th>
<th>Volumes</th>
<th>National Journals</th>
<th>International Journals</th>
<th>E Journals</th>
<th>Reading Room seating</th>
<th>Multimedia PCs for Digital Library Internet Surfing in reading room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering / Technology (UG)</td>
<td>B</td>
<td>100</td>
<td>500xB</td>
<td>6xB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy(UG)</td>
<td>B</td>
<td>100</td>
<td>500xB</td>
<td>6xB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architecture &amp; Town Planning (UG)</td>
<td>B</td>
<td>100</td>
<td>400xB</td>
<td>6xB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Arts &amp; Crafts (UG)</td>
<td>B</td>
<td>100</td>
<td>500xB</td>
<td>6xB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMCT</td>
<td>B</td>
<td>100</td>
<td>500xB</td>
<td>6xB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MBA / PGDM / MCA (PG)</td>
<td>B</td>
<td>100</td>
<td>500xB</td>
<td>12xB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering / Technology / Pharmacy / Architecture &amp; Town Planning / Applied Arts &amp; Crafts (PG)</td>
<td>B</td>
<td>50</td>
<td>200</td>
<td>5xB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma in Engineering / Tech / Pharmacy / Architecture &amp; Town Planning Applied Arts &amp; Crafts, HMCT</td>
<td>B</td>
<td>Half the number as required for UG course in the same Program</td>
<td>Half the number as required for UG course in the same Program</td>
<td>Half the number as required for UG course in the same Program</td>
<td>-</td>
<td>-</td>
<td>15% (Max 150)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
B = Number of divisions at 1\textsuperscript{st} year (shift 1+2) + Number of 2\textsuperscript{nd} year direct divisions (shift 1+2)

| | Book titles and volumes required at the time of starting new Institution. |
| | Yearly increment. |
| | Component for additional division / course. |
| | Hard Copy International Journals is desirable to procure. However subscription to E-Journals and National Journals as per Appendix 10 is essential. |
| | Journals and Books may also include subjects of Science & Humanities. |
| | Digital Library facility with multimedia facility is essential. |
| | Reprographic facility in the library is essential. |
| | Document scanning facility in the library is essential. |
| | Document printing facility in the library is essential. |
| | Library books/non books classification as per standard classification methods is essential. |
| | Availability of NPTEL facility at the library is essential. |
| | Computerized indexing with bar coded / RF tagged book handling is desired. |
**Appendix 6**

**Norms for Essential and Desired requirements for Technical Campus (Marked as essential need to be made available at the time of the Expert committee visit)**

<table>
<thead>
<tr>
<th>No.</th>
<th>Service/Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Language Laboratory</td>
<td>Essential</td>
</tr>
<tr>
<td></td>
<td>The Language Laboratory is 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. This 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, extemporary speaking, debates, skits etc. These sessions are complemented by online learning sessions which take place in the Multi-Purpose Computer Lab. This Lab shall have 25 Computers For every 1000 students.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Potable Water supply and outlets for drinking water at strategic locations</td>
<td>Essential</td>
</tr>
<tr>
<td>3.</td>
<td>Electric Supply</td>
<td>Essential</td>
</tr>
<tr>
<td>4.</td>
<td>Backup Electric Supply</td>
<td>Desirable</td>
</tr>
<tr>
<td>5.</td>
<td>Sewage Disposal</td>
<td>Essential</td>
</tr>
<tr>
<td>6.</td>
<td>Telephone and FAX</td>
<td>Essential</td>
</tr>
<tr>
<td>7.</td>
<td>Vehicle Parking</td>
<td>Essential</td>
</tr>
<tr>
<td>8.</td>
<td>Institution web site</td>
<td>Essential</td>
</tr>
<tr>
<td>9.</td>
<td>Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs &amp; Employment, India.</td>
<td>Essential</td>
</tr>
<tr>
<td>10.</td>
<td>Safety provisions including fire and other calamities</td>
<td>Essential</td>
</tr>
<tr>
<td>11.</td>
<td>General Insurance provided for assets against fire, burglary and other calamities</td>
<td>Essential</td>
</tr>
<tr>
<td>12.</td>
<td>All weather approach road</td>
<td>Essential</td>
</tr>
<tr>
<td>13.</td>
<td>General Notice Board and Departmental Notice Boards</td>
<td>Essential</td>
</tr>
<tr>
<td>14.</td>
<td>First aid, Medical and Counseling Facilities</td>
<td>Essential</td>
</tr>
<tr>
<td>15.</td>
<td>Public announcement system at strategic locations for general announcements/paging and announcements in emergency.</td>
<td>Desirable</td>
</tr>
<tr>
<td>17.</td>
<td>Transport</td>
<td>Desirable</td>
</tr>
<tr>
<td>18.</td>
<td>Post, Banking Facility / ATM</td>
<td>Desirable</td>
</tr>
<tr>
<td>19.</td>
<td>CCTV Security System</td>
<td>Desirable</td>
</tr>
<tr>
<td>20.</td>
<td>LCD (or similar) projectors in classrooms</td>
<td>Desirable</td>
</tr>
<tr>
<td>21.</td>
<td>Group Insurance to be provided for the employees</td>
<td>Desirable</td>
</tr>
<tr>
<td>22.</td>
<td>Insurance for students</td>
<td>Desirable</td>
</tr>
<tr>
<td>23.</td>
<td>Staff Quarters</td>
<td>Desirable</td>
</tr>
</tbody>
</table>
### Appendix 7

#### Norms for Faculty requirements and Cadre Ratio for Technical campus

**7.1 Faculty Requirements and Cadre Ratio (Diploma / Post Diploma)**

<table>
<thead>
<tr>
<th>Faculty Student ratio</th>
<th>Principal / Director</th>
<th>Head of the Department</th>
<th>Lecturer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering / Tech / Pharmacy / Architecture &amp; Town Planning, Applied Arts &amp; Crafts, HMCT</strong></td>
<td></td>
<td>1 per Department</td>
<td>S / 20</td>
<td>A + B + C</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td></td>
</tr>
</tbody>
</table>

**7.1 a** \( S = \text{Sum of number of students as per Approved Student Strength at all years} \)

**7.2 Faculty Requirements and Cadre Ratio (UG)**

<table>
<thead>
<tr>
<th>Faculty Student ratio</th>
<th>Principal / Director</th>
<th>Professor</th>
<th>Associate Professor</th>
<th>Assistant Professor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering / Technology</strong></td>
<td></td>
<td>1 per Department</td>
<td>S / 15R</td>
<td>S / 15R × 2</td>
<td>S / 15R × 6</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pharmacy</strong></td>
<td>1</td>
<td>S / 15R × 2</td>
<td>S / 15R × 6</td>
<td>S / 15R</td>
<td>S / 15R</td>
</tr>
<tr>
<td><strong>Architecture &amp; Town Planning</strong></td>
<td></td>
<td>1 per Department</td>
<td>S / 15R × 2</td>
<td>S / 15R × 6</td>
<td>S / 15R</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Applied Arts &amp; Crafts</strong></td>
<td></td>
<td>1 per Department</td>
<td>S / 15R × 2</td>
<td>S / 15R × 6</td>
<td>S / 15R</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HMCT</strong></td>
<td>1</td>
<td>S / 15R × 2</td>
<td>S / 15R × 6</td>
<td>S / 15R</td>
<td>S / 15R</td>
</tr>
</tbody>
</table>

**7.2 a** \( S = \text{Sum of number of students as per Approved Student Strength at all years}, R = (1+2+6) \)
### 7.3 Faculty Requirements and Cadre Ratio (PG)

<table>
<thead>
<tr>
<th>Faculty: Student ratio</th>
<th>Principal / Director</th>
<th>Professor</th>
<th>Associate Professor</th>
<th>Assistant Professor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Engineering / Technology</td>
<td>1:12</td>
<td>-</td>
<td>( \frac{S}{12R} )</td>
<td>( \frac{S}{12R} )</td>
<td>( \frac{S}{12R} )</td>
</tr>
<tr>
<td>*Pharmacy</td>
<td>1:12</td>
<td>-</td>
<td>( \frac{S}{12R} )</td>
<td>( \frac{S}{12R} )</td>
<td>( \frac{S}{12R} )</td>
</tr>
<tr>
<td>*Architecture &amp; Town Planning</td>
<td>1:10</td>
<td>-</td>
<td>( \frac{S}{10R} )</td>
<td>( \frac{S}{10R} )</td>
<td>( \frac{S}{10R} )</td>
</tr>
<tr>
<td>*Applied Arts &amp; Crafts</td>
<td>1:10</td>
<td>-</td>
<td>( \frac{S}{10R} )</td>
<td>( \frac{S}{10R} )</td>
<td>( \frac{S}{10R} )</td>
</tr>
<tr>
<td>*HMCT</td>
<td>1:12</td>
<td>-</td>
<td>( \frac{S}{12R} )</td>
<td>( \frac{S}{12R} )</td>
<td>( \frac{S}{12R} )</td>
</tr>
<tr>
<td>*MBA / PGDM</td>
<td>1:15</td>
<td>1</td>
<td>( \frac{S}{15R} )</td>
<td>( \frac{S}{15R} \times 2 )</td>
<td>( \frac{S}{15R} \times 6 )</td>
</tr>
<tr>
<td>*MCA</td>
<td>1:15</td>
<td>1</td>
<td>( \frac{S}{15R} )</td>
<td>( \frac{S}{15R} \times 2 )</td>
<td>( \frac{S}{15R} \times 6 )</td>
</tr>
</tbody>
</table>

7.3 a \( S = \text{Sum of number of students as per Approved Student Strength at all years} \)

*\( R = (1+2), ^*R = (1+2+6) \)
# Appendix 8: Faculty Cadre and Qualifications

## 8.1 Diploma

<table>
<thead>
<tr>
<th>Program</th>
<th>Cadre, Qualifications and Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering / Tech Pharmacy</td>
<td>Please refer to Gazette of India Notification dated 5th March 2010, Pay Scales, Service Conditions and Qualifications for the teachers and other academic staff in technical Institutions (Diploma) Regulations, 2010.</td>
</tr>
<tr>
<td>Architecture</td>
<td></td>
</tr>
<tr>
<td>Town Planning</td>
<td></td>
</tr>
<tr>
<td>Applied Arts &amp; Crafts</td>
<td></td>
</tr>
</tbody>
</table>

### 8.1.1 Grade Point | Equivalent Percentage

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Equivalent Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.25</td>
<td>55 %</td>
</tr>
<tr>
<td>6.75</td>
<td>60 %</td>
</tr>
<tr>
<td>7.25</td>
<td>65 %</td>
</tr>
<tr>
<td>7.75</td>
<td>70 %</td>
</tr>
<tr>
<td>8.25</td>
<td>75 %</td>
</tr>
</tbody>
</table>
## Faculty Cadre and Qualifications (Degree & Post Graduate)

<table>
<thead>
<tr>
<th>Program</th>
<th>Cadre</th>
<th>Qualifications</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering / Technology</td>
<td>Assistant Professor</td>
<td>BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech</td>
<td></td>
</tr>
<tr>
<td>MCA</td>
<td>Assistant Professor</td>
<td>BE / B Tech and ME / M Tech in relevant subject with First Class or equivalent either in BE / B Tech or ME / M Tech</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BE / B Tech and MCA with First class or equivalent in either BE / B Tech or MCA</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MCA with first class or equivalent with two years relevant experience.</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>Assistant Professor</td>
<td>First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable.</td>
<td></td>
</tr>
<tr>
<td>Pharmacy</td>
<td>Assistant Professor</td>
<td>Bachelors and Masters Degree in Pharmacy with First Class or equivalent either in Bachelors or Masters Degree</td>
<td></td>
</tr>
<tr>
<td>HMCT</td>
<td>Assistant Professor</td>
<td>First class at Bachelors (3 year degree or Diploma after 10+2 in HMCT) or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Masters Degree OR 8 years relevant experience OR First class at Bachelors 4 year degree or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Masters Degree OR 7 years relevant experience</td>
<td></td>
</tr>
<tr>
<td>Architecture</td>
<td>Assistant Professor</td>
<td>Bachelors and Masters Degree in Architecture with First Class or equivalent either in Bachelors or Masters Degree</td>
<td></td>
</tr>
<tr>
<td>Town Planning</td>
<td>Assistant Professor</td>
<td>Bachelors and Masters Degree in Town Planning with First Class or equivalent either in Bachelors or Masters Degree.</td>
<td></td>
</tr>
<tr>
<td>Applied Arts &amp; Crafts</td>
<td>Assistant Professor</td>
<td>Bachelors and Masters Degree in appropriate branch of Fine Art (Applied Art, Painting, and Sculpture) or equivalent with First Class or equivalent either in Bachelors or Masters Degree</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>All Program</td>
<td>Associate Professor</td>
<td>Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD student is highly desirable. Minimum of 5 years experience in teaching and/or research and/or industry of which at least 2 years shall be post PhD is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.</td>
<td></td>
</tr>
<tr>
<td>All Program</td>
<td>Professor</td>
<td>Qualifications as above that are for the post of Associate Professor, as applicable. Post PhD publications and guiding PhD students is highly desirable minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor. or minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents,</td>
<td></td>
</tr>
<tr>
<td>All Program</td>
<td>Principal / Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualifications as above that is for the post of Professor, as applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post PhD publications and guiding PhD students is highly desirable</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years experience in teaching and/or Research and/or Industry.

