

CHAPTER-II

Grant of Extension of Approval for Existing Institutions

Grant of 'Extension of Approval (EoA)' for Existing Institutions for the following:

- i. Extension of Approval (EoA) based on Self-Disclosure
- ii. Increase in Intake/ Additional Course(s).
- iii. To start new Programme/ Level in the existing Institutions.
- iv. Introduction/ Continuation of seats for Non Resident Indian(s).
- v. Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries
- vi. Introduction of Integrated/Dual Degree Course
- vii. Introduction of Off-Campus
- viii. Introduction/Continuation of Fellow Programme in Management
- ix. Merger of Institutions under the same/ different Trust/ Society/ Company operating in the same Campus or City
- x. Conversion of Diploma Level into Degree Level and vice-versa
- xi. Conversion of Women's Institution into Co-ed Institution and vice-versa
- xii. Extension of Approval of the existing Institutions after a break in the preceding Academic Year (s) / Hibernation/Restoration of Intake
- xiii. Change of Site/ Location
- xiv. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s)
- xv. Change in the Name of the Institution or Affiliating University/ Board or Type of Institution (Institution(s) converted into a University)
- xvi. Change in the Name/Address of the Trust/ Society/Company
- xvii. Closure of the Institution.

2.1 Introduction

- a. Existing institutions shall be eligible for getting 3 years' Extension of Approval (EoA) from the AY-2024-25 by remitting 3 years' TER Charges (Table 2.1) by meeting ANYONE of the following criteria:
 - i. Figured in 8th Edition of NIRF ranked Institutions (announcement made on 5th June 2023).
 - ii. Figured in QS World Ranking Asia-2024 (announcement made on 8th Nov 2023).
 - iii. Institutions having minimum of 30% eligible courses with NBA accreditation having validity till 30th April 2025. (The institutions should continue to get accreditation of their programs)
 - iv. Institutions with valid NAAC score of 3.01 and above on scale of 4.0.

- v. Institutions having conferred 'Autonomous Status' by UGC/Autonomy by AICTE.
- vi. Institutions having more than 80% admission consecutively for last 5 Academic Years.

Note: Although, the institutions can get extended EoA for 3 years, annually they need to submit information/data during the AICTE Approval Process time of respective years.

- b. Institution offering Technical Programme(s)/ Course(s) shall not admit students without prior approval of the Council.
- c. Every Institution offering Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level shall submit an application through AICTE web portal to the Council every year for Extension of Approval of Course(s).
- d. The applications received shall be processed as per the norms and procedures specified in this Approval Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws and norms of other Regulatory Body, if applicable.
- e. In case of Institutions having Lease agreement for Land, the Council shall not issue EoA from the Year in which the Live Lease is equal to the number of years of the Course having the maximum duration. However, if such Institutions submit the Lease extended for a further 30 years, application shall be considered for EoA.

2.2. Time Schedule for Processing of Applications

- a. AICTE shall notify through a Public Notice in the leading newspapers and through AICTE Website from time to time inviting applications with cut-off dates for various categories and processing thereof. The time schedule mentioned in the Public Notice / AICTE Website shall be final and binding. To process any request from the Institutions regarding approval, online application is mandatory. **Applications submitted offline shall NOT be considered.**
- b. The submission of an application on the AICTE Web-Portal and payment of TER Charges shall not be later than the last date as notified in the Public Notice / AICTE Website from time to time.

2.3 Submission of Application for Extension of Approval

2.3.1 Submission of Application

- a. The existing Institutions using their Login credentials shall enter/ edit data as required and shall submit the application in the prescribed Format on AICTE Web-Portal. A unique identification number is allotted to each application for further reference and to track the status of the application at various stages of processing.
- b. If any existing Institution has forgotten the Password, 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 the payment gateway on the AICTE Web-Portal. The proof of payment and an **Affidavit 1** for "Forgotten Password" shall be Uploaded on the portal for allotment of new Password to the Applicants after verification.

NOTE: ALL Standalone PGDM/PGCM institutions who have NOT uploaded full details of all the students since inception of the program on AICTE web portal despite continuous correspondence since AY 2018 -19 shall NOT be allowed to apply for any of the categories mentioned above.

2.3.2 Technical Education Regulatory (TER) Charges

- a. TER Charges in Rs. Lakh for various applications of (Diploma / Post Diploma / Under Graduate Degree / Post Graduate Diploma / Post Graduate Degree/ Fellow Programme in management Institutions are given below:

Table 2.1. Technical Education Regulatory (TER) Charges

TER Charges (Rs. in Lakh)								
Type of Institution	Extension of Approval based on Self-Disclosure			Break in EoA/ Restoration of Intake	Introduction of OCI / FN / Children of Indian Workers in the Gulf Countries seats/Off-Campus**	Continuation of OCI/ FN/Children of Indian Workers in the Gulf Countries seats per Course	Introduction of Fellow Programme in Management	
								Penalty for Late Submission
	Per Division							
	All Programmes (except PGDM/ MBA)	PGDM/ MBA						
Government/ Central University/ StateUniversity*	0.05	0.15	Nil	0.25	0.50	0.05	0.50	
All other Institutions (including Govt. Aided & Minority Institutions)	0.20	0.40	Nil	2.50	6.00	0.30	1.25	
TER Charges (Rs. in Lakh#)								
Type of Institution	Change of site/Location / Conversion of Diploma Level into Degree Level / To start each New Programme /Level in the existing Institutions/ Change in the Name of the Trust / Society/ Company/ Merger of Institutions under the same/ Different Trust /Society/ Company operating in the same Campus/City	Conversion of Degree Level into Diploma Level/ Conversion of Women's Institutioninto Co-ed Institution and vice-versa/ Introduction or Continuation of NRI seats/Increase in Intake additional Course(s) including" Maximum Intake Allowed"/ Introduction of Integrated/Dual Dgree Course(s)	Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/Closure of Programme (s)/ Course(s)/Change in the Name of the Institution/ affiliating University/Board* or Type of Institution(Institution(s) converted into a University)/ address of Trust / Society / company					
Government / Central University/State University*	0.25	0.15	0.10					
All other Institutions (including Govt. Aided & Minority Institutions)	3.50	1.25	0.60					

TER charges for EoA based on Self-Disclosure and Continuation of OCI / FN / Children of Indian Workers in the Gulf Countries seats are considered for the number of Divisions and Courses respectively of the Applied Intake.

NO TER Charges shall be levied for Postgraduate Degree Courses (other than MCA and Management) and institutions applying under hibernation Clause.

* NO TER Charges shall be levied, if the State Government / UT changes the jurisdiction of the affiliating University and if the nomenclature of course is not available in the University for Course Name Change.

** Only affiliating institutions are eligible .

NOTE i. TER charges will increase @ 10% annually.

ii. Above TER Charges (other than EoA based on Self-Disclosure and Continuation of OCI/ FN/ Children of Indian Workers in the Gulf Countries seats) are applicable irrespective of number of Divisions / Courses.

iii. TER Charges shall NOT be refunded in any case, if the application is processed and rejected as specified in this Approval Process Handbook.

iv. TER Charges for Change in the Bank Details is Rs. 6000/- (Rupees Six Thousand) only.

- b. If any additional Scrutiny Committee and Standing Hearing Committee/Standing Appellate Committee has to be conducted online/offline (including the Court directions) for any type of Institutions, then the Applicant has to remit Rs. 0.60 Lakh (Rs. 0.15 Lakh for Government) through online as an additional TER Charges.
- c. If any additional Expert Visit Committee has to be conducted (Online/Physical) (inclusive of the Court directions) to any type of Institution, the Applicant has to remit Rs.1.25Lakh for online EVC and Rs. 2.50 Lakh for Physical EVC (for Government Rs. 0.25 Lakh & 0.50 lakh respectively) as an additional TER Charges.
- d. The TER Charges shall be paid through AICTE payment gateway on AICTE Web-Portal within the deadline, failing which, the application shall not be considered for processing.
- e. Applications submitted under Change of Site/ Location/ Conversion of Diploma Level into Degree Level & vice-versa / To start new Programme / Level in the existing Institutions / Merger of Institutions (under the same/ different Trust / Society / Company operating in the same Campus or City), 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.

