

# CHAPTER-I

## Grant of Approval for New Institution

Grant of Approval for setting up a “New Technical Institution” offering a Technical Education Programme(s) in Diploma/ Post Diploma Certificate / Under Graduate Degree / Post Graduate Diploma / Post Graduate Degree / Post Graduate Certificate.

### 1.1 Introduction

- a. The New Technical Institution shall be established by providing Infrastructure and other requirements as per the norms specified in the Approval Process Handbook.
- b. New Technical Institution offering Technical Course(s) / Programme(s) shall NOT be established without prior approval of the Council.
- c. Admission Authority/ Body/ Institution shall not admit students to any Technical Programme of an Institution, which do not have requisite prior approval of the Council.
- d. The applications received by the Council shall be processed as per the norms and procedures specified in the Approval Process Handbook.
- e. The Institution shall also have to adhere to the existing Central, State and Local Laws and norms of other Regulatory Bodies also, if applicable.
- f. State Government / UT providing financial assistance for establishment of Technical institutions in order to offer the Technical Course (s) / Programs at DIPLOMA/UG/PG level. The Government must have requisite land for establishment of new institute.
- g. It is not mandatory for State Public, Private Universities and Central Universities to take AICTE approval as per the AICTE Act. However, Universities shall seek approval of AICTE for availing the benefits of AICTE Schemes/Initiatives as per the prevailing policies/norms to maintain the standards and norms as prescribed.
- h. Applications which were rejected and issued Final LoR in the previous academic year AY 2023-24 may apply afresh for approval as per applicable TER charges.

### 1.2 Timeline

- a. AICTE shall notify through a Public Notice in the leading newspapers and through AICTE Website from time to time, inviting applications along with detailed time-lines
- b. The submission of an application on AICTE Web Portal and payment shall not be later than the last date as notified in the Public Notice/ AICTE Website.

### 1.3 Application for Seeking Approval of the Council

- 1.3.1 To grant approval for establishment of a Technical Institution, online application on AICTE Web Portal through National Single Window System(NSWS) is mandatory. Application submitted offline shall NOT be accepted.
- 1.3.2 For Setting up a New Technical Institution proposed to offer a Programme in.

- a. Engineering and Technology / Planning / Applied Arts and Crafts / Design/ Hotel Management and Catering Technology (Diploma/ Under Graduate / Post Graduate)
- b. Computer Applications (Under Graduate / Post Graduate)
- c. Management (Under Graduate/Post Graduate Certificate/ Post Graduate Diploma/ Post Graduate Degree)

**1.3.3 For the existing Institutions approved by other Regulatory Bodies, seeking approval for the first time from AICTE for conducting Technical Programme(s):**

- a. Offering Course(s) in Applied Arts and Crafts/ Vocational (Technical) Programme without having approval from AICTE.
- b. Non-Technical Institutions already running Under Graduate courses (BCA/ BBA/ BMS etc.) and Post Graduate courses (MCA/ MBA etc.) in Management and Computer Applications without approval of AICTE

**NOTE:** Exclusive building and Director/Principal are not required for Institutions under 1.3.3 (b) However, the Institutions should fulfil all other norms as specified in the Approval Process Handbook such as separate Head of the Department, Faculty, Infrastructure, Built-up area, etc.).

**1.3.4 Eligibility of the Promoter**

- a. A Society, registered under the Societies Registration Act, 1860 through the Chairman/ Secretary of Society; or A Trust, registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts through the Chairman/ Secretary of the Trust;  
or

A Company established under Section 8 of the Companies Act, 2013.

or

- b. Central/ State Government/ UT Administration or by a Society/ Trust registered with them. The above bodies shall apply individually or under Public Private Partnership (PPP)/ Build-Operate- Transfer (BOT) mode through an Officer authorized by Central/ State Government/UT.

A Company having any foreign equity directly or indirectly as shareholding shall NOT be permitted to apply for setting up a Technical Institution (with exceptions provided by the Government).