In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members in Selection committee.

Flair for Management and Leadership is essential.

In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.
8.2.1 a Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors’ area of specialization.

b PhD shall be from a recognized University

c For incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor provided incumbent assistant professor has acquired or acquires PhD degree in relevant discipline.

d Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.

e If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Equivalent Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.25</td>
<td>55 %</td>
</tr>
<tr>
<td>6.75</td>
<td>60 %</td>
</tr>
<tr>
<td>7.25</td>
<td>65 %</td>
</tr>
<tr>
<td>7.75</td>
<td>70 %</td>
</tr>
<tr>
<td>8.25</td>
<td>75 %</td>
</tr>
</tbody>
</table>
Appendix 9

Norms for PGDM Program

| 9.1 | a | All Post Graduate Diploma in Management (PGDM) shall be of duration not less than 24 Months / 2 Years |
|     | b | All Post Graduate Certificate in Management (PGCM) of duration more than 12 Months / 1 year, and less than 24 Months / 2 years shall be termed Post Graduate Certificate in Management (PGCM) |
|     | c | Executive PGDM shall be of duration of 15 Months / 1 ½ years |
|     | d | Admission to all PGDM Courses and PGCM courses shall be done through common entrance test such as CAT / MAT / Examinations conducted by the respective State Governments for all Institutions other than Minority Institutions. |
|     | e | The Admissions to PGDM, PGDM (Executive) and PGCM shall not start before 1st April of the Academic Year. |
|     | f | Model Curriculum / Syllabus for PGDM, PGDM (Executive) and PGCM shall be issued by the Council |
|     | g | Admissions to PGDM Programs shall be conducted by the respective State Governments through their competent authority designated for such purpose. |
|     | h | The fees to be charged for the PGDM, PGDM (Executive) and PGCM Programs shall be approved by the State Level Fee Committee of respective State Governments. |
|     | i | Rules for matters relating to examinations / arbitration on matters of examinations shall be decided by the All India Board of Management, AICTE |
|     | j | The academic session shall normally be from June 1st to May 31st of the succeeding Year. |

Notwithstanding the above the Institutes shall observe the following as per the interim order of the Hon’ble Supreme Court of India in respect of W.P (c) No (s) 89 of 2011 and the interim order of the Hon’ble Supreme Court of India dated 26th July 2011, wherever applicable.

Admission criteria:
Institutes offering Post Graduate Diploma in Management shall admits students who have valid score of CAT, MAT,XAT, ATMA, JMET and common entrance CMAT of AICTE.

The institute shall inform the state government and clearly display on the Institute web site the eligibility criteria, selection procedure and the merit list of the students who have applied for the program. The selection of students shall be strictly on the basis of merit.

Fees
The institute shall charge fees as notified by the Fees fixation Committee in the respective State and shall be notified to AICTE and published on the Institute web site.

Composition of Board of Governors (BOG)
The Board of Governors of the Institute shall have two invitees, one nominated by the AICTE and the other nominated by the State Government.
## Appendix 10

### 10.0 Subscription of E-Journals

Mandatory Subscription of e-Journal Packages for all Engineering Institutions conducting Undergraduate / Postgraduate Courses

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Publisher</th>
<th>Subjects</th>
<th>E-Content</th>
<th>Annual Subscription Rate for AICTE Institutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ASTM DL (Digital library)</td>
<td>Over 1700 E-Book &amp; Over 13,000 Journals and Articles</td>
<td>US$1100</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

1. Institutions having only 1st & 2nd Year UG Students and Institutions being established need to subscribe to Elsevier & ASTM Digital Library Packages Only (At S.No.5 & 6 of the table above)

2. All Institutions other than 1 of note shall subscribe to all the Packages from S. No. 1 to 6 given of the table above.

3. Institutions not offering Civil Engineering Courses need not Subscribe To ASCE Package

4. Institutions Not Offering Mechanical Engineering Courses need not subscribe to ASME Package

5. Institutions who already subscribe to IEL Online need not subscribe To IEEE – ASPP Package until the subscription of the same is valid.
Mandatory Subscription of e-journals for all Institutions conducting program in Management

<table>
<thead>
<tr>
<th>Publisher</th>
<th>Subjects</th>
<th>E-Content</th>
<th>Annual Subscription Price Per Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBSCO</td>
<td>Management</td>
<td>Business Source Elite e-journal Collection</td>
<td>US$ 3500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( 1802 e-journals &amp; magazines )(2011)</td>
<td></td>
</tr>
</tbody>
</table>

Mandatory Subscription of e-journals for all Pharmacy Institutions conducting Undergraduate / Postgraduate Programs

<table>
<thead>
<tr>
<th>Publisher</th>
<th>Subjects</th>
<th>E-Content</th>
<th>Annual Subscription Price Per Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENTHAM</td>
<td>Pharmacy</td>
<td>Pharmacy Collection (23 e-journals) (2011)</td>
<td>US$1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Backfile Access – since 2000)</td>
<td></td>
</tr>
<tr>
<td>ELSEVIER</td>
<td>Pharmacy</td>
<td>SCIENCEDIRECT</td>
<td>US$4500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70 JOURNALS (Back File Access from 2000 onwards)</td>
<td></td>
</tr>
</tbody>
</table>

Mandatory Subscription of e-journals for all Architecture Institutions conducting Undergraduate / Postgraduate Program.

<table>
<thead>
<tr>
<th>Publisher</th>
<th>Subjects</th>
<th>E-Content</th>
<th>Annual Subscription Price Per Institute</th>
</tr>
</thead>
</table>
Mandatory Subscription of e-journals for all Hotel Management Institutions conducting Undergraduate / Post Graduate Program

<table>
<thead>
<tr>
<th>Publisher</th>
<th>Subjects</th>
<th>E-Content</th>
<th>Annual Subscription Price Per Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBSCO</td>
<td>Hotel Management</td>
<td>EBSCO Hospitality &amp; Tourism Complete (761 e-journals, Magazines &amp; Trade Publications) (2011)</td>
<td>US$3500</td>
</tr>
</tbody>
</table>

Mandatory Subscription of e-journals for all Institutions conducting the following special Postgraduate Courses

| Name of Publisher | Courses                  | E-Content                                                           | Annual Subscription Price Per Institute |
|-------------------|--------------------------|                                                                    |-----------------------------------------|
| ELSEVIER          | Bio Technology           | 70 (Back File Access from 2000 onwards)                           | US$4000                                 |
|                   | Chemical Engineering     | 30 (Back File Access from 2000 onwards)                           | US$3000                                 |
|                   | Environmental Engineering| 60 (Back File Access from 2000 onwards)                           | US$4500                                 |
|                   | Nano Technology          | 10 (Back File Access from 2000 onwards)                           | US$2000                                 |
|                   | Geo Technology           | 10 (Back File Access from 2000 onwards)                           | US$1500                                 |

All Institutions running program / course in engineering and management should subscribe for engineering as well as management package. Similarly if the institution is running management, architecture, pharmacy and engineering then the institution should subscribe to all the packages of relevant discipline/s.
Optional package for institutions imparting post graduate engineering courses

ISO JTC 1 Collection – Standards on Information Technology

<table>
<thead>
<tr>
<th>Publisher</th>
<th>Subjects</th>
<th>E-Content</th>
<th>Annual Subscription Price Per Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISO</td>
<td>ISO JTC 1 Information Technology &amp; Electronics and Telecommunication</td>
<td>(2630) Standards</td>
<td>CHF 2300 CHF – Swiss Franc</td>
</tr>
</tbody>
</table>

Terms & Conditions

Subscription period: Calendar Year subscription i.e. 1st January 2012 – 31st December 2012.

Payment: Institutions to make 100% advance payment along with a confirmed subscription order to the publisher or its authorized representative. Subscription prices to be paid in Indian rupees (foreign currency price converted to INR as per the goods office committee / GOC conversion rate prevailing of the ordering month).

Access: Campus wide online access will be activated on IP authentication to the subscribing institutions. Any number of simultaneous users can access, browse and download the subscribed e-journals within the institution campus.

Subscription Agreement: All subscribing institutions need to enter into a subscription agreement with the respective publisher or their representative. The subscription agreement entered in between institutions & publishers will cover the key licensing terms (including but not limited to fair use policy, subscribed content, price & arbitration in case of dispute).
### Format for Detailed Project Report (DPR) for establishment of New Technical Institution / Technical Campus

<table>
<thead>
<tr>
<th>Section</th>
<th>Subsection</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1</td>
<td>a</td>
<td><strong>PREAMBLE</strong>&lt;br&gt;This Chapter is expected to cover the genesis of the proposal with respect to the background of the technical education and industry scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the promoters for preparation of the DPR</td>
</tr>
<tr>
<td></td>
<td>1.1</td>
<td>Introduction</td>
</tr>
<tr>
<td></td>
<td>1.2</td>
<td>Background of the Consultants</td>
</tr>
<tr>
<td></td>
<td>1.3</td>
<td>Technical Education &amp; Industry Scenario</td>
</tr>
<tr>
<td>11.2</td>
<td><strong>THE PROMOTING BODY</strong>&lt;br&gt;This Chapter is expected to cover 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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a</td>
<td>Introduction to its Genesis including its Registration Status</td>
</tr>
<tr>
<td></td>
<td>b</td>
<td>Details of its Promoters including their Background</td>
</tr>
<tr>
<td></td>
<td>c</td>
<td>Activities of the Promoting Body including a listing of major educational</td>
</tr>
<tr>
<td></td>
<td>d</td>
<td>Promotion activities undertaken by it in the past</td>
</tr>
<tr>
<td></td>
<td>e</td>
<td>Mission of the Promoting Body</td>
</tr>
<tr>
<td></td>
<td>f</td>
<td>Vision of the Promoting Body</td>
</tr>
<tr>
<td>11.3</td>
<td><strong>OBJECTIVES AND SCOPE OF THE PROPOSED INSTITUTION</strong>&lt;br&gt;This Chapter is expected to cover the goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing technical education and industry 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. / BHMCT / MBA / MCA etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a</td>
<td>Objectives of the Institution</td>
</tr>
<tr>
<td></td>
<td>b</td>
<td>General and Technical Education Scenario of the State</td>
</tr>
<tr>
<td></td>
<td>c</td>
<td>Status at Entry Level</td>
</tr>
<tr>
<td></td>
<td>d</td>
<td>Status of Technical Level manpower</td>
</tr>
<tr>
<td></td>
<td>e</td>
<td>Industrial Scenario of the State</td>
</tr>
<tr>
<td></td>
<td>f</td>
<td>Scope of the College vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.</td>
</tr>
</tbody>
</table>
# ACADEMIC PROGRAMS

This Chapter is expected to cover the basic Academic Philosophy of the Institution and to list the identified Programs, targets, and various facilities

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Basic Academic Philosophy of the Institution</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Types of Programs</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Identified Programs</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Phase-wise Introduction of Programs &amp; Intake</td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>Target Date for Start of Academic Programs</td>
<td></td>
</tr>
<tr>
<td>f</td>
<td>Central Computing facility</td>
<td></td>
</tr>
<tr>
<td>g</td>
<td>Central library</td>
<td></td>
</tr>
<tr>
<td>h</td>
<td>Central Workshop</td>
<td></td>
</tr>
<tr>
<td>i</td>
<td>Central Instrumentation Facility</td>
<td></td>
</tr>
<tr>
<td>j</td>
<td>Affiliating Body</td>
<td></td>
</tr>
<tr>
<td>k</td>
<td>Scholarships</td>
<td></td>
</tr>
</tbody>
</table>

## 11.5

In case of PGDM Programs, comprehensive details in respect of admission procedure, Program structure, curriculum outline and contents, evaluation system etc. should necessarily be submitted. PGDM Programs shall be regulated as per Appendix 9

## 11.6

**SALIENT FEATURES OF ACADEMIC DIVISIONS**

This Chapter is expected to give phase-wise details of the Academic Programs / Divisions that the Proposed Institution desires to setup 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

