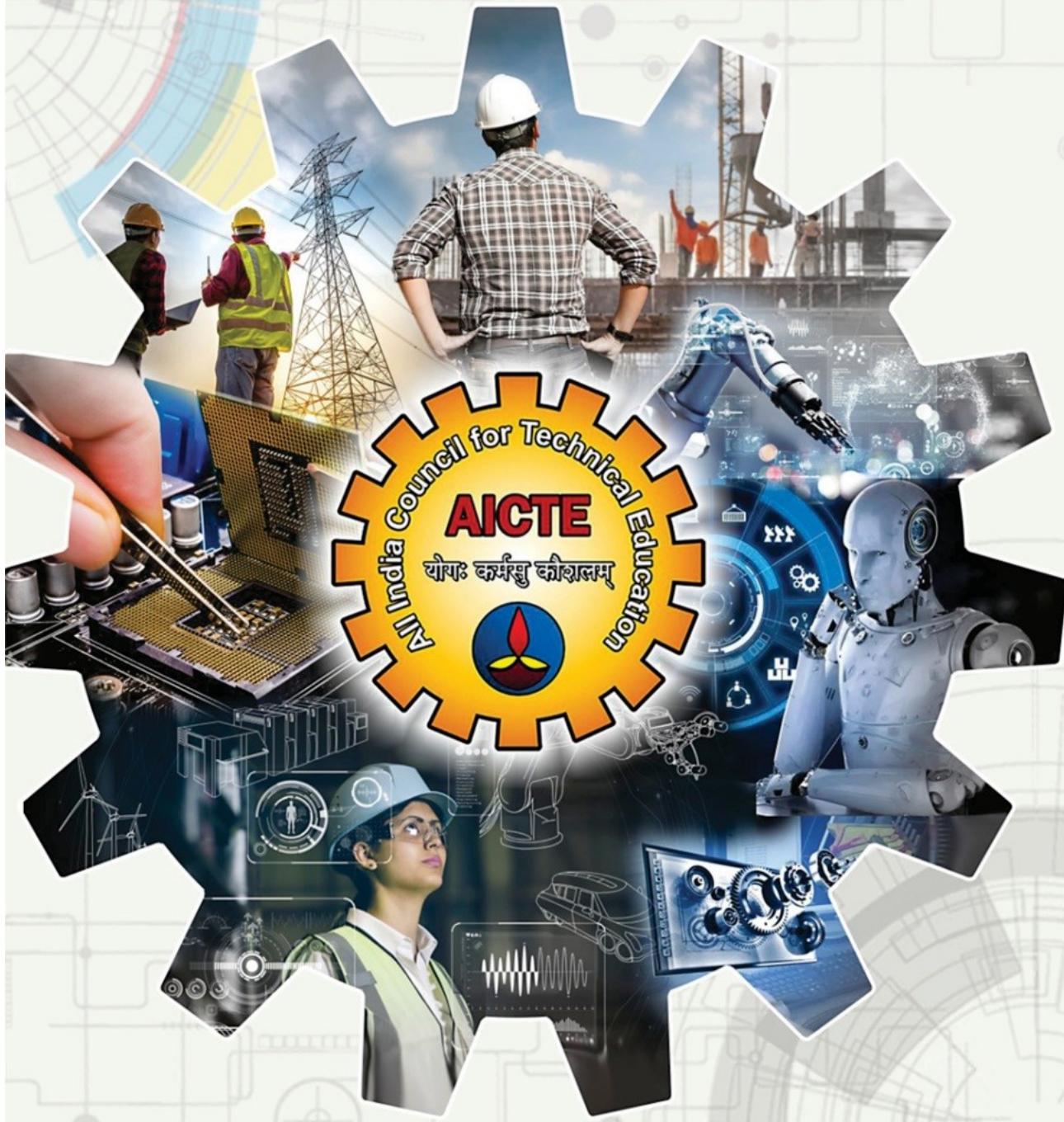


DRAFT

ALL INDIA COUNCIL FOR
TECHNICAL EDUCATION
अखिल भारतीय तकनीकी शिक्षा परिषद



Approval Process Handbook

2024-25 to 2026-27

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CHAPTER-I

Grant of Approval for New Institution

Grant of Approval for setting up a “New Technical Institution” offering a Technical Programme 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. 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 Time Schedule for Processing of the Applications

- a. AICTE shall notify through a Public Notice in leading newspapers and through AICTE Website from time to time, inviting applications along with detailed time-lines
- b. To grant approval for establishment of a Technical Institution, online application on AICTE Web Portal through National Single Window System (NSWS) is mandatory. Applications submitted offline shall NOT be accepted.
- c. 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 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)
- 1.3.2 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 (BBA / BCA etc) and Post Graduate courses (MBA/MCA etc) in Management and Computer Applications without approval of AICTE

Note-1: Exclusive building and Director/Principal are not required for Institutions under 1.3.2 (b) However, the Institutions should fulfil all other norms as specified in the Approval Process Handbooks such as separate Head of the Department, Faculty, Infrastructure, Built-up area, etc).