**1.4 Submission of online Application by the Promoter**

**1.4.1 Submission of online application through NSW portal & Allotment of USER ID for AICTE portal**

- a. All new institutions shall register on NSW portal and the registered application will be re-directed to AICTE web portal.
- b. An unique USER ID with password shall be allotted to each new application on payment of Rs. 6000 (Rupees Six Thousand only), through the payment gateway on AICTE Web-Portal @ [www.aicte-india.org](http://www.aicte-india.org)
- c. In case the allotted password is forgotten, the Institution shall apply online for a new password. Technical Education Regulatory (TER) Charges of Rs. 6000 (Rupees Six Thousand only) shall be made through AICTE web portal. The proof of payment and an Affidavit 1 for "Forgotten Password" shall be submitted to AICTE through the portal for allotment of new Password to the Applicants.
- d. Using the allotted credentials, Online application in the prescribed Form shall be filled and submitted on AICTE Web-Portal@ [www.aicte-india.org](http://www.aicte-india.org) and an unique identification number will be

allotted to each application for further reference. The Applicant shall be able to track the status of the application at various stages of processing using this unique identification number.

#### 1.4.2 Technical Education Regulatory (TER) Charges

- a. Technical Education Regulatory (TER) Charges Rs. in Lakh for setting up a new Technical Institution offering a Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree are given in **Table 1.1**:

**Table 1.1 – Technical Education Regulatory (TER) Charges (Per Year)**

Sl.No.	Type of Institution	TER Charges Rs. in Lakh
i	Government /Institution setup in J&K / Leh & Ladakh / North Eastern states/PwBD / Institution setup exclusively for women	1.00
ii	All other Institutions (including Minority & Government-Aided Institution)	10.00
iii	All Applicants under (i) and (ii) whose applications were rejected and issued Final LoR in the previous academic AY 2023-24**	Govt : 0.25
		Others : 1.00

\*\* Not applicable for Applications, which were rejected in the last academic year and TER Charges refunded under **Clause 1.4.2 (h)**

**NOTE:** 10% TER charges will be increased annually.

- b. All the new applications shall be processed as per the procedure described in Annexure (Scrutiny, Re-Scrutiny, EVC, SAC/SHC).
- c. In an extraordinary circumstance, if an additional Scrutiny Committee and Standing Hearing Committee/ Standing Appellate Committee (including Court directions to any type of Institutions) has to be conducted, then the Applicant has to remit Rs. 0.60 Lakh through online as an additional TER Charges.
- d. In an extraordinary circumstance, if an additional Expert Visit Committee (Online/Physical) has to be conducted (inclusive of the Court directions to any type of Institutions), the Applicant has to remit Rs.1.25/Rs. 2.50 Lakh respectively through online as an additional TER Charges.
- e. The TER Charges shall be paid through AICTE payment gateway on AICTE Web-Portal @ [www.aicte-india.org](http://www.aicte-india.org) within the deadline failing which, the application shall not be considered.
- f. Only those applications submitted within the cut-off date, including payment shall be considered for processing.
- g. In case of eligible refund/ excess payment, if any, after processing, the amount shall be refunded to the Applicant.
- h. Applications submitted under **Clause 1.3.2**, if rejected at the Level of Scrutiny/ Re-Scrutiny without availing the appeal provision, the TER Charges after a deduction of Rs.0.60 lakh shall be refunded to the Applicant/Institution.
- i. In case of rejection of an application submitted under **Clause 1.5.2**, if opted for the issue of Extension of Approval of the existing Programme(s), refund shall be made after deducting the applicable TER Charges.



- 1.4.3 All Applicants shall ensure that the data entered/edited in their online application on AICTE web portal @ [www.aicte-india.org](http://www.aicte-india.org) are correct. Facility to edit the data will be available until the final submission of the application. After the final submission, the data entered is not allowed for any further editing till the processing of the application is completed. All the documents to be submitted along with on online applications should be DIGITALLY SIGNED (using Digital Signature Certificate-DSC) and submitted on AICTE Web-Portal on or before the last date as notified in the Public Notice / AICTE web-portal.