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Classification of Academic Divisions i.e. Departments, Centres, Schools, Central Academic Facilities</td>
<td></td>
</tr>
</tbody>
</table>
| b | Details of each Academic Department / Centre, like:  
- Academic Objectives  
- Areas of Focus  
- Academic Program  
- Faculty Requirement & Phase-wise Recruitment  
- Requirement of Laboratories, Space and Equipment (cost)  
- Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office |   |

## 11.7

**QUALITY AND HUMAN RESOURCE DEVELOPMENT**

This Chapter is expected to cover the Human Resource Developmental aspects of the proposed Institution including the Policies of the Management to promote excellence among Faculty & Staff, Strategies to attract and retain bright faculty and methodologies towards quality management and fostering of academic excellence

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Academic Values</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Recruitment, Strategies for Attracting and Retention of Faculty Personnel for</td>
<td></td>
</tr>
<tr>
<td>11.8</td>
<td><strong>LINKAGES IN TECHNICAL EDUCATION</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Linkages with Industry</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Linkages with the Community</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Linkages with other Technical Institutions in the region</td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>Linkages with Institutions of excellence such as the IITs and IISc., Bangalore</td>
<td></td>
</tr>
<tr>
<td>f</td>
<td>Linkages Abroad</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11.9</th>
<th><strong>GOVERNANCE, ACADEMIC and ADMINISTRATIVE MANAGEMENT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Philosophy of Governance</td>
</tr>
<tr>
<td>b</td>
<td>Board of Governors</td>
</tr>
<tr>
<td>c</td>
<td>Organizational Structure &amp; Chart for day-to-day Operations &amp; Management</td>
</tr>
<tr>
<td>d</td>
<td>Role and Responsibilities of Key Senior Positions</td>
</tr>
<tr>
<td>e</td>
<td>Methods / Style of Administration / Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11.10</th>
<th><strong>CONCEPTUAL MASTER PLAN FOR MAIN CAMPUS DEVELOPMENT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>The Site</td>
</tr>
<tr>
<td>b</td>
<td>Proposed Land Use Pattern</td>
</tr>
<tr>
<td>c</td>
<td>Design Concept</td>
</tr>
<tr>
<td>d</td>
<td>Buildings and Facilities in the Campus</td>
</tr>
<tr>
<td>11.11</td>
<td>REQUIREMENT OF STAFF, SPACE and EQUIPMENT AND THEIR COST</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>This Chapter is expected to 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a</th>
<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>Faculty Requirements</td>
</tr>
<tr>
<td>c</td>
<td>Non-teaching Staff Requirements</td>
</tr>
<tr>
<td>d</td>
<td>Building Requirements: Area and Costs</td>
</tr>
<tr>
<td>e</td>
<td>Estimated Cost of Equipment</td>
</tr>
<tr>
<td>f</td>
<td>Phase-wise Financial Requirements</td>
</tr>
<tr>
<td>g</td>
<td>Strategies for Financial Mobilization</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11.12</th>
<th>ACTION PLAN FOR IMPLEMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Chapter is expected to cover 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a</th>
<th>Activity Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>Constraints</td>
</tr>
<tr>
<td>c</td>
<td>Financial Outlay</td>
</tr>
<tr>
<td>d</td>
<td>Strategy for Implementation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11.13</th>
<th>EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Chapter is expected to present a Summary of the DPR as per the following format for ready reference.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a</th>
<th>Details about the Promoting Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>Name and Address of the Promoting Body</td>
</tr>
<tr>
<td>c</td>
<td>Date of Registration / Establishment of the Promoting Body</td>
</tr>
<tr>
<td>d</td>
<td>Nature of the Promoting Body:</td>
</tr>
<tr>
<td>e</td>
<td>Activities of the Promoting Body since inception</td>
</tr>
<tr>
<td>f</td>
<td>Constitution of the Promoting Body</td>
</tr>
</tbody>
</table>

### Faculty Data

<table>
<thead>
<tr>
<th>Name</th>
<th>Academic Qualification</th>
<th>Nature of Association with the Promoting Body</th>
<th>Experience in Academic Institutions (in Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Technical</td>
<td>Non Technical</td>
<td>Promotional</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11.15 **Proposed Institution**

<table>
<thead>
<tr>
<th>Details about the Proposed Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Plan for the Proposed Institution</td>
</tr>
<tr>
<td>Vision of the Promoting Body</td>
</tr>
<tr>
<td>Mission of the Promoting Body</td>
</tr>
</tbody>
</table>

11.16

<table>
<thead>
<tr>
<th>a</th>
<th>Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment &amp; for next 10 years at intervals of five years.</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>Give a bar chart indicating the recruitment of faculty (separately for Lecturer, Assistant Professor, Professor) for the proposed project at the time of establishment &amp; for next 10 years at intervals of five years.</td>
</tr>
<tr>
<td>c</td>
<td>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 &amp; for next 10 years at intervals of five years.</td>
</tr>
<tr>
<td>d</td>
<td>Give a bar chart indicating investment on equipment and machinery for the proposed project at the time of establishment &amp; for next 10 years at intervals of five years.</td>
</tr>
</tbody>
</table>

11.17 **Total Project cost (at the time of establishment and next five years)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Courses / Intake Proposed (I)</th>
<th>Built up area / Investment to be made (Sqm / Rs. (II))</th>
<th>Investment on Furniture &amp; Accessories (Rs. in Lakhs) (III)</th>
<th>Investment on Equipment / Machinery (Rs. in Lakhs) (IV)</th>
<th>Projected expenditure on Salary of Staff per annum (Rs. in Lakhs) (V)</th>
<th>Investment on Library (Rs. in Lakhs) (VI)</th>
<th>Total Project Cost (I to VI) and Preoperative Exp.) (Rs. in Lakhs)</th>
</tr>
</thead>
</table>

11.18 **Details for mobilization / source of funds (capital & recurring) (At the time of establishment and next five years) (Rs. in Lacs)**

<table>
<thead>
<tr>
<th>Year</th>
<th>From Applicant</th>
<th>Donations</th>
<th>Grants from Government</th>
<th>Fees</th>
<th>Loan</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 11.19 Recruitment of faculty (At the time of establishment and next five years)

<table>
<thead>
<tr>
<th>Year</th>
<th>Professor</th>
<th>Asst. Professor</th>
<th>Lecturer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Recruitment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Technical</td>
<td>Administrative</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 11.21 Proposed structure of governing body

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Trust / Representative</th>
<th>Society</th>
<th>Academic Background</th>
<th>Industry Rep.</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Technical</td>
<td>Non Technical</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 11.22 Proposed structure of governing body

### 11.23 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 may be rejected.

(Authorized Signatory of the applicant)

Place:

Date:

Name

Designation

Seal
Appendix 12

Prevention and prohibition of Ragging

12.1 Objectives

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 including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education (AICTE) brings forth these Regulations.

12.2 What Constitutes Ragging

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

12.3 Measures for prevention of ragging

1. It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

2. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and / or the admission authority / affiliating University / Board / State Government, / UT / Central Government. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.

3. The ‘Prospectus’ and other admission related documents shall contain directions of the Supreme Court Affiliating University / Board / admission Authority / State Government. / Central Government. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their ‘Prospectus’. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.

4. The application form for admission / enrolment shall have a printed affidavit, preferably both in English and Hindi and / or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he / she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and / or abetting ragging, is liable to be punished appropriately.

5. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and / or abetting ragging.

6. The application for admission shall be accompanied by a document along with the School Leaving Certificate / Character Certificate which shall include a report on the behavioral patter of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.

7. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he / she is also aware of the law in this regard and agrees to abide by the punishments meted out if he / she is found guilty of ragging and / or abetting ragging.

8. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the Council or to an Agency identified/nominated by the Council.

9. The Council or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Government. / UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every
student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.

10. Each batch of first year students should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems / difficulties, if any faced by the first year students in the Institution and extend necessary help.

11. In case of first year students admitted to a Hostel it shall be the responsibility of the teacher in-charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. First year students should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors’ access to first year students’ accommodation is strictly monitored by wardens, Security Guards and Staff.

12. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel ‘first year students’ in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.

13. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he / she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti–ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.

14. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.

15. The information booklet mentioned above shall also tell the first year students about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.

16. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.

17. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places Some of such posters shall be of permanent nature in certain vulnerable places.
18. The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions ’s resolve to ban ragging and punish those found guilty without fear or favor.

19. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.

20. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.

21. The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.

22. The faculties / departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

23. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly first year students, to reach out for help from teachers, parents and Institution authorities.

12.4 Monitoring mechanism in technical institution, University including Deemed to be University imparting technical education

1. **Anti-ragging Committee:** Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the first year students’ category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

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

3. **Anti-Ragging Squad:** Every Institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
4. It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

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

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

7. Monitoring Cell on Ragging: The State Government / UT and the affiliating University / Board shall set up a Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation Programs, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents / guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

8. The Monitoring Cell shall coordinate with the institutions, universities including deemed to be universities imparting technical education to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.

9. The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents / guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.
12.5 Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.

1. The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.

2. The Principal or Head of the Institution / Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.

3. Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution / Faculty members / non-teaching staff that display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.

4. The Principal or the Head of the Institution / Faculty Members / Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

12.6 Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following,

- Cancellation of admission
- Suspension from attending classes
- Withholding / withdrawing scholarship / fellowship and other benefits
- Debarring from appearing in any test / examination or other evaluation process
- Withholding results
• Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
• Suspension / expulsion from the hostel
• Rustication from the institution for period ranging from 1 to 4 semesters
• Expulsion from the institution and consequent debarring from admission to any other institution.
• Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

1. In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University;
2. In case of an order of a University, to its Chancellor.
3. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
4. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council form time to time.

12.7 Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging

1. Role of the concerned technical institutions, Universities including Deemed to be Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti ragging measures and to investigate specific instances of ragging and take appropriate action.

2. The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to the Council annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.

3. All Letters of Approval issued by the Council such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical institutions, release of grants, letters of approval issued to Technical Campus, second shift etc. shall contain a specific clause of prevention of ragging.

4. The Council shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one of more of the following measures, namely;

• No admission / Withdrawal of approval granted under section 10(k) of AICTE Act.
• Withholding any grant allocated.
• Declaring the institution ineligible to be considered for any assistance under any of the general or special assistance programs of the Council.
• Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the AICTE Web portal, declaring that the institution does not possess the minimum academic standards.

• Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

As regards the Universities including Deemed to be Universities imparting technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/ recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Government. of India and the concerned State Government/UT. The UGC, MHRD Government. of India, and the State Government. / UT concerned shall initiate immediate action on the recommendations of the Council.

**12.8 Duties and Responsibilities of the All India Council for technical Education**

1. All India Council for technical Education, or the Central Government or the agency authorized for the purpose shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.

2. Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University / Board, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.

3. The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.

4. The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution Heads of institutions, faculty members, members of the anti-ragging committees and anti-ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.

5. The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his / her parents/guardians and stored electronically by the institution; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

6. The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall make available the database to a non-government agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the All India Council for technical Education / Central Government.
The All India Council for technical Education shall take the following regulatory steps:

1. The All India Council for technical Education shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.

2. The All India Council for technical Education shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.

3. The All India Council for technical Education shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the All India Council for technical education, that the institution has complied with the anti-ragging measures.

4. Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by National Board of Accreditation or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.

5. The All India Council for technical Education shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education / Central Government and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.