2.3.3 Data entry, deficiency report and reopening of the submitted applications.

- a. All Applicants shall ensure that the data entered / edited are correct. Facility to edit the data is available until the final submission of the online application.
- b. AICTE Web-Portal allows the generation of Deficiency Report for the online submitted applications.
- c. After the final submission of the application, the data entered shall NOT be allowed for any further editing, till the processing of application is completed. Hence, the Applicants shall exercise utmost caution before submitting the application.
- d. If an Institution has wrongly submitted an application, the same shall be represented to AICTE, Headquarters along with the Resolution of the Trust / Society / Company (Director/Principal/Authorized person in case of Government institutions), duly signed by the Chairperson / Secretary to that effect in the **Format 3**, within the last date as notified in the Public Notice for Approval process /AICTE Web-Portal.
- e. The application shall be reopened ONE TIME to enable the Institution to rectify the same and resume it with necessary TER Charges along with the Penalty for Late Submission (as applicable), with the approval of Competent Authority.

- f. After the submission of the application along with TER charges, if an institution intends to revoke the application for a specific purpose (other than Extension of Approval), the same shall be represented by the Institution to AICTE, along with the Resolution of the Trust/ Society/ Company, duly signed by the Chairman/ Secretary to that effect in the Format 3, at least within 7 days from the last date as notified in the Public Notice / AICTE Website. Then TER Charges after a deduction of Rs. 0.25 Lakh/-shall be refunded to the Applicant and if the Closure of the Course(s)/Programme(s)/Institution is revoked as per the approval of the Council, the necessary TER Charges for Extension of Approval along with the Penalty for Late Submission, as applicable (application will be treated as late submitted), shall be paid.
- g. If an Institution intends to withdraw the application submitted for Closure of the Institution / Programme(s) / Course(s) which is pending (for non-submission of documents), the same shall be revoked on or before 10th April of the Calendar Year. In case, the Closure of the Institution/ Programme(s) / Course(s) is revoked, the necessary TER Charges for extension of approval alongwith the penalty for late submission, as applicable (application will be treated as late submitted), shall be paid.

2.3.4 Documents and Affidavit to be uploaded on portal & Processing of application

- a. All Institutions shall upload the documents (Digitally Signed using DSC) as per **Annexure-2** of the Approval Process Handbook on AICTE Web-Portal. Hard Copies of the Application/ Additional Documents NEED NOT be submitted to the AICTE, HQ.
- b. 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 shall be Digitally Signed & uploaded on AICTE web portal. In case of any false information, AICTE shall invoke the, civil and/or criminal provisions as per the Regulations in place.
- c. **All the submitted applications along with TER charges (other than Extension of Approval) based on self-disclosure shall be processed as per the norms and procedures specified in the Approval Process Handbook by the Scrutiny/Re-Scrutiny Committee/ EVC (if applicable) strictly based on the documents uploaded on AICTE portal.**
- d. The institution shall also have to adhere to the existing Central, State and Local Laws wherever applicable.
- e. Extension of Approval will not be issued, if any Law Enforcing Agencies of Central /State Government prohibit AICTE to issue any order.

2.3.5 Expert Visit Committee (Inspection)

- a. Institutions at random shall be subject to EVC (Inspection) for the fulfillment of the norms of the Approval Process Handbook.
- b. If any document submitted is found to be fraudulent, criminal case shall be filed against the Director/ Principal of the Institution and Chairman/ Secretary of the Trust/ Society/Company.

2.4 The Institution shall be given an opportunity to submit the compliance of deficiencies (if any), before the Scrutiny/ Re-Scrutiny Committee, Hearing Committee to fulfil the criteria of "Nil Deficiency" based on Self- Disclosure, for processing the application, as applicable.

2.5 Extension of Approval based on Self-Disclosure

- a. The Council shall grant Extension of Approval based on Self-Disclosure of the availability of the required facilities and Infrastructure as submitted online on AICTE Web-Portal @ www.aicte-india.org ensuring the fulfillment of all the norms and standards as specified in the Approval Process Handbook.
- b. Documents as per **Annexure-2** of the Approval Process Handbook shall be submitted/uploaded for obtaining approval.
- c. The Council shall monitor for the fulfilment of all norms by the Institution and in the event of Non-Fulfilment, the Council shall initiate penal action as per the Regulations.

- d. In case of The Technical Institutions granted Letter of Approval but failed to admit the students due to Non-affiliation by the University/ Board or Non-Fulfilment of State Government/UT requirements, the deficiency/ requirement of Faculty and infrastructural facilities shall be calculated from the year of the admission of the students.

2.6 Increase in Intake / Additional Course(s)

As envisaged in the provisions laid down in National Education Policy (NEP) 2020 and the Nation's proactive initiatives towards enhancement of Gross Enrolment Ratio (GER), the Council proposes to remove the upper limit on intake allowed for the Courses / Programs offered by existing institutions Earlier. This is subject to the fulfillment of infrastructure availability, its readiness and filled faculty position. Before grant of approval to the increase in intake sought by the institution, the council shall ascertain the infrastructure and faculty availability through an EVC.

Also, NEP 2020 envisages the availability of Higher Technical Education in Indian Languages at Diploma/ Degree level as well as to impart education in mother tongue so as to enhance the creativity, critical thinking among the students. In alignment with the provisions of NEP 2020, AICTE has initiated Technical Book Writing scheme in 12 languages viz Hindi, Tamil, Gujarati, Kannada, Marathi, Bengali, Telugu, Punjabi, Odia, Assamese, Malayalam & Urdu. The books in Indian language are available for free download at <https://ekumbh.aicte-india.org> and the institutes are encouraged to use these books as text/ reference books. AICTE shall permit an addition of ONE division with 30/60 seats (as supernumerary) in Indian/Regional language against to the eligible and interested institutes.

- a. The existing Institutions shall have liberty to expand its activities by increase intake/ Addition of new/ additional Course(s). The increase in intake demanded by the institutions shall be approved in commensuration with equivalent infrastructure, facilities and faculty.
- b. Institutions shall be eligible for new Course(s) / expansion of existing Course(s) subject to the following conditions:
 - i. Infrastructure facilities shall be as per norms mentioned in this APH.
 - ii. Faculty required shall be as per the FSR defined in this APH.
 - iii. Submission of additional documents as mentioned in this APH.
- c. Increase in intake / Additional Course in Diploma / Under Graduate /Post Graduate level in Engineering and Technology shall be permissible, if the Institution is already offering minimum three (3) courses in Core Branches including Multidisciplinary/Region Specific branches (as listed in **Annexure-2** (Not applicable for Regional Language Courses).
- d. Building Plan for the entire duration for all Increase in Intake/Additional Course(s) of the Institution shall be prepared by an Architect registered with Council of Architecture/ Licensed Surveyor. However, Infrastructure requirements for the First Year should be completed in all aspects. Institution shall maintain Faculty: Student ratio as specified in the Approval Process Handbook. Common facilities shall cater the need of the total "Approved Intake" with total Built-up area equal to the sum total of the area requirement of each Increase in Intake/Additional Course(s).
- e. No increase in the Intake shall be given to Institutions where inquiries are pending against the Institution by any Central/State investigating agencies.
- f. Institution getting approval for new Course(s) in a particular Academic Year shall also be considered for grant of NRI/ OCI/ FN/ Children of Indian Workers in the Gulf Countries, subject to fulfilment of norms of the Approval Process Handbook.
- g. Reduction in "**Core Branches**" (Like Agriculture Engineering, Automobile Engineering, Chemical Engineering, Civil Engineering, Computer Science and Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Electronics and Telecommunication Engineering, Food Technology, Industrial Engineering, Electronics Instrumentation, Mechanical Engineering, Metallurgy, Mining Engineering and Textile Engineering, etc., (Refer **Annexure -11**) shall be allowed to a maximum of 50% of previously "Approved Intake" (Not less than 30).
- h. New Post Graduate Degree Course(s) in Emerging/ Multidisciplinary areas under Engineering and Technology shall be permitted and Existing Post Graduate Courses in Engineering and Technology shall

be permitted to convert into courses in Emerging/Multidisciplinary Areas as specified in **Annexure-11** of the Approval Process Handbook.