**NOTE:** Institutions shall NOT be Permitted to Submit Applications without DSC.

- 1.4.4 All Applicants shall submit an Affidavit 2 sworn before First Class Judicial Magistrate or Public Notary or an Oath Commissioner on Rs.100/- Non-Judicial stamp paper/ e-stamp paper (Digitally Signed). In case of any false information, AICTE shall invoke the provisions, civil and/or criminal as per the Regulations in place.
- 1.4.5 All the Applicants shall submit a copy of the application (as submitted on AICTE portal) to the State Government/UT and affiliating University/ Board immediately and get a receipt with the Official Seal from the authorized signatory for the same.
- 1.4.6 All the Applicants shall upload one set of documents as per Annexure-1 of APH (Digitally Signed by Chairman /Secretary of the Trust /Society /Company) on AICTE web portal. Any document uploaded on AICTE web portal without Digital Signature shall not be considered as valid document.

**NOTE:** Online Applications complete in all respects (including processing fee, if applicable) shall ONLY be processed as per the procedure defined in this Approval Process Handbook.

- 1.4.7 AICTE gives approval to Institutions based on the norms / standards prescribed by the Council from time to time. To get permission from State Government/ Affiliating University /Board is the sole responsibility of the Institution.

## 1.5. Establishment of a New Technical Institution

### 1.5.1 Requirements and Eligibility

- a. The Promoter Trust/ Society/ Company shall have the Land and built-up area as required and its Lawful possession with clear title in the name of the Promoter Trust/Society/Company on or before the date of submission of application.
- b. Requirements for Technical Institution shall be as per the norms specified in Chapter VI of the Approval Process Handbook.
- c. Building Plan for the entire duration of the Programme(s) of the Institution shall be prepared by an Architect registered with Council of Architecture/ Licensed Surveyor and shall be approved by the Competent Authority, designated by concerned State Government/ UT. However, Infrastructure requirements for the First Academic Year should be completed in all aspects.
- d. The Head of the "Technical Institution" shall be designated as the "Principal/ Director" having qualifications as per AICTE norms.

- 1.5.2 The existing Institutions applied for Closure of the Institution are also eligible to apply for starting a new Technical Institution in the same premises in the same Academic year. Technical Institutions applying under this Clause shall have to apply for Progressive/ Complete Closure of the Institution for the existing Programme(s) and shall apply for a different Programme. However, the Applicant has to make Material/ Non-Material amendment of the Building Plan, Site Plan, etc. duly approved by the concerned Competent Authority (if applicable) to suit the requirements of the new Programme.

- a. In case of such application being approved, the existing Institution shall be considered as CLOSED (Progressive/ Complete Closure, as applicable) and the liabilities, if any, arising out of this, shall solely be that of Trust/ Society/ Company/ Technical Institution.
- b. In case of the application being rejected, the same shall be processed for the Closure of the Institution/ issue of Extension of Approval as per the choice mentioned in the application.

1.5.3 The fund position of the Applicant shall be in the form of FDRs and/ or Bank accounts in the Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India as mentioned in the **Table 1.2**, on the date of Scrutiny. However, for Government/ Government Aided Institution/ Central/ State University, Government must have budget provision of minimum RS. 100 lakh and requisite land / built-up area for establishment of new institute.

**Table 1.2 – Required Fund position for New Technical Institute**

Sl. No.	Programme proposed (Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree)	Total minimum funds required as proof of Operational Expenses at the time of Scrutiny in the Name of the Trust/ Society/ Company (RS. in Lakhs)
i	Engineering and Technology	100
ii	Planning	50
iii	Applied Arts and Crafts	50
iv	Design	50
v	Hotel Management and Catering Technology	50
vi	Computer Applications	50
vii	Management	50

1.5.4 Institutions other than Government cannot use the name of Technical Institution in such a way that the abbreviated form of name of the Technical Institution becomes IIM/IIT/IISc/NIT/IISER/IIIT/IIEST/AICTE/UGC/ MoE/Gol.