6. The All India Council for technical Education shall institute an Anti-Ragging Cell within the Council as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cells and University Level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/central Government.
Appendix 13: Details regarding structure of various Committees of the Council


<table>
<thead>
<tr>
<th>Composition</th>
<th>Quorum</th>
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<tbody>
<tr>
<td>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 Central Government hereby appoints the following members to the All India Council for Technical Education for a period of three years from the date of publication in the official Gazette, namely</td>
<td>1/3 members</td>
</tr>
</tbody>
</table>

Chairman, AICTE is the Chairman of the Council

Vice-chairman, AICTE is the Vice Chairman of the Council

Secretary, Department of Higher Education, Ministry of HRD, Government of India, Shastri Bhawan, New Delhi-110001, Ex officio Member

Joint Secretary, Dealing with Technical Education, Department of Higher Education, MHRD, Shastri Bhawan, New Delhi-110001, Ex officio Member

The Chairman, Northern Regional Committee of the AICTE, Kanpur, Ex officio Member

The Chairman, Southern Regional Committee of the AICTE, Chennai, Ex officio Member

The Chairman, Western Regional Committee of the AICTE, Mumbai, Ex officio Member

The Chairman, Eastern Regional Committee of the AICTE, Kolkata, Ex officio Member

The Chairman, All India board of Vocational Education of the AICTE, New Delhi, Ex officio Member

The Chairman, All India board of Technical Education of the AICTE, New Delhi, Ex officio Member

The Chairman, All India Board of Under Graduate Studies in Engineering and Technology of the AICTE, New Delhi. Ex-officio Member

The Chairman, All India Board of Post Graduate Education and Research in Engineering and Technology of the AICTE, New Delhi. Ex-officio Member

The Chairman, All India Board of Management Studies of the AICTE, New Delhi. Ex-officio Member

JS & FA (HRD) to represent the Ministry of Finance, Member

The Secretary, Department of Science and Technology, Ministry of Science and
Technology, Government of India, Technology Bhawan, New Delhi, Member

The Secretary, Department of Agriculture and Cooperation, Ministry of Agriculture, Member
Secretary, Department of Chemicals and Petro-Chemicals, Ministry of Chemicals and Fertilizers, Member

Secretary, Ministry of Civil Aviation, Member

Secretary, Ministry of Coal, Member

Elected Representative of the House of People, Member

Elected Representative of the Council of States, Member

Secretary, Technical Education, Dadra & Nagar Haveli Administration, Member

Secretary, Department of Education, Daman & Diu Administration, Member

Secretary, Higher Education Department, Government of NCT of Delhi, Member

Secretary, Department of Education, Government of Goa, Member

Commissioner and Secretary, Department of Education, Government of Gujarat, Member

Secretary, Education, Government of Haryana, Member

Secretary, Technical Education, Government of Himachal Pradesh, Member

Secretary, Department of Technical Education, Government of Jammu & Kashmir, Member

President, National Association of Software & Service Companies (NASSCOM), Chanakyapuri, New Delhi-110021, Member

President, Federation of Indian Chambers of Commerce and Industry (FICCI), Tansen Marg, New Delhi-110001, Member

President, Associated Chambers of Commerce and Industry (ASSOCHAM), New Delhi, Member

President, Confederation of Indian Industry (CII), 23, Institutional Area, Lodhi Road, New Delhi-110003, Member

A representative of the Central Advisory Board of Education, Member

President, Association of Indian Universities, Kotla Marg, New Delhi, Member

Secretary, Indian Society for Technical Education, New Mehrauli Road, New Delhi-110016, Member
<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Indian Institute of Technology, North Guwahati-781031</td>
<td>Dr. Ram Chandra Singh Deo, Former Minster, Government of Chhattisgarh</td>
<td>Member</td>
</tr>
<tr>
<td>President, Pharmacy Council of India</td>
<td>Shri Vishvajit Patang Rao Kadam, Secretary, Bharati Vidyapeeth, Lal Bahadur Shastri Marg, Pune-411030</td>
<td>Member</td>
</tr>
<tr>
<td>Vice-President, Council of Architecture</td>
<td>Chairman, University Grants Commission, Bahadurshah Zafar marg, New Delhi-110002, Ex-officio Member</td>
<td></td>
</tr>
<tr>
<td>Director General, National Productivity Council</td>
<td>Director, Institute of Applied Manpower Research, Plot No. 25, Sector A - 7, Institutional Area, Narela, New Delhi-110040, Ex-officio Member</td>
<td></td>
</tr>
<tr>
<td>President, All India Management Association</td>
<td>Director General, Indian Council of Agricultural Research, Krishi bhawan, New Delhi-110001, Ex-officio Member</td>
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<tr>
<td>Director, Council of Scientific and Industrial Reasearch</td>
<td>The Director General, Council of Scientific and Industrial Reasearch, Anusandhan Bhawan, Rafi Marg, New Delhi, Ex-officio Member</td>
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</tr>
<tr>
<td>Director General, National council for Hotel Management and Catering</td>
<td>Member-Secretary, AICTE, New Delhi-110001, Member Secretary</td>
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</tr>
<tr>
<td>Director, Pharmacy Council of India, Combined Councils Building</td>
<td>President, Pharmacy Council of India, Combined Councils Building, Temple Lane, Kotla Road, Post Box No.7020, New Delhi-110002, Member</td>
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</tr>
<tr>
<td>Vice-President, Council of Architecture</td>
<td>Vice-President, Council of Architecture, India Habitat Centre, Core 6 –A, 1st Floor, Lodhi Road, New Delhi-110003, Member</td>
<td></td>
</tr>
<tr>
<td>Director General, National Productivity Council</td>
<td>Director General, National Productivity Council, Utpadakta Bhawan, Lodhi Road, New Delhi-110003, Member</td>
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<tr>
<td>President, All India Management Association</td>
<td>President, All India Management Association, 14, Institutional Area, Lodhi Road, New Delhi-110003, Member</td>
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<tr>
<td>Chairman, Indian Banks Association</td>
<td>Chairman, Indian Banks Association, 6th Floor, World Trade Centre Complex, Cuffe Parade, Mumbai-400005, Member</td>
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<tr>
<td>Director, National council for Hotel Management and Catering Technology</td>
<td>Director, National council for Hotel Management and Catering Technology, Library Avenue, Pusa Complex, New Delhi-110012, Member</td>
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<tr>
<td>President, Institution of Electronics &amp; Telecommunication Engineers</td>
<td>President, Institution of Electronics &amp; Telecommunication Engineers, 2, Institutional Area, Lodhi Road, New Delhi-110003, Member</td>
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<tr>
<td>Director General, Indian Council of Agricultural Research</td>
<td>Director General, Indian Council of Agricultural Research, Krishi bhawan, New Delhi-110001, Ex-officio Member</td>
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<td>The Director General, Council of Scientific and Industrial Reasearch</td>
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<tr>
<td>Member-Secretary, AICTE</td>
<td>Member-Secretary, AICTE, New Delhi-110001, Member Secretary</td>
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### 13.2 The Executive Committee: Notified under AICTE ACT 1987.

<table>
<thead>
<tr>
<th>Composition</th>
<th>Quorum</th>
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<tbody>
<tr>
<td>The Chairman, AICTE</td>
<td>1/3 members</td>
</tr>
<tr>
<td>The Vice Chairman, AICTE</td>
<td></td>
</tr>
<tr>
<td>Secretary to the GOI in Ministry of the Central Government dealing with Education (Ex Officio)</td>
<td></td>
</tr>
<tr>
<td>Two Chairmen of the Regional Committees</td>
<td></td>
</tr>
<tr>
<td>Three Chairmen of the Board of Studies</td>
<td></td>
</tr>
<tr>
<td>A member of the Council representing the Ministry of Finance of the Central Government. (Ex Officio)</td>
<td></td>
</tr>
<tr>
<td>(Four out of eight members of the Council representing the States and Union Territories on rotation)</td>
<td></td>
</tr>
<tr>
<td>Four Members with expertise and distinction in areas relevant to Technical Education to be nominated by the Chairman of the Council</td>
<td></td>
</tr>
<tr>
<td>The Chairman, UGC (Ex Officio)</td>
<td></td>
</tr>
<tr>
<td>The Director, IAMR (Ex Officio)</td>
<td></td>
</tr>
<tr>
<td>The Director, ICAR (Ex Officio)</td>
<td></td>
</tr>
<tr>
<td>Member Secretary, AICTE</td>
<td></td>
</tr>
</tbody>
</table>

### 13.3 Standing Appeal Committee:

<table>
<thead>
<tr>
<th>Composition</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 as Chairman</td>
<td>Chairman</td>
</tr>
<tr>
<td>Two expert members not below the level of Associate Professor in the field of Technical Education from IITs or IIMs or Government or Government Aided Institution or Institutions of National Importance.</td>
<td>One Member</td>
</tr>
<tr>
<td>An Officer not below the rank of deputy director of the revenue department or an Architect registered with Council of Architecture or an expert who is well versed with land and revenue matters to be nominated by the Chairman, AICTE</td>
<td>One Member</td>
</tr>
</tbody>
</table>
### Regional Committee:

<table>
<thead>
<tr>
<th>Composition</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman to be nominated by the Chairman, AICTE</td>
<td>1/3 members</td>
</tr>
<tr>
<td>Four Members to be nominated from amongst the Directors / Principals of recognized Technical Institutions, i.e. IIT, NIT, TTTI, Engineering Colleges, Polytechnics in the region</td>
<td></td>
</tr>
<tr>
<td>Four eminent persons in the field of industry, labor, 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</td>
<td></td>
</tr>
<tr>
<td>One member representing the Board of Apprenticeship Training to the nominated by the Board</td>
<td></td>
</tr>
<tr>
<td>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 <em>(Ex officio)</em> by rotation in alphabetical order of the State, UT in the region.</td>
<td></td>
</tr>
<tr>
<td>One Vice Chancellor or his nominee not below the level of Dean / Principal) of the University / Deemed University dealing with Technical Education by rotation in alphabetical order of the State, UT in the region.</td>
<td></td>
</tr>
<tr>
<td>One officer of Bureau of Technical Education, not below the rank of Deputy Secretary, Department of Education, GOI <em>(Ex officio)</em></td>
<td></td>
</tr>
<tr>
<td>One Advisor of the Bureau, Regional Committees, AICTE <em>(Ex officio)</em></td>
<td></td>
</tr>
<tr>
<td>Regional Officer of the Regional Office <em>(Ex officio)</em> – Member Secretary</td>
<td></td>
</tr>
</tbody>
</table>

### Scrutiny Committee for Scrutiny of applications under Chapter I

<table>
<thead>
<tr>
<th>Composition</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor of IIT / IIM / Government / Government Aided Institutions.</td>
<td>One Professor / Associate Professor as Chairman</td>
</tr>
<tr>
<td>Two Associate Professors of IIT / IIM / Government / Government Aided Institutions</td>
<td>An advocate registered with Bar Council</td>
</tr>
<tr>
<td>An advocate registered with Bar Council</td>
<td>An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government / UT or an Architect registered with Council of Architecture.</td>
</tr>
<tr>
<td>An architect registered with Council of Architecture</td>
<td></td>
</tr>
</tbody>
</table>

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## 13.6 Scrutiny Committee for Scrutiny of applications under Chapter II

<table>
<thead>
<tr>
<th>Composition</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor of IIT / IIM / Government / Government Aided Institutions.</td>
<td>One Professor / Associate Professor as Chairman</td>
</tr>
<tr>
<td>One Professor / Associate Professors of Civil Engineering and one Professor / Associate Professor of any Engineering</td>
<td>One Professor / Associate Professor of Civil Engineering</td>
</tr>
</tbody>
</table>

## 13.7 Expert Committee

<table>
<thead>
<tr>
<th>Composition</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>An academician not below the level of Professor in a field of technical education as Chairman</td>
<td>Professor as Chairman</td>
</tr>
<tr>
<td>Two Expert members, not below the level of Associate Professor / Assistant Professor to be selected from the panel of Experts approved by the Executive Committee, AICTE.</td>
<td>One Expert member</td>
</tr>
<tr>
<td>An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government / UT or an Architect registered with Council of Architecture to be nominated by the Chairman, Regional Committee or an expert who is well versed with land and revenue matters to be nominated by the Chairman, Regional Committee.</td>
<td>An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government / UT or an Architect registered with Council of Architecture to be nominated by the Chairman, Regional Committee or an expert who is well versed with land and revenue matters to be nominated by the Chairman, Regional Committee.</td>
</tr>
<tr>
<td>An expert member not below the level of Associate Professor / Reader to be nominated by the concerned State Government / UT</td>
<td></td>
</tr>
</tbody>
</table>

## 13.8 Standing Complaints Committee

<table>
<thead>
<tr>
<th>Composition</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 as Chairman</td>
<td>Chairman</td>
</tr>
<tr>
<td>Two expert members not below the level of Associate Professor in the field of Technical Education from IITs or IIMs or Government or Government Aided Institution or Institutions of National Importance.</td>
<td>One Member</td>
</tr>
<tr>
<td>An Officer not below the rank of deputy director of the revenue department or an Architect registered with Council of Architecture or an expert who is well versed with land and revenue matters to be nominated by the Chairman, AICTE</td>
<td>One Member</td>
</tr>
</tbody>
</table>
## Appendix 14