- i. The Institutions offering the Courses in Applied Arts and Crafts, Design, Planning and Hotel Management and Catering Technology shall be eligible to apply for new Course(s) at the Post Graduate Level as specified in **Annexure-11** of the Approval Process Handbook.
- j. Scrutiny and EVC shall be conducted for any increase in intake in existing courses or new courses. Also, EVC shall be conducted, any time before the first batch of students passed out (including new course) or within the duration of the course in case of new courses approved to verify the fulfilment of the norms as specified in the Approval Process Handbook.
- k. Introduction / Continuation of specialized courses like MBA/PGDM (IEV) will be processed as per the provisions mentioned in **Annexure-9**.
- l. The Institutions offering the Courses in Engineering and Technology, Management, Applied Arts and Crafts, Design, Planning, and Hotel Management & Catering Technology shall be eligible for an additional ONE division with 15/30/60 seats (as supernumerary) in each course at all levels to the interested institutions exclusively for **Working Professionals** meeting any one of the following criteria:
 - i. Institutions having more than 80% average enrollment in last 3 years.
 - ii. Institutions operating in Aspirational Districts (as per the latest list notified by NITI Aayog).
 - iii. Institutions belonging to Jammu, Kashmir and Leh Ladakh, NER States.

- NOTE:**
1. Guidelines notified by AICTE from time to time shall be adopted by the Institutions having approval under this **Clause (2.6 (i))** for effecting admissions to the Working Professionals.
 2. Affiliation with two different Universities for the same Technical programme/Courses shall NOT be permitted. However, Institutions offering Technical Courses in Computer Applications (Viz. MCA/BCA) and Management (Viz. MBA/MMS/BBA/BMS, etc.) are ONLY permitted to have Affiliation with different Universities.
 3. It is the sole responsibility of the institution to obtain NOC from the Affiliating University & State Government (if applicable) before starting of the Academic Session.

2.7 To Start New Programme(s) / Level in the Existing Institutions

- a. The existing Institutions seeking approval to start new Programme's/ Level shall apply on AICTE Web Portal along with the Extension of Approval for the existing Programme(s) and Course(s) with the additional documents as per **Annexure- 2** of the Approval Process Handbook.
- b. The Institutions applying under Break in EoA /Restoration of intake /Hibernation are also eligible to apply.
- c. The Institutions applying under this category are also eligible to apply for other categories listed under Chapter II/ III of the Approval Process Handbook including Extension of Approval/ Continuation of NRI/ supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/Children of Indian Workers in Gulf Countries for the existing Course(s).
- d. The Institution may apply for multiple Programmes and respective levels.
- e. To start new Courses under new Programme shall be processed as per **Clause 2.6** of this APH.
- f. The Constituent Colleges of State/Central Universities shall be permitted to start Post Graduate Level Courses in Engineering & Technology without corresponding/ allied Under Graduate Level Courses. Institutions can offer PG Planning Course without Corresponding UG Course.
- g. Building Plan for the entire duration of the Programme(s) of the Institution shall be prepared by an Architect registered with the Council of Architecture/ Licensed Surveyor and shall be approved by

the Competent Authority as designated by concerned State Government/ UT. However, infrastructure requirements for the First Year should be completed in all aspects. Institution shall maintain Faculty: Student ratio as specified in the Approval Process Handbook. Common facilities shall cater the need of the total "Approved Intake".

- h. Institute should have sufficient built up area to cover all the requirements of ALL the program(s)/levels conducted as per the provisions of Approval Process Handbook.
- i. Although AICTE does permit sharing of resources, the institute shall provide ample space for play-ground (owned or hired) facilities for indoor and outdoor sports for the students either in the Campus or through arrangements with other adjacent Institutions, Corporation grounds, private facilities, etc.
- j. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) corresponding to the Programme having the maximum "Approved Intake".
- k. The Institution may also seek to change the Name of the Institution.
- l. If the application for the new Programme/Level is not approved, EoA for the Institution shall be issued. However, the institution shall fulfil all the requirements as per APH for the issue of EOA.

2.8 Approval for Introduction/ Continuation of Seats for Non-Resident Indian(s)

- a. The existing Institutions seeking approval for the Introduction of Non-Resident Indian(s) shall apply on AICTE Web-Portal along with additional documents/certificates as per **Annexure-2** of the Approval Process Handbook. The Institution shall have "Nil Deficiency" based on Self-Disclosure as per the Report generated.
- b. Five percent (5%) of seats within the "Approved Intake" shall be allowed for admission under NRI category.
- c. Competent Authority for admission shall be the same as for regular admission and shall fetch a list of Technical Institutions who have sought approval from the Council.
- d. The Competent Authority for admission shall display the availability of NRI seats, course/ branch wise, in various Institutions, for information of candidates during all stages of admission so that the students can freely exercise their informed choice. Also, Competent Authority for admission shall prepare a merit list of Applicants by inviting applications from eligible NRI students and admit strictly on merit basis. In the event of non-availability of students in NRI seats, the seats shall be given to general candidates as per merit. However, regular Fee shall be applicable to these candidates who have admitted against vacant NRI seats.
- e. A letter in this respect shall be issued by the Competent Authority for admission to each beneficiary. Students seeking change of branches/courses shall be allowed to do so only in the branches where NRI seats are vacant.
- f. The concerned State Government/ UT shall notify the tuition and other Fee for candidates to be admitted under NRI seats.
- g. The Institutions shall publish on their Brochure and Web site, the number of NRI seats available in the Course(s) / Division(s) for information to the students and other stake holders.

2.9 Introduction/Continuation of Supernumerary Seats for Foreign Nationals/Overseas Citizen of India (OCI)/Children of Indian Workers in Gulf Countries.

Fifteen percent (15%) supernumerary seats over and above the "Approved Intake" per Course shall be approved for AICTE approved Institutions and University Departments, for admitting students from Foreign Nationals/ Overseas Citizen of India/ Children of Indian Workers in the Gulf Countries. One third (1/3) of these 15% seats shall be reserved for the Children of Indian Workers in the Gulf Countries. The existing Institution having at least 80% (Avg) enrollment in last three years are eligible for Introduction of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/Children of Indian Workers

in Gulf Countries. The Institution shall apply on AICTE Web-Portal along with additional documents as per **Annexure-2** of the Approval Process Handbook. The Institution shall have "Nil Deficiency" based on Self-Disclosure.