The Applicant shall also not use the word(s) Government/ India/ Indian/ National/ All India/ All India Council/ Commission in the name of the Technical Institution giving an interpretation that it is a Govt. Institute while being a fully Private Institute and other names as prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the Technical Institution is established by the Government of India or its name is approved by the Government of India.

1.5.5 Applicants shall NOT use the names of the existing Institutions within the State. The existing Institutions having the same names run by the same/different Society/Trust/Company within the State/ UT shall at least add the name of the Village/Town/City where it is located as an integral part of the name of the Institution.

1.5.6 All Institutions shall use the same font and size for the full name of the Institutions, wherever it is displayed.

## **1.6 Appointment of Principal/Director and Faculty in Newly Approved Institution/ Programme**

- a. New Technical Institutions granted Letter of Approval shall comply with the appointment of Faculty/ Principal/ Director as the case may be, as per Policy regarding minimum qualifications, pay scales etc., as specified in the Approval Process Handbook.
- b. Institutions shall appoint Faculty/Principal/Director, other Technical Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the concerned affiliating University/ Board, State Government/ UT and Hon'ble Court directions, if any, and as applicable in the case of selection procedures and Selection Committees.
- c. The information about these appointments of Faculty /Principal/Director, in the prescribed Format shall be uploaded on the Web-Portal of AICTE.

**Table1. 3 : Intake, number of Courses & Division allowed for different program & at different levels**

S No.	Programme	Levels											
		Diploma				Under Graduate				Post Graduate			
		Intake per Division	Courses	Division	Max Intake	Intake per Division	Courses	Division	Max Intake	Intake per Division	Courses	Division	Max Intake
1	Engineering and Technology	60/30	Max. 6	Max. 6/12	360	60/30	Max. 6	Max.6/12	360	30#	Max. 5	Max. 5	150
2	Applied Arts and Crafts	30	Max. 3	Max. 3	90	30	Max. 3	Max. 3	90	30	Max. 3	Max. 3	90
3	Design	30	Max. 3	Max. 3	90	30	Max. 5	Max. 5	150	15	Max. 3	Max. 3	45
4	Hotel Management & Catering Technology	60	Max. 3	Max. 3	180	60	Max. 3	Max. 3	180	30	Max. 3	Max. 3	90
5	Computer Applications	NA	NA	NA	NA	60/30	Max. 5	Max. 5	300	60	Max. 5	Max. 5	300
6	Management	NA	NA	NA	NA	60/30	Max. 5	Max. 5	300	60	Max. 6	Max. 6	360
7	Planning ##	NA	NA	NA	NA	40	Max. 3	1	120	30	1	1	30

# Minimum of 6 seats in steps of 6 up to maximum 30

## Planning courses proposal based on NITI Ayog recommendations and budget announcement.

NOTE: Maximum intake allowed in the above table is not applicable for existing Non-Technical Institutions already running under graduate courses in Computer Application/ Management.



- d. An Institution shall not commence the Courses, without the appointment of all the Faculty members and other Staff.

### 1.7 Intake allowed for New Technical Institution

- 1.7.1 The promoter may apply for one or more programme(s). In case of Engineering and Technology program, the promoter should start with a minimum of four courses out of which there should be at least **THREE CORE BRANCHES/COURSES** (including Multidisciplinary / Region Specific) and ONE course of emerging area. However, the "maximum intake allowed" for the Programme(s) shall be as specified in **Table 1.3**
- 1.7.2 The **Annexure-11** of the APH provides the details regarding the nomenclature of the courses for Diploma/Under Graduate / Post Graduate Level/Post Graduation Diploma or a combination thereof.