### 14.0 Regional Offices of the Council

<table>
<thead>
<tr>
<th>Region</th>
<th>Regional Offices</th>
<th>STD</th>
<th>Telephone &amp; FAX</th>
<th>Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern</td>
<td>College of Leather Technology, Campus, Block LB, Sector III, Salt Lake City, Kolkata - 700 091</td>
<td>033</td>
<td>23357459 23352445 23353089 23357312 23359546(F) 23356690(F)</td>
<td>Andaman &amp; Nicobar, Sikkim, Orissa, Jharkhand, West Bengal</td>
</tr>
<tr>
<td>Northern</td>
<td>Government Polytechnic Campus, Adjoining Directorate of Technical Education, Vikas Nagar, Kanpur 208.024</td>
<td>0512</td>
<td>2585012 2585014 2585018 2582180(F)</td>
<td>Bihar, Uttar Pradesh, Uttarakhand</td>
</tr>
<tr>
<td>North-West</td>
<td>NWRO, Plot No.1, 5th Floor, DTE Punjab Building, Sector 36 A, Chandigarh-160 036</td>
<td>0172</td>
<td>2613326 2661201 2660179(F)</td>
<td>Chandigarh, Haryana, Jammu &amp; Kashmir, Delhi, Punjab, Rajasthan, Himachal Pradesh</td>
</tr>
<tr>
<td>Central</td>
<td>Tagore Hostel 2, Shamla Hills Bhopal-462 002</td>
<td>0755</td>
<td>2660061 2660065 2660062(F)</td>
<td>Madhya Pradesh, Gujarat &amp; Chattisgarh</td>
</tr>
<tr>
<td>Western</td>
<td>Industrial Assurance Building 2nd Floor, Nariman Road Mumbai - 400 020</td>
<td>022</td>
<td>22821093 22855412 22851551(F)</td>
<td>Goa, Maharashtra, Daman &amp; Diu</td>
</tr>
<tr>
<td>South-West</td>
<td>Health Centre Building Bangalore University Campus Bangalore - 560 009</td>
<td>080</td>
<td>22205919 22205979 22208407 22253232(F)</td>
<td>Karnataka, Lakshadweep, Kerala</td>
</tr>
<tr>
<td>Southern</td>
<td>Shastri Bhawan 26, Haddows Road, Nungambakkam, Chennai - 600 006</td>
<td>044</td>
<td>28275650 28279998 28232754 28255863(F)</td>
<td>Tamil Nadu, Puducherry</td>
</tr>
<tr>
<td>South Central</td>
<td>First Floor, J N Technological University (JNTU) Campus, Masab Tank, Hyderabad-500076</td>
<td>040</td>
<td>23340113 23341036 23345071 23340113(F)</td>
<td>Andhra Pradesh</td>
</tr>
<tr>
<td>Guwahati Camp Office</td>
<td>AICTE Camp Office, Department of Electronics Science, Guwahati University, Gopinath Bordoloi Nagar, Guwahati, 781014, Assam</td>
<td>0361</td>
<td>2570104</td>
<td>Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AICTE</td>
<td>All India Council for Technical Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATM</td>
<td>Automated Teller Machine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.E.</td>
<td>Bachelor of Engineering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.HMCT</td>
<td>Bachelor in Hotel Management and Catering Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Pharm.</td>
<td>Bachelor of Pharmacy</td>
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</tr>
<tr>
<td>B.Sc.</td>
<td>Bachelor of Science</td>
<td></td>
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<tr>
<td>B. Tech.</td>
<td>Bachelor of Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOG</td>
<td>Board of Governors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCTV</td>
<td>Close Circuit Tele Vision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD</td>
<td>Compact Disk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COA</td>
<td>Council of Architecture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DELNET</td>
<td>Library Network provided by DELNET.NIC.IN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPR</td>
<td>Detailed Project Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EC</td>
<td>Executive Committee of AICTE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EDUSAT</td>
<td>Education Satellite was launched by Indian Space Research Organization (ISRO)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ERP</td>
<td>Enterprise Resource Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAX</td>
<td>Facsimile transmission</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>FDR</td>
<td>Fixed Deposit Receipt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FT</td>
<td>Full Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GATE</td>
<td>Graduate Aptitude Test in Engineering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GOI</td>
<td>Government of India</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HMCT</td>
<td>Hotel Management &amp; Catering Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IIM</td>
<td>Indian Institute of Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IISc</td>
<td>Indian Institute of Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IIT</td>
<td>Indian Institute of Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDEST</td>
<td>Indian National Digital Library in Engineering Sciences &amp; Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD</td>
<td>Liquid Crystal Display</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>M.Sc.</td>
<td>Masters in Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.Tech.</td>
<td>Masters in Technology</td>
<td></td>
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<tr>
<td>MBA</td>
<td>Masters in Business Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mbps</td>
<td>Mega bits per second</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCA</td>
<td>Masters in Computer Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ME</td>
<td>Masters in Engineering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MHRD</td>
<td>Ministry of Human Resource &amp; Development, Government of India</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MODROBS</td>
<td>Modernization &amp; Removal of Obsolescence Scheme by the Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Full Form</td>
<td></td>
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<tr>
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<td>-----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NBA</td>
<td>National Board of Accreditation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>NCR</td>
<td>National Capital Region, India</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NIT</td>
<td>National Institute of Technology</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>NOC</td>
<td>No Objection Certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRI</td>
<td>Non Resident Indian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC</td>
<td>Personal Computer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PF</td>
<td>Provident Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PG</td>
<td>Post Graduate course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PGCM</td>
<td>Post Graduate Certificate in Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PGDBM</td>
<td>Post Graduate Diploma in Business Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td>Doctorate of Philosophy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIO</td>
<td>Persons of Indian origin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PPP</td>
<td>Public Private Partnership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT</td>
<td>Part Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R&amp;D</td>
<td>Research &amp; Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RF</td>
<td>Radio Frequency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RPGF</td>
<td>Refundable Performance Guaranty Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RPS</td>
<td>Research Promotion Schemes by the Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>sqm</td>
<td>Unit of area in square meter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TDS</td>
<td>Tax Deduction at Source</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELNET</td>
<td>Terminal emulation program for TCP/IP networks such as the Internet.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UG</td>
<td>Under Graduate course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UGC</td>
<td>University Grants Commission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UT</td>
<td>Union Territories</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WiFi</td>
<td>Wireless Internet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yr / Yrs</td>
<td>Year / Years</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### List of Districts where PPP and BOT Models are applicable: (Currently no AICTE approved Institution at either UG or PG level exists)

<table>
<thead>
<tr>
<th>STATE</th>
<th>DISTRICT</th>
<th>POPULATION</th>
<th>AREA</th>
<th>DENSITY</th>
<th>OFFICIAL WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARUNACHAL PRADESH</td>
<td>ANJAW</td>
<td>18,428</td>
<td>3,234</td>
<td>6</td>
<td><a href="http://lohit.nic.in/">http://lohit.nic.in/</a></td>
</tr>
<tr>
<td>ARUNACHAL PRADESH</td>
<td>CHANGLANG</td>
<td>1,24,994</td>
<td>4,662</td>
<td>27</td>
<td><a href="http://changlang.nic.in/">http://changlang.nic.in/</a></td>
</tr>
<tr>
<td>ARUNACHAL PRADESH</td>
<td>DIBANG VALLEY</td>
<td>2,57,543</td>
<td>23,029</td>
<td>4</td>
<td><a href="http://dibang.nic.in/">http://dibang.nic.in/</a></td>
</tr>
<tr>
<td>ARUNACHAL PRADESH</td>
<td>EAST KAMENG</td>
<td>57,065</td>
<td>4,134</td>
<td>14</td>
<td><a href="http://eastkameng.nic.in/">http://eastkameng.nic.in/</a></td>
</tr>
<tr>
<td>ARUNACHAL PRADESH</td>
<td>EAST SIANG</td>
<td>87,430</td>
<td>4,005</td>
<td>22</td>
<td><a href="http://eastsiang.nic.in/">http://eastsiang.nic.in/</a></td>
</tr>
<tr>
<td>ARUNACHAL PRADESH</td>
<td>LOHIT</td>
<td>1,43,478</td>
<td>2,402</td>
<td>13</td>
<td><a href="http://lohit.nic.in/">http://lohit.nic.in/</a></td>
</tr>
<tr>
<td>ARUNACHAL PRADESH</td>
<td>LOWER SUBANSIRI</td>
<td>97,614</td>
<td>10,135</td>
<td>10</td>
<td><a href="http://loversubsansiri.nic.in/">http://loversubsansiri.nic.in/</a></td>
</tr>
<tr>
<td>ARUNACHAL PRADESH</td>
<td>PAPUM PARE</td>
<td>1,67,750</td>
<td>2,875</td>
<td>42</td>
<td><a href="http://papumpare.nic.in/">http://papumpare.nic.in/</a></td>
</tr>
<tr>
<td>ARUNACHAL PRADESH</td>
<td>TAWANG</td>
<td>38,924</td>
<td>2,085</td>
<td>19</td>
<td><a href="http://tawang.nic.in/">http://tawang.nic.in/</a></td>
</tr>
<tr>
<td>ARUNACHAL PRADESH</td>
<td>TIRAP</td>
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<td>Link</td>
</tr>
<tr>
<td>-----</td>
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<td>-----------------------</td>
</tr>
<tr>
<td>225</td>
<td>UTTAR PRADESH</td>
<td>PILIBHIT</td>
<td>16,43,788</td>
<td>3,499</td>
<td><a href="http://www.pilibhit.nic.in/">http://www.pilibhit.nic.in/</a></td>
</tr>
<tr>
<td>226</td>
<td>UTTAR PRADESH</td>
<td>PRATAPGARH</td>
<td>27,27,156</td>
<td>3,717</td>
<td><a href="http://pratapgarh.nic.in/">http://pratapgarh.nic.in/</a></td>
</tr>
<tr>
<td>227</td>
<td>UTTAR PRADESH</td>
<td>SANT KABIR NAGAR</td>
<td>14,24,500</td>
<td>1,442</td>
<td><a href="http://sknagar.nic.in/">http://sknagar.nic.in/</a></td>
</tr>
<tr>
<td>228</td>
<td>UTTAR PRADESH</td>
<td>SANT RAVIDAS NAGAR</td>
<td>13,52,056</td>
<td>960</td>
<td><a href="http://srnagar.nic.in/">http://srnagar.nic.in/</a></td>
</tr>
<tr>
<td>229</td>
<td>UTTAR PRADESH</td>
<td>SHRAVASTI</td>
<td>11,75,428</td>
<td>1,126</td>
<td><a href="http://shravasti.nic.in/">http://shravasti.nic.in/</a></td>
</tr>
<tr>
<td>230</td>
<td>UTTAR PRADESH</td>
<td>SIDDHARTH NAGAR</td>
<td>20,38,598</td>
<td>2,751</td>
<td><a href="http://sidharthnagar.nic.in/">http://sidharthnagar.nic.in/</a></td>
</tr>
<tr>
<td>231</td>
<td>UTTAR PRADESH</td>
<td>SONBHADRA</td>
<td>14,63,468</td>
<td>6,788</td>
<td><a href="http://sonbhadra.nic.in/">http://sonbhadra.nic.in/</a></td>
</tr>
<tr>
<td>232</td>
<td>UTTARAKHAND</td>
<td>BAGESHWAR</td>
<td>2,49,453</td>
<td>2,310</td>
<td><a href="http://bageshwar.nic.in/">http://bageshwar.nic.in/</a></td>
</tr>
<tr>
<td>233</td>
<td>UTTARAKHAND</td>
<td>CHAMOLI</td>
<td>3,69,198</td>
<td>7,692</td>
<td><a href="http://chamoli.nic.in/">http://chamoli.nic.in/</a></td>
</tr>
<tr>
<td>234</td>
<td>UTTARAKHAND</td>
<td>CHAMPAWAT</td>
<td>2,24,461</td>
<td>1,781</td>
<td><a href="http://champawat.nic.in/">http://champawat.nic.in/</a></td>
</tr>
<tr>
<td>235</td>
<td>UTTARAKHAND</td>
<td>RUDRAPRAYAG</td>
<td>2,27,461</td>
<td>1,896</td>
<td><a href="http://rudraprayag.nic.in/">http://rudraprayag.nic.in/</a></td>
</tr>
<tr>
<td>236</td>
<td>UTTARAKHAND</td>
<td>TEHRI GARHWAL</td>
<td>6,04,608</td>
<td>4,085</td>
<td><a href="http://tehri.nic.in/">http://tehri.nic.in/</a></td>
</tr>
<tr>
<td>237</td>
<td>UTTARAKHAND</td>
<td>UTTARKASHI</td>
<td>2,94,179</td>
<td>7,951</td>
<td><a href="http://uttarkashi.nic.in/">http://uttarkashi.nic.in/</a></td>
</tr>
<tr>
<td>238</td>
<td>WEST BENGAL</td>
<td>COOCH BEHAR</td>
<td>24,78,280</td>
<td>3,387</td>
<td><a href="http://coochbehar.gov.in/">http://coochbehar.gov.in/</a></td>
</tr>
<tr>
<td>239</td>
<td>WEST BENGAL</td>
<td>NORTH 24 PARGANAS</td>
<td>89,30,295</td>
<td>4,095</td>
<td><a href="http://north24parganas.nic.in/">http://north24parganas.nic.in/</a></td>
</tr>
<tr>
<td>240</td>
<td>WEST BENGAL</td>
<td>PURULIA</td>
<td>25,35,233</td>
<td>6,259</td>
<td><a href="http://purulia.gov.in/">http://purulia.gov.in/</a></td>
</tr>
<tr>
<td>241</td>
<td>WEST BENGAL</td>
<td>UTTAR DINAJPUR</td>
<td>24,41,824</td>
<td>3,180</td>
<td><a href="http://uttardinajpur.nic.in/">http://uttardinajpur.nic.in/</a></td>
</tr>
</tbody>
</table>
### Appendix 17

#### 17

**Documents to be submitted for**

Setting up new Technical Campus offering one or more Technical Programs at Degree, Post graduate Degree and / or Diploma and Post Diploma Level

Converting Existing Technical Institutions into a Technical Campus or adding new Technical Program/s at Degree or Diploma and Post Diploma Level in existing Technical Institutions

- Change of Site / Location
- Closure of institute
- Conversion of Women’s Institution into Co-Ed Institution

#### 17.1

**New Institute**

Applicant shall present following supporting documents in original along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Scrutiny Committee.