- a. Institutions selected for Study in India Programme by the Government of India are eligible for introduction of FN/OCI/Children of Indian Workers in Gulf Countries in ALL Programmes/ Courses without Expert Visit Committee BUT with applicable TER charges.
- b. If the Institution is providing Fee waiver to the selected students as per their commitment to the Government, the TER Charges for continuation of supernumerary seats for FN/OCI/ Children of Indian Workers in Gulf Countries shall be waived. However, the Institution shall upload on AICTE Web portal the selection letter for Study in India Programme and the document of the Fee waiver provided to the students.
- c. The Institutions shall provide suitable Hostel/ Residential accommodation to the Foreign Students/ Overseas Citizen of India (OCI) and Children of Indian workers in Gulf Countries. Further the Institutions shall also establish an Office with a Student Counselor to take care of the needs of the students admitted. An Induction Programme shall be arranged for such students to get acquainted to the Indian condition.
- d. Any vacant seat in a given Course, out of 1/3rd seats reserved for Children of Indian Workers in the Gulf Countries shall be reverted to the seats of 2/3rd meant for OCI/ Foreign Nationals and vice-versa. Further, any vacant seat in the "Foreign Nationals/ Overseas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries" after the last round of the admission of the concerned State Government/ UT may be filled with NRI seats, subject to the approval from AICTE for the NRI seats and fulfillment of requisite norms as specified in the Approval Process Handbook.
- e. NRI/ Foreign Nationals/ Overseas Citizen of India (OCI) Children of Indian Workers in the Gulf Countries seats are not allowed to be filled by Indian Citizens.
- f. Foreign Nationals/ Overseas Citizen of India (OCI) /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
- g. The Institution shall submit online application MANDATORILY FOR EACH COURSE (if interested) for Continuation of approval for supernumerary seats for admitting Foreign National/ Overseas Citizen of India (OCI) / Children of Indian Workers in Gulf Countries, as a part of application of Extension of Approval, every year, giving details of Faculty and other facilities.
- h. If any punitive action is enforced on an Institution, NRI/ OCI Children of Indian Workers in the Gulf Countries seats shall be withdrawn.
- i. Institutions admitting Foreign Nationals should ensure registration of foreign students with concerned Foreigners Regional Registration Officer (FRRO) as well as with the local police station about their entry and exit from India. Further the Institutions shall adhere to the prevalent norms specified by the Ministry of External Affairs, Government of India from time to time.
- j. The concerned State Government/ UT shall notify the tuition and other Fee for candidates admitted under Foreign Nationals/ OCI seats.
- k. Admission to these seats shall be made on merit basis among Applicants of these categories by the State Admission Authorities.

2.10 Introduction of Integrated / Dual Degree Course

- a. In respect of Integrated / Dual Degree Course(s), UGC norms shall be applicable, as per Section 4 of PART III of UGC Gazette Notification, 2014 and amended from time to time.

- i. Five Years Integrated Degree in Engineering and Technology leading to Master of Technology (M.Tech.), Nomenclature shall be as per Major Disciplines of Engineering and Technology given in **Annexure-2** of the Approval Process Handbook.
 - ii. Five Years Integrated Degree in Planning leading to Master of Planning.
 - iii. FOUR Years Integrated Degree in Computer Applications leading to Master of Computer Application.
 - iv. FOUR Years Integrated Degree in Management leading to Master of Business Administration (MBA).
 - v. Five years Integrated Degree in Hotel Management and Catering Technology leads to a Master in Hotel Management and Catering Technology.
- b. The existing Institutions where Course(s) in Engineering and Technology/ Planning/ Hotel Management and Catering Technology/ MCA/ Management Programme are already in existence shall be eligible to apply for approval of respective Integrated Degree Programme.
 - c. Approval shall be considered only to those Institutions where there is “Nil Deficiency” based on Self-Disclosure.
 - d. Applicants shall upload relevant documents as per **Annexure-2** of the Approval Process Handbook on AICTE Web portal.

NOTE: It is the sole responsibility of the institution to obtain NOC from the Affiliating University & State Government (if applicable) before effecting admission.

2.11 Introduction of Off-Campus

The existing affiliating Institutions only shall be permitted to introduce Off-Campus on the similar lines of Constituent Colleges of State/Central Universities within the Jurisdiction of affiliating University.

- a. The Institutions which are existence for at least Ten (10) years and meeting any of the following Criteria shall be permitted to introduce ONE (1) Off-Campus within the Jurisdiction of affiliating University/ same City:
 - i. Institutions figured in 8th Edition of NIRF ranking (announcement made on 5th June 2023).
 - ii. Institutions figured in QS World Ranking Asia-2024 (announcement made on 8th Nov 2023).
 - iii. Institutions having minimum of 50% eligible courses with NBA accreditation having validity till 30th April 2025.
 - iv. Institutions with valid NAAC score of 3.01 and above on scale of 4.0.
 - v. Institutions having conferred ‘Autonomous Status’ by UGC/Autonomy by AICTE.
 - vi. Institutions having more than 80% admission consecutively for last 5 Academic Years.
- b. The existing Institution seeking approval for Introduction of Off-Campus shall apply on AICTE Web-Portal with the same PID.
- c. All the infrastructure facilities required for running all the Programmes/Courses to be offered in the Off-Campus shall be as per the Norms defined in **Annexure-3** of this APH.
- d. The Institution can apply for multiple Programmes/Courses in the Off-Campus.
- e. The application submitted under this clause shall be processed similar to the New Institution application.
- f. There should NOT be any movement of students between Main and Off-campus of the Institute.

NOTE 1. It is the sole responsibility of the institution to obtain NOC from the Affiliating University & State Government (if applicable) before effecting admission in the Off-Campus.

2. Affiliating University Jurisdiction is NOT applicable for PGDM/PGCM Institutions.

2.12 Introduction/Continuation of Fellow Programme in Management (FPM)

- a. The approval shall be granted for the complete duration of the Fellow Programme in Management.
- b. The minimum duration of the Course shall be 3 years, but shall not exceed 5 years. However, in exceptional circumstances beyond 5 years, the student shall have to re-register and has to complete within the extended period of 2 years.
- c. Institutions where Course(s) in Management Programme (MBA/MMS/PGDM) are already in existence shall be eligible to apply for approval of Fellow Programme in Management.
- d. The existing Institution seeking approval for Introduction of Fellow Programme in Management shall apply on AICTE Web-Portal and shall have "Nil Deficiency" based on Self-Disclosure.
- e. Since inception, the Institution should have been free from serious Complaints against Ragging, Non Payment of dues to Council and other punitive actions and investigation by Central /State Agencies.
- f. The Institution should have the required number of Full Time Faculty members as per AICTE norms for offering Fellow Programme in MBA/ MMS/ PGDM Programme.
- g. The Institutions should have at least 50% of the Full Time Faculty members with Ph.D./ Fellow from AICTE approved Institutions/ CFTIs/Reputed Universities, if the Institution applies for 20 seats and 25% if institution applies for 10 seats. These Faculty members should have at least two papers published in Scopus/Web of Science Journals in the last 3 years. Each Professor and Associate Professor shall not guide more than SIX and FOUR research scholars respectively at a time.
- h. The Institution should have subscribed Journals in Business Management area of Organizational Behavior/ Human Resource, Finance and Accounts, Marketing, Operations, IT Systems, Economics, etc.
- i. The existing Institutions seeking approval for the Introduction of Fellow Programme shall apply on AICTE Web-Portal along with additional documents as per **Annexure-2** of the Approval Process Handbook.
- j. The Scrutiny/Re-Scrutiny Committee shall verify the additional documents as per **Annexure-2** of the Approval Process Handbook submitted for Introduction of Fellow Programme in Management and for Continuation of approval for Fellow Programme in Management the institution shall submit an application as a part of application for Extension of Approval, every year, giving details of Faculty and other facilities.
- k. If the Institution is aggrieved by the decision of the SC/Re-SC /EVC, the Institution shall have the right to appeal as per **Clause 2.24** of the Approval Process Handbook.
- l. Student's eligibility, procedure for admission and conduct of the Programme shall be as per details given in **Annexure-8** of the Approval Process Handbook.