**NOTE:** One Division with Collaboration and Twinning is permissible in each Program Course(s). State/ Central Universities or Autonomous Government Institutions offering Only Post Graduate Courses in Engineering and Technology shall be granted a MAXIMUM of 5 Courses. Any additional Course(s) shall be granted to such Institutions based on the valid National Board of Accreditation (NBA). The Institution shall have "Nil Deficiency" based on Self-Disclosure as per the Deficiency Report generated through Web-Portal.

### 1.8 Process for Evaluation of the Application by the Scrutiny/ Re-Scrutiny Committee:

- a. The applications submitted under this Chapter shall be evaluated by Scrutiny/Re-Scrutiny Committee as per process shown in **Annexure-7** of the Approval Process Handbook by selection of committee members through a web portal based automated selection process made available by AICTE.
- b. The date and time for Scrutiny/Re-Scrutiny Committee shall be informed by the Regulation Bureau to the institutes and the concerned experts.
- c. Two representatives of the Applicant (Chairman/ Secretary of the Trust/Society/Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by Chairman / Secretary of the trust) along with Self-Attested Photo ID proof shall present their case along with the supporting documents before the Scrutiny/ Re-Scrutiny Committee.
- d. Applicants shall present their application along with original documents and self-attested copies as per Annexure-1 of the Approval Process Handbook, before the Scrutiny Committee. Applicants shall adhere to Scrutiny/ Re-Scrutiny schedule and not to remain absent at the time of Scrutiny/Re-Scrutiny.
- e. Applicant shall submit online a set of attested copies of original documents to the Regulation Bureau, produced during online Scrutiny/Re-Scrutiny committee. The Scrutiny Committee shall verify the authenticity of the documents submitted by the Applicant as mentioned above and shall countersign (if verified offline) all the documents that are accepted.
- f. Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the Applicant through AICTE Web-Portal and institution are expected to fulfil them for re-scrutiny committee.
- g. The Re-Scrutiny Committee shall verify ONLY the deficiencies pointed out by the Scrutiny committee as per the norms and standards and shall countersign (If verified offline) all the documents that are accepted.
- h. Applications that are found to be in order in all respect by the Scrutiny/ Re-Scrutiny shall be processed further for EVC.
- i. The Institutions applied for simultaneous closure & opening of new Institution shall be processed through Scrutiny/ Re-Scrutiny/ EVC. The application for Closure of the Institution shall be processed first and if closure is recommended, then only the application shall be processed further for the establishment of new Technical Institution following the applicable procedures specified in the Approval Process Handbook.

**NOTE:** All the Scrutiny/Re-Scrutiny and EVC will be conducted in online mode. Under extraordinary circumstances (including Court directions) the Scrutiny / Re-Scrutiny and EVC will be conducted in Offline mode also. All the processing of Scrutiny /Re-Scrutiny / EVC shall be recorded to have Transparency and Accountability.

### 1.9 Process for Evaluation of the Application by the Expert Visit Committee (EVC)

- a. The Expert Visit Committee shall be constituted by selection of committee members through a web portal based automated process made available by AICTE. The EVC shall verify physically/ online the infrastructural facilities of the institution.
- b. Additional experts, if required, may also be co-opted in any of the Committee for processing of applications, Complaints, etc.
- c. EVC shall verify Readiness with respect to Instructional, Administrative, Amenities, Laboratory Equipment's, relevant documents and other Essential and Desirable requirements (as defined in **Chapter VI**) of the Technical Institution as per the **Annexure-3 & 4** of the Approval Process Handbook.
- d. Progress related to appointment of Principal/ Director and Faculty with respect to the norms, standards and conditions prescribed by the Council.
- e. They shall verify actual availability of Equipment as per the Curriculum and Syllabus of the affiliating University/ Board and Computers, Software, Internet, Printers, Book Titles, Book Volumes, subscription of National and International Journals and entry in the Stock Registers as specified in the Approval Process Handbook.
- f. In case of online EVC, the institution shall prepare a video showcasing all the infrastructural facilities for not less than 30 minutes and shall upload the same in the Trust / Society website and share the link in the web portal. Also, Attested Copies of documents (as applicable) as mentioned in **Annexure-1** of the Approval Process Handbook need to be uploaded on portal.
- g. In case of Physical EVC, the institution shall arrange for Video recording (institution expense) with the date and time of the entire proceedings of the Expert Visit Committee. The institution shall upload the same in the Trust / Society Website and share the link in the web portal. Also, Attested Copies of documents (as applicable) as mentioned in **Annexure-1** of the Approval Process Handbook need to be uploaded on portal.