Supporting documents other than affidavits shall be made on the applicant’s letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution

<table>
<thead>
<tr>
<th><strong>Documents to be submitted at the time of scrutiny Committee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>2</strong></td>
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<tr>
<td><strong>3</strong></td>
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<tr>
<td><strong>4</strong></td>
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<td>26</td>
</tr>
<tr>
<td>27</td>
</tr>
<tr>
<td>28</td>
</tr>
</tbody>
</table>
new Institution / Technical Campus falls in the rural area or otherwise.

17.2 **Documents to be submitted at the time of Expert Committee**

Applicant shall present following supporting documents in original along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Visiting Expert Committee.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director and faculty members</td>
</tr>
<tr>
<td>2</td>
<td>Stock Register of dead stock items including laboratory equipment, computers, system &amp; application software, printers, office equipments and other dead stock items.</td>
</tr>
<tr>
<td>3</td>
<td>Proof of provision of Internet bandwidth in Mbps and contention ratio</td>
</tr>
<tr>
<td>4</td>
<td>List giving titles of books and volumes of each purchased for Library</td>
</tr>
<tr>
<td>5</td>
<td>Copy of Invoice / Cash Memo for equipments and Library Books</td>
</tr>
<tr>
<td>6</td>
<td>Copy of Invoice / Cash Memo for equipments and Library Books</td>
</tr>
<tr>
<td>7</td>
<td>Details of subscription of E-Journals as per appendix 10</td>
</tr>
<tr>
<td>8</td>
<td>List and details of hard Copy of National Journals subscribed</td>
</tr>
<tr>
<td>9</td>
<td>List and details of hard Copy of International Journals subscribed</td>
</tr>
<tr>
<td>10</td>
<td>Sanction of electrical load by electric supply provider company</td>
</tr>
<tr>
<td>11</td>
<td>Details of provision of backup power supply</td>
</tr>
<tr>
<td>12</td>
<td>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.</td>
</tr>
<tr>
<td>13</td>
<td>Details and proof of telephone connections available at the proposed Technical Campus</td>
</tr>
<tr>
<td>14</td>
<td>Details and proof about medical facility and counseling arrangements</td>
</tr>
<tr>
<td>15</td>
<td>Details of reprographic facility available for students</td>
</tr>
<tr>
<td>16</td>
<td>Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a member.</td>
</tr>
<tr>
<td>17</td>
<td>Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the</td>
</tr>
</tbody>
</table>
complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute 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 program-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.

17.3 **Documents to be submitted after the issuance of LOA**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Institutions granted Letter of Approval and the existing Institutions granted approval for introduction of new course/s division/s program/s second shift and change in intake capacity, shall comply with appointment of teaching staff and Principal/Director as the case may be, as per policy regarding minimum qualifications pay scale etc, norms prescribed by the Council and other technical supporting staff &amp; administrative staff as per the schedule prescribed in the approval process hand book.</td>
</tr>
<tr>
<td>2</td>
<td>Institutions other than minority Institutions shall appoint teaching staff / Principal / Director and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University particularly in case of selection procedures and selection committees.</td>
</tr>
<tr>
<td>3</td>
<td>The information about these appointments of staff in the prescribed format shall be submitted to the concerned Regional Office.</td>
</tr>
<tr>
<td>4</td>
<td>In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.</td>
</tr>
<tr>
<td>5</td>
<td>Faculty and non teaching staff data shall be entered as per the prescribed format.</td>
</tr>
</tbody>
</table>

17.4 **Additional documents to be submitted for closure of Institution**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resolution by the applicant Institution, pertaining to application for closure of Institution in the format as prescribed on the web portal.</td>
</tr>
<tr>
<td>2</td>
<td>No objection certificate from Concerned State Government in the given format.</td>
</tr>
<tr>
<td>3</td>
<td>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 Institute in the format as prescribed on the web portal.</td>
</tr>
</tbody>
</table>
## 17.5 Additional documents required for seeking approval for change of Change of Site / Location

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resolution by Governing Board Members approving change in Site / Location, duly signed by the Chairman of the Society / Trust.</td>
</tr>
<tr>
<td>2</td>
<td>No objection certificate from Concerned State Government</td>
</tr>
<tr>
<td>3</td>
<td>No objection certificate from Affiliating University / Board</td>
</tr>
</tbody>
</table>

## 17.6 Additional documents required while seeking approval for the conversion of Women’s Institute into Co-Ed Institute.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A certificate stating that less than 40% admissions for three consecutive years issued by Competent Admission Authority.</td>
</tr>
<tr>
<td>2</td>
<td>A certificate stating the actual enrolment of students for the last three consecutive years, issued by the Registrar of the Affiliating University</td>
</tr>
<tr>
<td>3</td>
<td>Resolution of the Trust / Society / Board of Governors for the conversion from Women’s Institution to Co-Ed Institution.</td>
</tr>
<tr>
<td>4</td>
<td>NOC of the State Government</td>
</tr>
<tr>
<td>5</td>
<td>NOC of the Affiliating University</td>
</tr>
<tr>
<td>6</td>
<td>Money to be deposited as per the Regulations in lieu of return of the existing FDR if any as provided for in Clause 6.3A, 6.4, 6.5 of Chapter I</td>
</tr>
<tr>
<td>7</td>
<td>Land related documents to be submitted as per the Regulations.</td>
</tr>
</tbody>
</table>

## 17.7

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Encumbrance Certificate of the land for the last 30 Years issued by the Competent Authority.</td>
</tr>
</tbody>
</table>
## Appendix 18

### Documents to be submitted for

1. Extension of approval to existing Technical Institution / Technical Campus
2. Increase / reduction in intake in existing courses
3. Adding course/s in existing program
4. Closure of program / course
5. Mandatory provision of supernumerary seats for TFW
6. Introducing / continuing / discontinuing supernumerary seats for PIO
7. Introducing / continuing / discontinuing seats for sons/daughters of NRIs
8. Change of name of the Institute
9. Introducing a Foreign Collaboration with an AICTE approved Indian Institution
10. Second Shift programs
11. Part Time Programs

### 18.1 Documents to be submitted for issuance of EOA of Existing Institutions by all

The applicant Institution applying for Extension of approval (EOA) shall submit to the Regional Office the List of enclosures as given below duly attested by a gazetted officer or a first class Judicial Magistrate.

Supporting documents other than affidavits shall be made on the applicant’s letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A print of the complete application and the Deficiency / Status report, as available on the AICTE Web-Portal, printed there on, shall be submitted to Affiliating University / Board and Concerned State Government / UT, along with all enclosures as below, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner on or before the date as mentioned in the schedule.</td>
</tr>
<tr>
<td>2</td>
<td>Stamped receipt from an authorized signatory of the State Government as proof of submission of these documents.</td>
</tr>
<tr>
<td>3</td>
<td>Stamped receipt from an authorized signatory of the affiliating University as proof of submission of these documents.</td>
</tr>
<tr>
<td>4</td>
<td>Satellite map, using suitable website, showing geographical location of land with latitude and longitude mentioned on it.</td>
</tr>
<tr>
<td>5</td>
<td>Copy of pay receipt print made on the portal through corporate internet banking if any, in respect of Extension of Approval, Variation in Intake etc. for the Academic</td>
</tr>
</tbody>
</table>
1. **Year 2010-11.**

2. Show Cause Notice issued by AICTE, if any, during the last two years (2009 – 2011), since the establishment of the Institute.

3. Details of court cases filed against AICTE and order of the Court, if any.

4. An affidavit, in a format¹, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

5. Copy of all the accreditation letters, if obtained in the last one year.

6. 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 courses, has been entered as per the prescribed format on the Web Portal.

### 18.2 Documents to be submitted if already not submitted in 2011 – 2012

The applicant Institution applying for Extension of approval (EOA) shall submit to the Regional Office the List of enclosures as given below duly attested by a gazetted officer or a first class Judicial Magistrate.

Supporting documents other than affidavits shall be made on the applicant’s letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution.


2. Memorandum of Association and Rules.

3. Details of Board of Governors of the Institute constituted as per Appendix 19.

4. The registration document establishing that the land on which the concerned technical Institution is located is in legal possession of sponsoring trust / society as the case may be;

5. Land use certificate establishing that Competent Authority has allowed the use of the land on which the concerned Institution is located is for educational purpose and for the purpose of establishment of the Institution concerned.

6. Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.

7. Final building and floor plan duly approved by the competent authority.

8. Certificate from an architect registered with Council of architecture regarding total built up area of the building and carpet area of each room.
<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>9</td>
<td>The Letter of Approval, initially given by the AICTE, at the time of establishment of the Institution approved by the AICTE;</td>
</tr>
<tr>
<td>10</td>
<td>All subsequent Letter of Extension of Approval and/or letters indicating Variation in Intake.</td>
</tr>
<tr>
<td>11</td>
<td>Appointment letter, joining report, UG, PG and other certificates, passport size photograph, biometric image of right or left thumb in the absence of right thumb of Principal / Director and all faculty members.</td>
</tr>
<tr>
<td>12</td>
<td>Details of administrative and support staff appointed with biometric image of right or left thumb in the absence of right thumb and photographs as done for teaching faculty.</td>
</tr>
<tr>
<td>13</td>
<td>Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff.</td>
</tr>
<tr>
<td>14</td>
<td>Audited statement of accounts of the Institution and applicant Society / Trust / A company established under Section 25 of Companies Act 1956, and existing Technical Institution for last three years, if applicable.</td>
</tr>
<tr>
<td>15</td>
<td>Certified income-expenditure statement for the last financial year.</td>
</tr>
<tr>
<td>16</td>
<td>Details regarding current approved fee structure and the approving body.</td>
</tr>
<tr>
<td>17</td>
<td>Details of operational funds as on date.</td>
</tr>
<tr>
<td>18</td>
<td>List giving numbers and details for major Equipment, computers, software, and printers.</td>
</tr>
<tr>
<td>19</td>
<td>Last three pages of Accession Register for Library Books.</td>
</tr>
<tr>
<td>20</td>
<td>Proof of subscription of E-Journals as per appendix 10 and Hard Copy of National Journals. However Hard Copy of International Journals is desirable.</td>
</tr>
<tr>
<td>21</td>
<td>Information regarding availability of potable water supply with a test report issued by Government authority / Government. recognized laboratory mentioning suitability of water for drinking purpose.</td>
</tr>
<tr>
<td>22</td>
<td>Sanction of electrical load by electric supply provider company</td>
</tr>
<tr>
<td>23</td>
<td>Details of provision of backup power supply</td>
</tr>
<tr>
<td>24</td>
<td>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.</td>
</tr>
<tr>
<td>25</td>
<td>Details and proof of telephone connections available at the Institute</td>
</tr>
<tr>
<td>26</td>
<td>Details and proof about medical facility and counseling arrangements</td>
</tr>
<tr>
<td>27</td>
<td>Details of reprographic facility available for students</td>
</tr>
<tr>
<td></td>
<td>Details of transport facility available for students and staff</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>29</td>
<td>Copy of the Receipt of Joint FDR, and copy of the FDR, that the Institute opened at the time of inception of the Institute.</td>
</tr>
<tr>
<td></td>
<td>In case the FDR has been enchased on completion of the eight year term, the copy of the FDR release letter issued by AICTE to the Institution.</td>
</tr>
<tr>
<td>30</td>
<td>A Video (Compatible with “Windows Media Player”) of maximum five minutes duration with date and time of shooting indicating the complete physical infrastructure / facilities and highlighting following:</td>
</tr>
<tr>
<td></td>
<td>Front &amp; Back side of the entire building</td>
</tr>
<tr>
<td></td>
<td>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 program-wise Instructional area requirements in Appendix 4.</td>
</tr>
<tr>
<td></td>
<td>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 in Appendix 4.</td>
</tr>
<tr>
<td></td>
<td>Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.</td>
</tr>
<tr>
<td></td>
<td>Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.</td>
</tr>
</tbody>
</table>