2.13 Merger of Institutions under the same / different Trust/ Society/ Company operating in the same Campus or City

In view of National Education Policy 2020, to encourage multidisciplinary approach in Higher Technical Education, the merger of Institutions shall be permitted within city limits.

- i. Parent Institution - An Institution where prospective administration and learning takes place after the Merger.
- ii. Child Institution(s) - Institution(s) from which the Courses are to be shifted to the Parent Institution and cease to exist upon approval of merger of the Institutions.

2.13.1 Merger of Institutions under the same Trust/ Society/ Company

- a. The existing Institutions of the same Trust/ Society/ Company operating in the same location/ city shall be permitted to merge into a single Institution with all the facilities at the proposed Parent Institution and/

or part/ full facilities of the Child Institution(s), if necessary.

- b. If all the required facilities are available exclusively in the Parent Institution (without depending on the facilities of the Child Institution(s)), as the Child Institution(s) shall be considered for Complete Closure. However, the convenience/ approachability of all stakeholders of the Child Institution(s) to the Site/ Location of the Parent Institution shall also be taken care of by the Institutions (including commutation).

NOTE: Intra-Day movement of Students and Faculty not Allowed under any circumstances (in case of infrastructure & other facilities required by Parent institution after merger are in multiple locations). Institutions going for such merger shall duly inform all the stake holders regarding schedule of conduct of Programs / Courses prior to admission

- c. The Institution shall retain the Parent Institution's PID and may seek changes in the Name of the Institution.
- d. The total Built-Up area requirement and other facilities required for the entire duration of all the Programmes /Courses shall be fulfilled in all respects and shall maintain Faculty: Student ratio as specified in the Approval Process Handbook.
- e. All or selected Courses of Child Institution(s) shall be merged with the Parent Institution. However, the rest of the AICTE approved Courses, if any, in the Child Institution(s) shall be considered as closed and due procedure for closure of the same shall be followed.
- f. The Parent Institution shall have all infrastructure and other facilities to run ALL the Courses for the entire duration of both Parent and Child Institution(s). However, the facilities of the child institutions can continue to be used if required.
- g. If Merger of Institutions is approved, the (Child) Institutions that are merged with the (Parent) Institutions are considered as cease to exist and the liabilities, if any, arise out of this merger for the Child Institution(s), shall solely be that of Trust/ Society/ Company/ Parent Institution ONLY.
- h. In case of Merger of Institutions is approved, eligible refund/ additional TER Charges may be refunded/ collected, as applicable.
- i. In case, merger of institutions is rejected, refund of TER charges shall be applicable as per **Clause 1.4.2. (g).**
- j. The child Institutions shall be allowed to submit their application for EoA with or without changes /closure of institution along with the additional documents as per **Annexure-2** of the Approval Process Handbook. However, the norms of the concerned Regulatory Authorities shall also be fulfilled.
- k. If the application for merger of Institutions is NOT approved, EoA of the individual Institutions shall be issued.
- l. **Affidavit 2** shall be submitted to the effect that the Built-up area remain the same before/ after the merger of the Institutions and shall not be utilized for other purposes.
- m. If anyone of the Institution is Women's Institution, then the application shall be processed first for the Conversion of Women's Institution into Co-ed Institution by Scrutiny/ Re- Scrutiny Committee, if found in order, then only the application shall be processed further for Merger of Institutions following the respective procedure specified in the Approval Process Handbook.
- n. "Approved Intake" for the Courses of the Institution after the merger shall be combined intake of parent and child institutions.
- o. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) corresponding to the Programme having the maximum "Approved Intake".
- p. The Council reserves its right to reject the application for merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, if it finds the reasons given are not justified or Commercial or Business angle is suspected, or to defeat the provisions of any Law.

NOTE: It shall be the responsibility of the Promoter to take approval from the other Regulatory Bodies/ NOC from the Affiliating University & State Government (if applicable) before effecting admission, in view of merger of the Institutions.

2.13.2 Merger of Institutions under the different Trust/ Society/ Company

Institutions under different Trust/Society /Company shall be permitted for merger, provided, if the prevailing Rules applicable to Trust/Society/Company allows such merger legally. All the conditions mentioned above under section 2.13.1 shall be applicable for merger of Institutions under the different Trust/Society/Company.

2.14 Conversion of Diploma Level into Degree Level and Vice-Versa

- a. The existing Institutions shall be eligible for Conversion of Degree Level into Diploma Level and vice-versa in the same Specialization within the Programme only.
- b. Only the Institutions which are in existence for a minimum period of 5 years are eligible.
- c. The existing Institutions applying for Conversion of Degree Level into Diploma Level and vice-versa in any Programme shall have to apply for Progressive/ Complete Closure of all the existing Courses including Post Graduate Course(s) in the corresponding discipline, if any.
- d. The additional documents to be submitted for the Conversion of Diploma Level into Degree Level and vice-versa shall be as per **Annexure-2** of the Approval Process Handbook.
- e. The existing Institution seeking approval for Diploma Level into Degree Level and vice- versa shall apply for the Course(s) corresponding to the existing one as per **Annexure-11** of the Approval Process Hand book (as applicable) on AICTE Web- Portal as per the norms.
- f. The Conversion shall be permitted for all the Courses in the said Level, however, Partial conversion of few Courses in the said Level is not permissible. In case, closest available nomenclature does not exist in **Annexure-11** of the Approval Process Handbook, then such Course(s) shall be permitted for Conversion in core branch or may close the course.
- g. The Institution may also seek change in the Name of the Institution.
- h. It shall be necessary to provide adequate Infrastructural facilities as specified in the Approval Process Handbook to conduct all Programme (s) and Course(s).
- i. The Conversion of Diploma Level into Degree Level and vice-versa shall be affected only after the grant of approval by the Council and the intake shall be fixed as that of the "Approved Intake" of the Courses.
- j. If the application for Conversion of Diploma Level into Degree Level and vice-versa is not approved, EoA to the Institution shall be issued. However, the institution shall fulfil all the requirements as per APH for the issue of EoA.
- k. Applications for the Conversion of Diploma Level into Degree Level and vice-versa, rejected by Council shall be processed for the Closure of the Programme/Institution (as applicable)/ Extension of Approval, as per the choice mentioned in the application following the procedure specified in Chapter II of the Approval Process Handbook. However, it is the responsibility of the Institutions to inform the rejection of application by the Council to the concerned authorities who had given the NOC for the Closure of the Institution in view of their application.

NOTE: Refund of Security Deposit in excess shall NOT be allowed for Institutions applying for the Conversion of Degree Level into Diploma Level. In case of applications seeking vice-versa, the norms (including security deposit) as specified in the Approval Process Handbook shall have to be fulfilled.

2.15 Conversion of Women's Institution into Co-ed Institution and Vice-Versa

- a. The existing Institution seeking approval for the Conversion of Women's Institution into Co-Ed Institution and vice-versa shall apply on AICTE Web-Portal along with the Extension of Approval as per the norms.
- b. The additional documents to be submitted for the Conversion of Women's Institution into Co-Ed Institution and vice-versa shall be as per **Annexure-2** of the Approval Process Handbook
- c. The Institution may also seek change in the Name of the Institution.
- d. All the exclusive facilities for Women Only Institution shall be maintained (in case conversion is from Co-Ed to Women).
- e. If the application for the Conversion of Women's Institution into Co-ed Institution and vice-versa is not approved, EoA to the Institution shall be issued.
- f. The Conversion of Women's Institution into Co-ed Institution and vice-versa shall be effected only after the grant of approval by the Council.