**NOTE:** The video recording with briefing by one of the Institute representative for not less than 30 minutes shall cover the entry and exit of the Committee with time, the Building Plan approved and signed by the Scrutiny/ Re-Scrutiny Committee, GPS Coordinates at the entrance of the main building, academic building, administrative building and library in addition to the recording of other details. The Institute shall also arrange Laptop/Desktop with Internet facility, Scanner and Printer to the EVC (only in offline mode)

- h. The Scrutiny/Re-Scrutiny Committee Report and EVC Report shall be made available to the institutions through AICTE web portal.

### 1.10. Grant of Approval

- a. The Executive Committee (EC) after considering the recommendations of the Committee and views of the Regulation Bureau shall take decision either to grant of approval or otherwise. The decisions of the Executive Committee shall be ratified by the Council.
- b. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of Letter of Approval (LoA) or Letter of Deficiency (LoD)/ Letter of Rejection (LoR). Also, Speaking Order will be made available on AICTE web portal in case of LoR with specific reasons for rejection of the application.
  - i. In case of the Technical Institutions granted Letter of Approval that failed to admit the students in the current Academic Year due to Non-affiliation by the University/ Board or Non-Fulfilment of State Government/ UT requirements shall submit an Affidavit for the same within 7 days from the date of intimation for the credit of Security Deposit in AICTE bank account to the Regulation Bureau. Such Applicants are permitted to pay the Security Deposit in the next Academic Year as per the above deadlines.



- ii. Letter of Approval (LoA) for new Technical Institutions, if issued, shall be valid for two Academic Years from the date of issue for obtaining affiliation from the respective University/ Board and fulfilling State Government/ UT requirements for admission in the respective Academic Year. However, all the applications which were issued LoA for starting new Technical Institutions shall apply for Extension of Approval (EoA) from the next Academic Year onwards, irrespective of the admission of the students or otherwise.

**NOTE:** On Expiry of the Validity of Two Years, the LoA Stands Cancelled.

1. An Expert Visit Committee may be conducted any time before the first batch of students has passed out, to verify the fulfillment of the norms as specified in the Approval Process Handbook.
  2. It is the sole responsibility of the Institutions to inform the rejection of the Council to the concerned authorities who had given the NOC for the Closure of the Institution in view of their application.
- c. A Letter of Approval (LoA)/ Letter of Deficiency (LoD)/Letter of Rejection (LoR) with the reasons for rejection of the application shall be issued to the Institution through Web-Portal, on or before the last date mentioned in the Academic Calendar.
  - d. Any Institution/ Applicant, if aggrieved by the decision of the Executive Committee, shall appeal as per **Clause 1.11** of this Chapter and the final decision of the Council shall be intimated through portal on or before the last date mentioned in the Academic Calendar.