**18.3 Additional documents to be submitted for approval of Increase in intake in Existing Programs**

Additional documents shall be necessary while seeking approval for increase in intake in existing program

|   | Resolution by the applicant organisation, pertaining to starting additional courses / divisions in existing program and allocation of land / building / funds to proposed activities in the format prescribed on the Web-Portal. |
|   | Building plans approved by competent authority mentioning additional carpet area fulfillment for additional intake applied. |
|   | Certificate from an architect registered with Council of architecture regarding additional built up area of the building and carpet area of each room. |

**18.4 Additional documents to be submitted for closure of Programs / Courses in Existing Institutions**

<p>|   | Resolution by the applicant Institution, pertaining to application for reduction in intake or closure of course / program in the format as prescribed on the web portal. |</p>
<table>
<thead>
<tr>
<th></th>
<th>No objection certificate from Concerned State Government in the given format.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>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 Institute in the format as prescribed on the web portal.</td>
</tr>
<tr>
<td>4</td>
<td>Details of the RPGF / Joint FDR / FD made with AICTE / State Government / University for establishment of the Institution.</td>
</tr>
</tbody>
</table>

**18.5 Additional documents to be submitted for approval of introducing supernumerary seats for PIO in Existing Institutions**

<p>| | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>1</td>
<td>Resolution by the applicant Institution, pertaining to application for Introducing supernumerary seats for PIO in the format as prescribed on the web portal.</td>
</tr>
<tr>
<td>2</td>
<td>Details regarding hostel rector and hostel administration.</td>
</tr>
</tbody>
</table>

**18.6 Additional documents required for seeking approval for seats for sons/daughters of NRIs**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resolution by the applicant Institution, pertaining to application for Introducing seats for sons / daughters of NRIs in the format as prescribed on the web portal.</td>
</tr>
</tbody>
</table>

**18.7 Additional documents required for seeking approval for change of Name of the Institute**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resolution by Governing Board Members approving change in name, duly signed by the Chairman of the Society / Trust.</td>
</tr>
<tr>
<td>2</td>
<td>No objection certificate from Concerned State Government</td>
</tr>
<tr>
<td>3</td>
<td>No objection certificate from Affiliating University / Board</td>
</tr>
</tbody>
</table>

**18.8 Documents to be submitted to the Expert committee members during visit for approval of Change of Site / location, closure of Institute, Foreign Collaborations, Twinning Programs and Conversion of Women’s Institution to Co – Ed Institution.**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A copy of the application submitted to the Council.</td>
</tr>
<tr>
<td>2</td>
<td>List giving numbers and details for major Equipment, computers, software, and printers.</td>
</tr>
<tr>
<td>3</td>
<td>Last three pages of Accession Register for Library Books.</td>
</tr>
<tr>
<td>4</td>
<td>Proof of Subscription of E-Journals and hard Copy of National &amp; International journals</td>
</tr>
<tr>
<td>5</td>
<td>Examination Results and Statistics of previous two batches.</td>
</tr>
<tr>
<td>6</td>
<td>Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction,</td>
</tr>
<tr>
<td>No.</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
<td>-------------</td>
</tr>
<tr>
<td>7</td>
<td>TDS for all teaching and non teaching staff and Teaching Staff: Student ratio.</td>
</tr>
<tr>
<td>8</td>
<td>AICTE approval letters issued by AICTE for five previous years</td>
</tr>
<tr>
<td>9</td>
<td>Information regarding availability of potable water supply with a test report issued by Government. Authority/Government. recognized laboratory mentioning suitability of water for drinking purpose.</td>
</tr>
<tr>
<td>10</td>
<td>Sanction of electrical load by electric supply provider company</td>
</tr>
<tr>
<td>11</td>
<td>Details of provision of backup power supply</td>
</tr>
<tr>
<td>12</td>
<td>Details and proof about medical facility and counseling arrangements</td>
</tr>
<tr>
<td>13</td>
<td>Its report on the same day of the visit.</td>
</tr>
<tr>
<td>14</td>
<td>Video recording of Expert Committee visit as a part of the expert committee visit report.</td>
</tr>
<tr>
<td>18.9</td>
<td>Attendance sheet in the format as prescribed, duly signed / digitally authenticated by, the Expert Committee members representatives of applicant Society/Trust present during the visit and Principal/Director of the Institution who is present during the visit.</td>
</tr>
</tbody>
</table>

### 18.9 Documents required for seeking approval of Foreign Collaborations / Twinning Programs

1. The Foreign University / Institution shall furnish an authorized signatory letter declaring therein 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 at home.

2. 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 Degree or Diploma and 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.

3. A letter of the trustee and the Foreign University / Institution declaring the detailed guidelines for admission, entry level qualifications, fees 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.

4. A Letter of the trustee wherein details of the semesters that are conducted in India.
and those that are conducted in the foreign country are given. (The students admitted to the Program should spend at least one semester of the course work of the Program in the Foreign University / Institution in its parent Country)

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>MOU between the Foreign University / Institution, the Indian partner Institution and the concerned affiliating University or Board of Technical Education in the respective States clearly mentioning among other provisions that the students failing to get VISA shall be accommodated in a similar program and that the University would register them for the purpose.</td>
</tr>
<tr>
<td>6</td>
<td>Letter of affiliation of the Indian partner Institution with the University under whose jurisdiction it is located or Board of Technical Education in the respective States in which the Institute is located as applicable.</td>
</tr>
<tr>
<td>7</td>
<td>For Courses where University approval is not mandatory, MOU between the Foreign University / Institution, the Indian partner Institution clearly mentioning among other provisions that the students failing to get VISA shall be accommodated in a similar program and that the University would register them for the purpose.</td>
</tr>
<tr>
<td>8</td>
<td>For Courses where Board of Technical Education in the respective State, approval is not mandatory, MOU between the Foreign University / Institution, the Indian partner Institution clearly mentioning among other provisions that the students failing to get VISA shall be accommodated in a similar program and that the Board would register them for the purpose.</td>
</tr>
<tr>
<td>9</td>
<td>A letter from the participating Foreign University that the Degree would be awarded by the Foreign University / Institution only in its parent Country</td>
</tr>
<tr>
<td>10</td>
<td>No Objection certificate (NOC), from concerned embassy in India with mention of genuineness of foreign educational partnering Institution in the country of origin.</td>
</tr>
</tbody>
</table>

### 18.10 Documents required for seeking approval for setting up Offshore Campus

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No Objection Certificate or the specific permission granted by the Foreign Country for an Offshore campus of an Indian institution to be setup</td>
</tr>
<tr>
<td>2</td>
<td>No objection certificate granted by the Ministry of foreign affairs, GOI, for the purpose of setting up offshore campus in a Foreign Country</td>
</tr>
</tbody>
</table>
### Composition of Board of Governors on AICTE approved Institutions

| 19.1 | a | The Governing Body shall have at least eleven members including the Chairman and the Member-Secretary. The Registered Society / Trust shall nominate six members including the Chairman and the Member-Secretary, and the remaining five members shall be nominated as indicated below |
| | b | Chairman to be nominated by the Registered Society / Trust. The Chairman of the Governing Body shall preferably be a technical person either entrepreneur of 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. |
| | c | Two to five Members to be nominated by the Registered Society / Trust |
| | d | Nominee of the All India Council for Technical Education-Regional Officer (Ex-Officio). |
| | e | An Industrialist / technologist / educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council. |
| | f | Nominee of the Affiliating Body/University/State Board off Technical Education |
| | g | Nominee of the State Government – Director of Technical Education (ex-officio). |
| | h | An Industrialist / technologist / educationist from the Region nominated by the State Government. |
| | i | Principal / Director of the concerned technical institution (as nominee of the Society / Trust) – Member Secretary. |
| | j | 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. |
| | k | 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 shall, however, not exceed 21 |
AFFIDAVIT

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs.100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner

<name>, Chairman, <name of the Trust/Society>, son of <name>……………………, aged……………… years and, resident of ………………….

We, <name>, Secretary, <name of the Trust/Society>, son of <name>……………………, aged……………… years and, resident of ………………….

We, <name>, Principal / Director, <name of the Trust/Society>, son of <name>……………………, 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 Campus offering one or more Technical Program at Degree and / or Diploma and Post Diploma Level
2. Converting Existing Technical Institutions into a Technical Campus or adding new Technical Program/s at Degree or Diploma and Post Diploma Level in existing Technical Institutions
3. Extension of approval to existing Technical Institution / Technical Campus
4. Increase / reduction in intake in existing courses
5. Adding course/s in existing program
6. Closure of program / course
7. Introducing / continuing / discontinuing supernumerary seats for PIO
8. Introducing / continuing / discontinuing seats for sons/daughters of NRIs
9. Change of name of the Institute
10. Second Shift programs
11. Part Time Programs
12. Conversion of Women’s Institution into Co-Ed Institution
13. Collaboration & Partnerships between Indian and Foreign Universities / Institutions in the field of Technical Education, Research and Training

Hereby solemnly affirm and declare as under:

1. That I am <designation>, <applicant institution>.

2. That the information given by <name/s> in the application made to AICTE is true and complete. Nothing is false and nothing material has been concealed.

3. 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, I/we shall be liable to be prosecuted by the Council.
4. That the Council shall also be free to take any action including withdrawal of approval and / or any other action as deemed necessary 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 25 of Companies Act 1956, and/or the Institution.

5. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed therefrom.

<Reproduce only appropriate section/s related to application in the table below>

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Document No.</th>
<th>Date of Registration</th>
<th>Plot No.</th>
<th>Address (Village)</th>
<th>Area in acres</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total area in acres

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Room type (mention Class room / Lab / Toilet, etc.)</th>
<th>Carpet area (in sq m)</th>
<th>Completion of Flooring</th>
<th>Completion of Walls and painting</th>
<th>Completion of Electrification and lighting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

DEPONENT

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing 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
AFFIDAVIT

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs.100/-
duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner along with deposit of requisite amount

I/We, <name>, Chairman, <name of the Trust/Society>, / Secretary, <name of the Trust/Society>, 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 Rs. ………………shall be required to be deposited by the <name of the Trust/Society> in AICTE’s account, for a period of 10 years.

2. That the interest accrued on the deposit shall be retained by AICTE.

3. That the AICTE in its discretion may 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 hand book 2010, applicable <name and address of proposed Institution> will be complied within one month from the date of issuance of the approval letter.

5. That the land measuring …………. acres, 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 will 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> 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 / Institute / College).

7. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

Name of the authorized person executing the undertaking along with his / her official position) with (SEAL)
VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing 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
Affidavit to be submitted by the Collaborating Foreign University / Institution with a partnering AICTE approved Indian institution

Format of affidavit to be submitted by Collaborating Foreign University / Institution with a partnering AICTE approved Indian institution the applicant on a non-judicial stamp paper of Rs.100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner along with deposit of requisite amount

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> to AICTE for establishment of institution <name and address of proposed Institution>.

1. That I am <designation>, <applicant foreign University / institution>.
2. 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>.
3. That the Institute for which application for approval is being made shall offer program and courses approved by the Council.
4. That the Institute for which application for approval is being made shall admit students as per intake approved by the Council.
5. That the Institute for which application for approval is being made shall charge fees as approved by the Council.
6. That the Foreign University / Institution shall declare the detailed guidelines for admission, entry level qualifications, fees 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.
7. That the students admitted to the Program shall spend at least one semester of the course work of the Program in the Foreign University / Institution and in its parent Country.
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.

Name of the authorized person
Executing the undertaking along with his / her official position) with (SEAL)

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing 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
AFFIDAVIT

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs.100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner along with deposit of requisite amount

I/We, <name>, Chairman, <name of the Trust/Society>, / Secretary, <name of the Trust/Society>, 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 conduct of 2nd Shift Programs in our institution <name and address of Institution>,

1. I will abide by all terms and conditions as laid down in the approval process hand book.

2. That the AICTE in its discretion may 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.

3. That all remaining requirements as mentioned under the regulations and the approval process hand book 2010, applicable <name and address of Institution> will be complied within one month from the date of issuance of the approval letter.