2.16 Extension of Approval of the Existing Institutions after a Break in the Preceding Academic Year(s) or Approval after Hybernation/ Restoration of Intake

2.16.1 Restoration of Intake under Break in EoA

- a. The Institution seeking approval after Break in EoA (break in obtaining extension of approval by an institution on their own in the previous year(s)) shall apply on the AICTE Web-Portal along with the documents as per **Annexure-2** of the Approval Process Handbook. However, Institution not applied for EoA for SIX (06) years consecutively shall not be eligible to apply under Break in EoA and such Institutions shall apply as a New Technical Institution after following appropriate procedure for Closure of the Programmes/ Courses approved.
- b. The Institution(s) applying under this category shall be permitted to apply for other categories listed under Chapter II/ III/ V of this Approval Process Handbook.
- c. Institutions not applied for Extension of Approval in the preceding Academic Years shall be considered as "Break-in-EoA" and shall be processed for Extension of Approval upon verification of adequate Infrastructural facilities as specified in the Approval Process Handbook by an Expert Visit Committee.
- d. **Hibernation:** Institutions looking forward to revamp/restructure its business and not in a position to take approval from the Council can apply under this clause prior to avail hibernation.
 - i. Period of Hibernation will be one year less than the maximum period of the course/level run by the institution (example institution running UG level Courses in Engineering and Technology will have three years Hibernation period and Institution with PG level Courses in management will have one year hibernation period).
 - ii. Procedure of approval after hibernation period: The Institute has to apply before the expiry (or) immediately after the hibernation period and submit its financial viability. EVC shall be conducted for checking infrastructure and other facilities as per AICTE Norms. In case the Institute have all the required infrastructure, they will also be permitted to apply for other changes (as per **Chapter II** and **III**).

2.16.2 Restoration of Intake after Punitive Action

- a. The Institution seeking approval for Restoration of Intake as a result of earlier punitive/penal action by AICTE shall apply on the AICTE Web-Portal along with the documents as per **Annexure-2** of the Approval Process Handbook. However, Institution not applied for Restoration within next Academic Year shall be considered that penal action is accepted by the Institution and willing to continue with the same

reduced intake as "Approved Intake". Institution under "NO ADMISSION" may apply for restoration in the next Academic Year and before completion of SIX (06) years. Thereafter, such institution shall apply as a New Technical Institution following appropriate procedure.

- b. The Institution(s) applying under this category shall be permitted to apply for other categories listed under Chapter II/ III/ V/ VI of the Approval Process Handbook.

2.17 Change of Site/Location

- a. The existing Institution seeking approval for the Change of Site / Location shall apply on AICTE Web Portal with additional documents (as applicable as per **Annexure-2** of this APH) along with the Extension of Approval as per the Norms.
- b. The Change of Site / Location shall be allowed within the jurisdiction of the current affiliating University / Board. For PGDM Institutions, the Change in Site / Location shall be allowed without the condition of jurisdiction of the affiliating University.
- c. It shall be necessary to provide Built-up area as per norms required for the conduct of all the existing Programme(s) and Course(s) at the new Site / Location. The Expert Visit Committee shall verify the completeness of Infrastructure ONLY to ensure that academic and other activities be initiated at the new Site / Location.
- d. The Equipment, Library and other movable property in the existing Institution shall be shifted to the new Site / Location, only after approval by the Council for Change of Site / Location.
- e. After shifting of the Equipment, Library and other movable property from the existing Institution to the new Site/ Location, another Expert Visit Committee shall be conducted before the start of academic session of the current Academic Year again to verify the availability of facilities at the new Site/Location, if required.
- f. The Change of Site / Location shall be effected only on receipt of final approval in respect of new Location and approval for activities at previous Location shall cease.
- g. On approval of new Location, all activities of the Institution shall necessarily be carried out at newly approved Location only.
- h. Any violation in this respect shall lead to Withdrawal of Approval and Institution shall not be allowed to continue its activities in either of the Locations.
- i. Request for approval for partial shifting of the Programme(s) and Course(s) in the Institution shall not be considered.
- j. If any Institution is found to function in an unauthorized / temporary location, violating the norms as specified in the Approval Process Handbook, the Council shall take appropriate action.

2.18 Change in the Name of the Course(s)/Merger of the Course(s)/Reduction in Intake/ Closure of Programme(s)/Course(s)

- a. The existing Institutions seeking approval for Change in the Name of the Course(s) Merger of the Course(s)/Reduction in Intake/Closure of Programme/ Course shall apply on AICTE Web-Portal along with additional documents as per **Annexure-2** of the Approval Process Handbook. Reduction of Core branches (as specified in 2.14) shall be permitted up to 30 seats. However, in case of closure of core branches the institution shall not be permitted for any increase in Intake/New Course against such proposed closure.
- b. Change in the name of the Course is permissible ONLY in case of the mentioned nomenclature is not offered by the affiliating university/body as per the guidelines given in **Annexure 6** or **7** of the Approval Process Handbook.
- c. Merger of certain Course(s) in Engineering and Technology in Under Graduate Degree and Diploma Course(s) is permitted as per the guidelines given in **Annexure-2** of the Approval Process Handbook as

well as different specializations / courses of MBA / PGDM is permitted, so that the Intake after merger shall be equal to the sum total of the individual Course(s) and Divisions, provided the Faculty student ratio be maintained.

- d. Institutions may apply for reduction in Intake in any of the Course(s) within a Division (non- zero) by themselves in AICTE Web-Portal and maintain Faculty: Student ratio, and the restoration shall be permitted within a Division. Institutions may apply for restoration to the same level by themselves on the AICTE Web-Portal.
- e. Applications of the existing Institutions which have applied for Closure of the Programme(s)/ Course(s), and if such application is not approved by the Council due to certain deficiencies, the Institution shall be given Extension of Approval with ZERO Intake in such Courses for the current Academic Year.
- f. The application for the Closure of the Programme(s)/ Course(s) shall be valid for the duration of the respective Course offered by the Institution within which the Institution should submit the required mandatory documents. Else, AICTE shall initiate appropriate action to close the Programme(s)/ Course(s).

2.19 Change in the Name of the Institution/Affiliating University/Board or Type of Institution(s) converted into a University.

- a. The existing Institution seeking approval for a Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University) shall apply on AICTE Web-Portal along with the relevant documents as per **Annexure-2** of the Approval Process Handbook.
- b. Institutions applying for Change in the Name of the Institution shall follow the conditions specified in **Clauses 1.5.4 and 1.5.5** of the Approval Process Handbook
- c. The Applicant shall submit a copy of the application to the affiliating University/Board and their views on the same shall be forwarded to AICTE, within 15 days from the last date of submission of the application. In the absence of the receipt of the views of the affiliating University/ Board on the application, the Council shall proceed for further processing as per the provisions of Approval Process Handbook. (Same as **Clause 1.4.7** of chapter 1).
- d. Institution(s) of the same Trust/ Society/ Company applying for Change of Type of Institution (Institution(s) converted into a University) shall apply separately for EoA based on Self- Disclosure/ any other categories mentioned in **Chapter II/ III** and pay the TER Charges, as applicable. The Institution may also seek for Change in the Name of the Institution.
- e. The Institution shall submit a representation to AICTE in case of Type of Institution (Institution converted into a University) after the last date of submission of online application. The same shall be proceeded as per above **Clause (b)**.