### 1.11 Appeal Procedure

- a. As per the provisions laid down in Clause 1.10 of this Chapter, an Institution/ Applicant, if aggrieved by the decision of the Executive Committee shall have the right to appeal (through portal) once to the Council within 7 days from the date of issue of Letter of Deficiency (LoD).
- b. The appeal of the Institution shall be considered by the Standing Appellate Committee. The appeal schedule shall be notified on the Web-Portal/website.
- c. Applicants should adhere to the given schedule of Standing Appellate Committee and not to remain absent in view of the stern time limit given by the Hon'ble Supreme Court. Hence, the Applicants are instructed to be prepared with the supporting documents in proof of the compliance of deficiencies and present the same to the Committee, even in case of short notice.
- d. The Report of the Scrutiny/ Re-Scrutiny Committee and Expert Visit Committee (as applicable) shall be placed along with the observations of the Regulation Bureau, before the Standing Appellate Committee on the date and time scheduled by AICTE. Two representatives of the Applicant (Chairman/Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with Self- Attested Photo ID proof shall present their case along with the supporting documents before the Standing Appellate Committee. The SAC shall either Recommend/ Not Recommend the case to the Council or recommend for SC / EVC. Accordingly, Scrutiny /Expert Visit Committee shall be conducted as per **Clause 1.8 & 1.9** of this Chapter and the reports of the same shall be placed before another Standing Appellate Committee inviting the representatives of the Institution along with the compliance and supporting documents for taking a final decision as to Recommend/ Not Recommended.
- e. The recommendations of the Standing Appellate Committee shall be placed before the Council whose decision shall be final and the same shall be uploaded on the Web-Portal.
- f. Applicants, whose applications are recommended for grant of approval by the Council, shall be informed for submission of Security Deposit along with an **Affidavit 3** as per **Clause 1.12** of this Chapter.
- g. A Letter of Approval (LoA)/Letter of Rejection (LoR) with the reasons for rejection of the application shall

be issued to the Institution through Web-Portal, on or before the last date mentioned in the Academic Calendar.

### 1.12 Security Deposit

Applicants for starting new Technical Institutions other than Government/ Government aided Institutions whose applications are recommended for Letter of Approval (LoA) by the Executive Committee shall be informed for the creation of Security Deposit as per APH Provisions.

- Existing Institutions applied under **Clause 1.3.3** and in existence for more than 5 years with the respective Regulatory Bodies are exempted from the payment of Security Deposit.
- Applicants, whose applications under **Clause 1.5.2** are recommended for starting new Technical Institutions shall create the Security Deposit for the balance amount of the Security.
- Deposit created earlier, as per the requirements of the Approval Process Handbook for the remaining period of 10 years, as applicable. No deposit is required where NOC was already issued to the Institution for the release of the earlier FDR.

**Table 1.4 Security Deposit (in Lakh) applicable for Institutions under Different Programme(s)**

Sl.No.	Programme	Diploma/ Post Diploma	Under Graduate	Post Graduate Diploma/ Post Graduate Degree
1	Engineering and Technology	15	35	15
2	Planning	15	15	15
3	Applied Arts and Crafts	15	15	15
4	Design	15	15	15
5	Hotel Management and Catering Technology(HMCT)	15	15	15
6	Computer Applications (viz.BCA, MCA, etc.)	-	5	15
7	Management (viz. BBA, MBA, etc.)	-	5	15

**Note:** The Security Deposit amount shall be **DOUBLE** in case of private leased building / land.

- The amount deposited by the Institution shall remain with the Council for 10 years. The interest accumulated on the deposit shall be retained and utilized by the Council for Institutional Development activities, Quality Improvement Programme for Faculty, giving Scholarships to students, etc.
- The Principal amount shall be returned to the Trust/ Society/ Company on completion of the term. However, the term of the deposited amount could be extended for a further period as shall be decided on a case to case basis and/ or forfeited in case of any violation of norms, conditions, and requirements/ Non-Performance by the Institution/ Complaints against the Institution.

आचार्यात् पादमादत्ते पादं शिष्यः स्वमेधया ।

पादं स्रब्रह्मचारिभ्यः पादं कालक्रमेण च ॥

System for generation/transmission of power through motion or continuous rotation of shafts, wheels or wedges is called a machine.