4. In the event of non-compliance by the <name of the Trust/Society> 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 / Institute / College).

5. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

Name of the authorized person executing the undertaking along with his / her official position) with (SEAL)
VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing 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
AFFIDAVIT

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs.100/- dully sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner along with deposit of requisite amount

I/We, <name>, Chairman, <name of the Trust/Society>, / Secretary, <name of the Trust/Society>, 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 conduct of Part time Programs in our institution <name and address of Institution>,

1. I will abide by all terms and conditions as laid down in the approval process hand book.

2. That the AICTE in its discretion may 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.

3. That all remaining requirements as mentioned under the regulations and the approval process hand book 2010, applicable <name and address of Institution> will be complied within one month from the date of issuance of the approval letter.

4. In the event of non-compliance by the <name of the Trust/Society> 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 / Institute / College).

5. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

Name of the authorized person executing the undertaking along with his / her official position) with (SEAL)
VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing 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
The copies of <Trust/Society> registration documents, land documents, land use certificate, land conversion certificate in respect of application submitted by <name & address of the applicant> who is an applicant for establishment of new technical institution / Technical Campus offering technical education programs / converting existing technical institutions into an Technical Campus namely, <name of the Institutions> at <address> were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness.

A. Trust/Society Registration Documents:

<table>
<thead>
<tr>
<th>Registration Certificate No.</th>
<th>Date of Registration</th>
<th>Registered at</th>
<th>Registered under act</th>
</tr>
</thead>
</table>

1. I have verified the above-mentioned Trust/Society registration documents from the office of <Competent Authority>.
2. The above-mentioned Trust/Society registration documents are/are not registered at the office of <Competent Authority>.
3. The above-mentioned Trust/Society Registration Documents are /are not authentic.

B. Land Documents:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Document No.</th>
<th>Survey No.</th>
<th>Registration No. and Date</th>
<th>Land Area in acres</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total Area (in acres)</th>
</tr>
</thead>
</table>

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/are not registered at Sub Registrar Office <place>.
3. The above-mentioned land documents are /are not authentic.
4. The above-mentioned land documents are / are not in the name of applicant.
5. The title of the land pertaining to the above-mentioned land documents is/ is not clear.
6. The applicant is / is not in lawful possession of the land pertaining to the above-mentioned land documents.
C. Land Use Certificate:

<table>
<thead>
<tr>
<th>Letter No.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter dated</td>
<td></td>
</tr>
<tr>
<td>Issued by</td>
<td></td>
</tr>
<tr>
<td>Extent of Land</td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify that:

1. The competent Authority to issue the Land Use Certificate respect of Land under reference and for the proposed institution mentioned above is …………………
2. It has / has not 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 / is not authentic.
5. It has been / not been issued for the full extent of Land.

D. Land Conversion Certificate:

<table>
<thead>
<tr>
<th>Letter No.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter dated</td>
<td></td>
</tr>
<tr>
<td>Issued by</td>
<td></td>
</tr>
<tr>
<td>Extent of Land</td>
<td></td>
</tr>
</tbody>
</table>

I hereby certify that:

1. The competent Authority to issue the Land Conversion Certificate respect of Land, under reference and for the proposed institution mentioned above is …………………
2. It has / has not 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 / is not authentic.
5. It has been / not been issued for the full extent of Land.

Signature of the Advocate

Seal / Stamp of the advocate

Name of the Advocate

Practicing at

Registration No.

Date

Place:  

186 | Approval Process Hand Book: 2012 - 2013
CERTIFICATE
TO BE PRODUCED ON LETTERHEAD OF
ARCHITECT REGISTERED WITH COUNCIL FOR ARCHITECTURE

The copies of approved site plan & building plans in respect of application submitted by <name & 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 & address of the applicant> for verification regarding their authenticity and appropriateness.

Details of Site Plan & Building Plans

<table>
<thead>
<tr>
<th>Plans approved by</th>
<th>Approval Number</th>
<th>Date of Approval</th>
</tr>
</thead>
</table>

I hereby certify that:

1. The competent authority for approving the site plan and building plans of an educational institute at the proposed site mentioned above is …………………

2. I have verified the above-mentioned site plan & building plans from the office of <Competent Authority>.

3. The above-mentioned site plan & building plans have/have not been approved by the competent authority.

4. The above-mentioned site plan & building plans are /are not authentic.

5. Construction of building admeasuring with the following details has been completed in all respects as per the approved building plan.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Room No</th>
<th>Room type (mention Class room / Lab / Toilet, etc.)</th>
<th>Carpet area (in sqm)</th>
<th>Completion of Flooring</th>
<th>Completion of Walls and painting</th>
<th>Completion of Electrification and lighting</th>
</tr>
</thead>
</table>

Signature of the Architect

Name of the Architect

Registration No

Date:

Place:

<table>
<thead>
<tr>
<th>Seal</th>
</tr>
</thead>
</table>

187 | Approval Process Hand Book: 2012 - 2013
CERTIFICATE
TO BE PRODUCED ON THE BANK LETTERHEAD DULY SIGNED BY THE BANK MANAGER OF THE BRANCH WHERE THE APPLICANT HAS BANK ACCOUNT

The copies documents pertaining to the funds position i.e. the bank statement and/or Fixed Deposit Receipts in respect of application submitted by <Name & 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 & address of the applicant> for verification regarding their authenticity and appropriateness.

A. Bank Statement

<table>
<thead>
<tr>
<th>Name of the Account Holder</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>Name &amp; Address of the Bank</td>
<td></td>
</tr>
</tbody>
</table>

It is certified that,
1. I verified the above-mentioned bank account from <name & address of bank>.
2. The above-mentioned bank account is in the name of …………………………...
3. The above-mentioned bank account is /is not authentic.
4. The balance in the above-mentioned bank account as on today, i.e. <dd/mm/yyyy> is Rs. ……………..

B. Fixed Deposits

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>FDR Number</th>
<th>Date of Deposit</th>
<th>Date of Maturity</th>
<th>Amount</th>
<th>Name &amp; Address of Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Signature of the BANK MANAGER | Seal

Name of the BANK MANAGER | ……………
--------------------------|………
Date | …………… | Place: …………………………………………..

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FORMAT¹ OF RESOLUTION

Establishment of New Technical Campus

That the Trust / Society vide its executive meeting held on …………at ………….. 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 <Program> and shall allocate,

land at <complete address with survey numbers, plot numbers> measuring ………….. acres, 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 Campus namely, <name of the Institution>, and shall allocate required funds for procurement of equipments, furniture and other required entities for smooth functioning of the same.

(Signature and name of Chairman / Secretary, Trust / Society),
(Designation), (Name of the organization)
FORMAT^2 OF RESOLUTION

Additional Program additional intake / additional course

That the Trust / Society vide its executive meeting held on ............at ............ 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 Program> / <additional course> / <additional intake in ... course> in <name of the Institution>, and shall allocate required funds for procurement of equipments, furniture and other required entities for smooth functioning of the same.

(Signature and name of Chairman / Secretary, Trust / Society),
(Designation), (Name of the organization)
 Resolution for Closure of Courses / Programs / Reduction in Intake

That the Trust / Society vide its executive meeting held on …………at …………. 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 program> / <additional course> / <additional intake in … course> in <name of the Institution>, and shall allocate required funds for procurement of equipments, furniture and other required entities for smooth functioning of the same.

<name of the Institution> shall apply for,

- reduction in intake in <course1>, from <current intake> to <reduced intake>, <course2>, from <current intake> to <reduced intake>
- Closure of program <Program1>, <Program2>..
- Closure of course/s <course1>, <course2>..

<name of the Institution> shall apply for approval for introduction of supernumerary seats for PIO from <academic year>.

<name of the Institution> shall apply for approval for introduction of seats for sons/daughters of NRIs

<name of the Institution> shall apply for approval for change of name of the Institute

(Signature and name of Chairman/Secretary of parent organization), (Designation), (Name of the organization)
FORMAT FOR NO OBJECTION CERTIFICATE FROM STATE GOVERNMENT / UT
For Closure of Courses / Programs / reduction in Intake

The <name of the trust / society> vide its executive meeting held on …………at …………… vide item no. …………. have resolved to close

<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 / Board >…………………… has no objection for Closure of Courses / Programs / reduction in Intake

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. in the following table.

<table>
<thead>
<tr>
<th>Course requested for closure</th>
<th>Number of current students</th>
<th>Number of students admitted in these courses in the previous years and who are trailing due to failures</th>
<th>Details about re-arrangements of students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Secretary,

Higher & Technical Education

<state / UT>
FORMAT° FOR NO OBJECTION CERTIFICATE FROM AFFILIATING UNIVERSITY / BOARD

For Closure of Courses / Programs / reduction in Intake

The <name of the trust / society> vide its executive meeting held on ………….at ………….. vide item no. …………. have resolved to Closure of Courses / Programs / reduction in Intake

<nname 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 closure of

• <name of the Institution>, at <address>,
• <course1 (intake…),...course2 (intake…),...> at <name of the Institution>, at <address>

The University authorities shall add a note here stating,

3. re-arrangement of current students / students who were admitted in these courses in the previous years and who are trailing due to failures, etc. in the following table.

<table>
<thead>
<tr>
<th>Course requested for closure</th>
<th>Number of current students</th>
<th>Number of students admitted in these courses in the previous years and who are trailing due to failures</th>
<th>Details about re-arrangements of students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. 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

<Affiliating University / Board>
FORMAT	extsuperscript{6} FOR NO OBJECTION CERTIFICATE FROM
STATE GOVERNMENT / UT

For Conversion of Women Only Institute to Co-Ed Institute

The <name of the trust / society> vide its executive meeting held on ............at ............... vide item no. ............... have passed a resolution for Conversion of Women Only Institute to Co-Ed Institute

{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 Only Institute to Co-Ed Institute <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

Authorised Signatory

<State Government>
FORMAT FOR NO OBJECTION CERTIFICATE FROM AFFILIATING UNIVERSITY / BOARD
For Conversion of Women Only Institute to Co-Ed Institute

The <name of the trust / society> vide its executive meeting held on ............ at .............. vide item no. .............. have resolved to Convert existing Women Only Institute to Co-Ed Institute.

{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 Only Institute to Co-Ed Institute.

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

<Affiliating University / Board>
FORMAT® FOR NO OBJECTION CERTIFICATE FROM
STATE GOVERNMENT / UT

For Change of Name of the Institute

The <name of the trust / society> vide its executive meeting held on ............ at ............... vide item no. ............ have resolved to Change of Name of the Institute.

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

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

Authorised Signatory

<State Government / UT>
FORMAT\textsuperscript{9} FOR NO OBJECTION CERTIFICATE FROM AFFILIATING UNIVERSITY / BOARD

For Change of Name of the Institute

The <name of the trust / society> vide its executive meeting held on ……………at …………… vide item no. …………… have resolved to Change of Name of the Institute

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 Name of the Institute

\begin{itemize}
\item <name of the Institution> at <address>
\item <course1 (intake…) ,..course2 (intake…),..> at <name of the Institution> at <address>
\end{itemize}

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

<Affiliating University / Board>
FORMAT\textsuperscript{10} FOR NO OBJECTION CERTIFICATE FROM
STATE GOVERNMENT / UT

For Change of Site / Location

The <name of the trust / society> vide its executive meeting held on ............at ............... vide item no. ............... have resolved to Change of Site / Location of the Institute.

/name of the Institution> at <address>, (Old)
/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>.................. has no objection for Change of Site / Location of the Institute.

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

Authorised Signatory

/<State Government / UT>
For Change of Site / Location of the Institute

The <name of the trust / society> vide its executive meeting held on ………..at ……………. vide item no. …………… have resolved to Change of Name of Site / Location of the Institute

<nname of the Institution> at <address>, (Old)

<nname 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 Institute

• <name of the Institution> at <address>,
• <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

Registrar

<Affiliating University / Board>
FORMAT\(^{12}\) FOR NO OBJECTION CERTIFICATE FROM STATE GOVERNMENT

For Closure of the Institute

The <name of the trust / society> vide its executive meeting held on ………….at …………… vide item no. …………. have resolved to Change of Name of Site / Location of the Institute

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
Institute

- <name of the Institution> at <address>,
- <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

Registrar

<Affiliating University / Board >
FORMAT FOR NO OBJECTION CERTIFICATE FROM AFFILIATING UNIVERSITY / BOARD

For Closure of the Institute

The <name of the trust / society> vide its executive meeting held on ............at ............ vide item no. ............ have resolved to Change of Name of Site / Location of the Institute

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 Institute.

- <name of the Institution> at <address>
- <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.

Registrar

<Affiliating University / Board>