2.20 Change in the Name/Address of the Trust/ Society/Company

- a. The existing Institution seeking approval for Change in the Name/Address of the Trust/ Society/ Company including the merger of the Companies shall apply on AICTE Web- Portal along with additional documents as per **Annexure-2** of the Approval Process Handbook.
- b. The change shall be permitted only for those Trusts/ Societies/ Companies which have not been disqualified by the AICTE/ Court of Law/ any Statutory Body in the past.
- c. In case of any dispute among the members of Trusts/ Societies/ Companies is of such nature that it would affect the standard of the Institution, then AICTE shall withhold the approval as long as it may deem fit.
- d. Further, AICTE shall have the right to lien over the FDR till such time dispute among Trustees or members is not settled by an Arbitrator or the Court of competent jurisdiction as contemplated in the

Trust/Society/Company document, by virtue of which amalgamation took place.

- e. A Trust/Society may create a new Company to hold their assets, and once the transferred of assets is complete, the Trust/Society may be dissolved and the ownership may be transferred to the company. Such viability shall vary depending on the jurisdiction and context.
- f. The Council reserves its right to reject the application for Change in the Name/Address of the Trust/ Society/ Company if it finds the reasons given are not justified or commercial or business angle is suspected, or to defeat the provisions of any Law.

2.21 Closure of Institution

- a. The existing Institution seeking for Progressive Closure or Complete Closure shall apply on AICTE Web-Portal as per norms. The additional documents to be submitted for Closure of the Institution shall be as per **Annexure-2** of the Approval Process Handbook.
- b. There shall be NO TER Charges to apply for closure.
- c. In case of Progressive Closure, Closure at the First Year Level shall be allowed in the current Academic Year and the subsequent years of working shall be closed at the end of each Academic Year progressively. However, final Closure order shall be issued after completion of the Programme(s) and submission of **Affidavit 4** by the Institution.
- d. In case of Complete Closure, the Institution shall be closed completely in one Instance.
- e. NoC for Progressive Closure or Complete Closure is subject to no pending Court case filed against the Institution by AICTE and no Charge sheet filed against the Institution.
- f. The Institutions shall not be eligible to apply for other categories listed under **Chapter II/ III/ V** of the APH.
- g. Applications of existing Institutions which have applied for Closure of the Institution, and if such application is not approved by the Council due to certain deficiencies; the Institution shall be given Extension of Approval with ZERO Intake for the current Academic Year. Such Institutions shall submit all relevant documents after all the students have passed out (or) redistributed to nearby AICTE approved Institutions through the affiliating University/ Board and seek official Closure of the Institution.
- h. The application for the Closure of the Institution shall be valid for the duration of the respective Programme offered by the Institution within which the Institution should submit the required mandatory documents. Else, AICTE may close the Institution with the intimation to the affiliating University/Board and the State Government/UT and shall issue a Public Notice regarding the same. In case of such Institutions where Security Deposits are to be released, a penalty of 10% of the value of the Security Deposit shall be imposed before the release of Security Deposit.
- i. Institutions not applied on the portal from past preceding six years for EoA, AICTE may close the Institution with the intimation to the affiliating University/Board and the State Government/ UT and shall issue a Public Notice regarding the same. In case of such Institutions where Security Deposits are to be released, a penalty of 50% of the value of the Security Deposit shall be imposed before the release of Security Deposit.

2.22. Submission of applications (All the Institutions need to submit application as per the schedule mentioned in Public Notice / AICTE Web portal)

Table 2.2- Processing Period for Different Types of Application

Particulars (Category-1)	Processing Period of Application
Extension of Approval based on Self-Disclosure	As per Public Notice Period
Introduction/ Continuation of seats for Non Resident Indian(s)	As per Public Notice Period
Conversion of Diploma Level into Degree Level and vice-versa	As per Public Notice Period
Change in the Name of the Institution or affiliating University/ Board or Type of Institution (except Institution(s) converted into a University)	As per Public Notice Period
To start new Programme/ Level in the existing Institutions	As per Public Notice Period
Merger of Institutions under the Same /Different Trust/ Society/ Company operating in the same Campus / City	As per Public Notice Period
Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake	As per Public Notice Period
Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries.	As per Public Notice Period
Increase in Intake/ Additional Course(s)	As per Public Notice Period
Introduction of Integrated/Dual Degree Course	As per Public Notice Period
Introduction of Off-Campus	As per Public Notice Period
Introduction/ Continuation of Fellow Programme in Management	As per Public Notice Period
Change in the Name of the Course/Merger of the Courses/ Reduction in Intake	As per Public Notice Period
Introduction/ Continuation of Collaboration and Twinning Programme	As per Public Notice Period
NOTE: Both submission & Processing of applications in above categories shall be as per Public Notice (Will have specified deadline for the submission of application).	

Particulars (Category – 2)	Processing Period of Application
Change of Site / Location	Year round
Closure of the Institution	Year round
Conversion of Women's Institution into Co-ed Institution and vice-versa	Year round
Closure of Programme(s)/ Course(s)	Year round
Change in the Bank Details	Year round
Change in the Name of the Trust/ Society/ Company	Year round
Extended EoA	Year round
Type of Institution (Institution(s) converted into a Deemed-to-be-University)	Year round
Online Learning / Open and Distance Learning courses	Year round [Processing will be twice a year as per UGC timeline]
NOTE: Both submission & Processing of applications (including processing fee / TER charges as applicable) in above category -2 shall be done Year Round.	

- The applications eligible to submit "Year round" shall also make online payment of the TER Charges as per the Approval Process Handbook.
- The applications submitted after the cut-off date mentioned in the Public Notice shall not be processed

- during the current Academic Year, but shall be processed for the successive Academic Year only.
- Shifting of the Campus in case of "Change of Site/ Location" shall be done only during vacation time

2.23 Processing of the Applications

Applications submitted successfully and Paid Requisite TER Charges under different clauses mentioned in this chapter are processed as follows:

2.23.1 Evaluation of the Application by the Scrutiny/ Re-Scrutiny Committee:

The applications submitted under this Chapter shall be evaluated as per the procedure as defined in **Chapter I Clause 1.8** as applicable (Refer **Table-2.3 of Chapter-II**).

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

Subsequent to Scrutiny/Re-Scrutiny step, EVC will be conducted. The process of conducting EVC is indicated at **Chapter I, Clause 1.9** (Refer **Table-2.3 of Chapter-II**)

2.23.3 Process for Verification of Compliance through Standing Hearing Committee

The institutes shall have a chance to submit the compliance for any of the short comings based on Scrutiny/ Re-Scrutiny/EVC related to approval before the Standing Hearing Committee. The recommendations of the Standing Hearing Committee shall be placed before the Executive Committee for approval. The decision of the Executive Committee shall be uploaded in the Web-Portal along with detailed Speaking Order. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal once as per **Clause 2.24** of this Approval Process Handbook.

2.23.4 Table-2.3 Indicates the Different Steps Involved in the Processing of the Applications under different clauses mentioned in this chapter.

2.24 Appeal Procedure

- As per the provision laid down in this clause, an Institution/ Applicant, if aggrieved by the decision of the Executive Committee shall have the right to appeal once to the Council within 7 days from the date of uploading of the decision.
- The Appeal of the Institution shall be considered by the Standing Appellate Committee (SAC). The appeal schedule shall be notified on the Web-Portal.
- Applicants should adhere to the given schedule of SAC 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.
- The Report of the Standing Hearing Committee shall be placed along with the observations of the Regulation Bureau, if any, before the SAC 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 compliance and supporting documents before the SAC.
- The recommendations of the SAC shall be placed before the Council whose decision shall be final and the same shall be uploaded on the Web-Portal.

Table-2.3: Different Steps Involved in the Processing of the Applications

Nature of Application	Documents Submitted	Self Disclosure	Scrutiny / Re-Scrutiny	EVC	SAC/ SHC
Extension of Approval based on Self-Disclosure	Annexure-2	Yes	-	-	-
Introduction/ Continuation of seats for Non Resident Indian(s)	Annexure-2	Yes	-	-	-
Conversion of Diploma Level into Degree Level and vice-versa	Annexure-2	-	Yes	Yes	AA
Change in the Name of the Institution or affiliating University/ Board or Type of Institution (except Institution(s) converted into a University)	Annexure-2	-	Yes	-	-
To start new Programme/ Level in the existing Institutions	Annexure-2	-	Yes	Yes	AA
Merger of Institutions under the same/ Different Trust/ Society/ Company operating in the same Campus / City	Annexure-2	-	Yes	Yes	AA
Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake / Hibernation	Annexure-2	-	Yes	Yes	AA
Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries.	Annexure-2	-	Yes	--	-
Increase in Intake/ Additional Course(s)	Annexure-2	-	Yes	Yes	AA
Introduction of Integrated/Dual Degree Course	Annexure-2	-	Yes	Yes	AA
Introduction/ Continuation of Fellow Programme in Management	Annexure-2	-	Yes	Yes	AA
Change in the Name of the Course/Merger of the Courses/ Reduction in Intake	Annexure-2	-	Yes	-	-
Introduction/ Continuation of Collaboration and Twinning Programme	Annexure-2	-	Yes	Yes	AA
Change of Site/ Location	Annexure-2	-	Yes	Yes	AA
Closure of the Institution	Annexure-2	-	Yes	-	-
Conversion of Women's Institution into Co-ed Institution and vice-versa	Annexure-2	-	Yes	-	-
Closure of Programme(s)/ Course(s)	Annexure-2	-	Yes	-	-
Change in the Bank Details	Annexure-2	-	Yes	-	-
Change in the Name of the Trust/ Society/ Company	Annexure-2	-	Yes	-	-
Type of Institution (Institution(s) converted into a Deemed-to-be-University)	Annexure-2	-	Yes	Yes	AA
Online Learning / ODL courses*	Annexure-2	-	Yes	Yes	AA
AA -As Applicable Depending on the Outcome of the Previous Processing Steps					
* Applications submitted will be Processed Twice in a Year As per UGC Norms.					

2.25 Grant of Approval

- a. The applications submitted under Chapter II of the Approval Process Handbook shall be processed as per the procedure specified in this Approval Process Handbook. The consolidated list of all the Institutions with the "Approved Intake" shall be placed by the Regulation Bureau before the Executive Committee/ Council for the grant of Extension of Approval as applicable for the Technical Institutions to continue to conduct Technical Programme(s) and Course(s). The decisions taken by the Executive Committee are ratified by the Council.
- b. The same shall be notified on the Web-Portal. Further the Institution shall download the Extension of the approval letter along with "Approved Intake" through the Institution login.
- c. If deficiencies are noted by the Scrutiny/ Re-Scrutiny Committee for the applications submitted under different clauses mentioned above shall be issued with 'Speaking Order' after giving chance to the Institution to comply with short comings as per the Norms mentioned in this APH. However, the deficiencies noted by the Scrutiny/ Re-Scrutiny/ Expert Visit Committee shall be fulfilled & submitted as compliance before the issue of EoA for the next Academic Year.
- d. Applicants, whose applications are recommended for the Conversion of Diploma Level into Degree Level/ Conversion of Women's Institution into Co-ed Institution/ Closing one Programme and starting another Programme 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.
- e. Applicants for starting new Programme/ Level (except Government) whose applications are recommended for Approval by the Executive Committee shall be informed for the creation of Security Deposit.
- f. Applicants shall deposit the prescribed amount to AICTE as applicable as per **Clause 2.3.2** of the Approval Process Handbook. The Applicant shall submit the payment proof of the Security Deposit along with an Affidavit 3 within 15 days from the date of intimation to the AICTE, else a penalty of 10% and 20% of the value of the Security Deposit shall be imposed up to 31st May and 31st July of the Calendar Year respectively, beyond which the approval shall be withdrawn.
- g. The amount deposited by the Institution shall remain with the Council for 10 years. The interest accrued on this deposit shall be utilized by the Council for Institutional Development activities, Quality Improvement Programme for Faculty, giving Scholarships to students, etc.
- h. 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.
- i. All approvals and speaking order, if any shall be uploaded on portal as per the Academic Calendar.
- j. Extension of Approval shall NOT be granted after the last date as mentioned in Academic Calendar.
- k. Institutional information shall be updated on the AICTE Web-Portal by the Institution for downloading the Extension of Approval letter.
- l. Student's eligibility for admission shall be as per **Annexure-8** of the Approval Process Handbook.
- m. Institutions, Admission Authorities and Affiliating Universities shall strictly follow the Academic Calendar as prescribed by the Council and placed on AICTE web portal.
- n. Student enrolment details shall be uploaded in the Web-Portal before 30th November of the Calendar Year.

2.26 Institution shall NOT offer Technical Programme(s)/ Course(s) without approval of the Council.

- a. If any Institution is found offering Technical Programmes without the approval of the Council, it shall be declared as unapproved Institution and necessary punitive action shall be initiated as per **Chapter VII** of the Approval Process Handbook.
- b. The Council shall maintain a list of unapproved Institutions based on the information received and shall also inform the general public about the same from time to time.
 - i. Provided that any Technical Institution, which has already started without following AICTE approval procedure, wishes to submit an application/proposal shall be considered as a new Technical Institution. For such purpose, it shall apply as per the provisions of **Chapter I** of the Approval Process Handbook.
 - ii. The legal date of starting of the Institution shall be from the date of issue of the Letter of Approval from AICTE.
- c. The Institutions conducting Course(s)/Programme(s) 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 Trust/ Society/ Company/ associated Individuals as the case maybe.
- d. The Council shall inform respective State Government/ UT to initiate appropriate penal, civil/ criminal action against such defaulting Institutions/ Trust/ Society/ Company/ Associated Individuals as the case maybe.
- e. In case, if such Institutions make a representation, then hearing shall be given to these Institutions by the Policy and Academic Planning Bureau, AICTE and decision shall be taken as per the provisions in the Approval Process Handbook.

2.27 Institution shall NOT be permitted to take partial approval /courses, i.e. institution running any program under the purview of the Council shall mandatorily take approval for ALL such Programmes. Institutions found in violation shall be subjected to strict penal action as per Chapter VII.

2.28 Chapter VIII clarifies common doubts arising to the Stakeholders along with providing some important information related to Approval Process.

All the Scrutiny / Re-Scrutiny and EVC shall be conducted in Online/Offline Mode. All the processing of Scrutiny /Re-Scrutiny / EVC shall be recorded to have Transparency and Accountability. Signature of experts on the documents submitted/uploaded by Institute on portal is not necessary if verified online.

आद्यं धनस्थानमथाधने द्वे पुनस्तथान्याद्धनतो विशोध्य । धनं पृथक्स्थं पदमस्य कृत्या त्रिधन्या तदाद्यं विभजेत्फलं तु ॥
पंक्त्यां न्यसेत् तत्कृतिमन्यनिन्धीं त्रिन्धीं त्यजेत्तत् प्रथमात्फलस्य । धनं तदाद्याद्धनमूलमेवं पंक्तिर्भवेदेवमतः पुनश्च ॥

[In a given number whose cube root is desired] the first (units) digit is [called] ghana, and the next two [digits are called] aghana. Again like that [mark the subsequent digits as gnana and aghana]. Having subtracted the [highest possible] cube from the last ghana, the cube root [of that number] is placed separately.[Next] one should divide the digit preceding that [ghana digit], by three times the square of this [root]. One should place the quotient [thus obtained] on the pankti. One should subtract three times the product of that [quotient] and the antya (previous result on the answer line). from the digit preceding that [agana digit], and the cube of the quotient from the next [ganana position]. Thus, the pankti would be the cube root. Thereafter, repeat like this [on further digits].