Note 2: In all the above cases, Institutions seeking approval for the first time from AICTE shall submit an online application on AICTE web portal through NSWS as a New Technical Institution for all their existing Technical Programme(s) and Course(s).

1.3.3 Eligibility of the Promoter

- a. A Society, registered under the Societies Registration Act, 1860 through the Chairman/ Secretary of Society;

OR

- b. 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

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

OR

- d. Central/ State Government/ UT Administration or by a Society/ Trust registered with them.
- e. 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.
- f. 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 ₹6000(Rupees Six Thousand only), through the payment gateway on AICTE Web-Portal @ 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 ₹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 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 ₹ 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 Table1:

Table 1 – Technical Education Regulatory (TER) Charges

Sl.No .	Type of Institution	TER Charges ₹in Lakh
i	Government /Institution setup in J&K / Leh & Ladakh / North Eastern states/PwBD / Institution setup exclusively for women	1.0
ii	All other Institutions including Minority 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 Clauses 1.4.2 (g)

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 ₹0.60 Lakh through online as an additional TER Charges.
- d. In an extraordinary circumstance, if an additional Expert Visit Committee (Online /Offline) has to be conducted (inclusive of the Court directions to any type of Institutions), the Applicant has to remit ₹1.25/₹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 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 1.3.1, if rejected at the Level of Scrutiny/ Re-Scrutiny without availing the appeal provision, the TER Charges after a deduction of ₹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 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 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 ₹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 **Appendix 16** 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 VII 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 2, on the date of Scrutiny. However, for Government/ Government Aided Institution/ Central/ State University, Government must have budget provision of minimum ₹100 lakh and requisite land / built-up area for establishment of new institute.

Table 2 – Required Fund position for New Technical Institute

S1. 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 (₹ in Lakh)
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

Self-Financing Institutions 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/GoI.

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.

- 1.5.4** 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.
- 1.5.5** All Institutions shall use the same font and size for the full name of the Institutions, wherever it is displayed.
- 1.5.6** New Technical Institutions may apply for the Courses with the intake and Number of Courses /Divisions as mentioned in Table-3.

Table 3: Intake and Number of Courses /Divisions Allowed in Different Programs & at different Levels

Diploma Level				
Sl. No.	Programme	Intake per Division	Maximum number of Course(s)/ Division(s) allowed	
			Course(s)/Division(s)	Maximum Intake allowed
I	Engineering and Technology	60/30	6/12	360
Ii	Applied Arts and Crafts	30	3	90
Iii	Design	30	3	90
Iv	Hotel Management and Catering Technology	60	3	180
Under Graduate Level				
I	Engineering and Technology	60/30	6/12	360
ii	Planning	40	3*	120
iii	Applied Arts and Crafts	30	3	90
iv	Design	30	5	150
V	Hotel Management and Catering Technology	60	3	180
vi	Computer Applications	60/30	3/6	180
Vii	Management	60/30	3/6	180
Post Graduate Diploma/ Post Graduate Degree Level				
I	Engineering and Technology	30#	5	150
Ii	Planning##	30	1	30
Iii	Applied Arts and Crafts	30	3	90
Iv	Design	15	3	45
V	Hotel Management and Catering Technology	30	3	90
Vi	Computer Applications (MCA)	60	3	300**
Vii	Management	60	6	360**

*Number of Divisions

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

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

** Cap for a single course will be 240.

NOTE-1: Maximum intake allowed in the above table is not applicable for existing Non-Technical Institutions already running under graduate courses in Computer Application/Management.

Note-2: One Division with Collaboration and Twinning is permissible in each Programme/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.

- 1.5.7 The **Appendix 2** of the Approval Process Handbook provides the details regarding the nomenclature of the courses for Diploma/Under Graduate / Post Graduate Level/Post Graduation Diploma or a combination thereof.
- 1.5.8 The promoter may apply for one or more programme(s). In case of Engineering and Technology program, The promoter should start with minimal four courses out of which at least THREE core branches/courses(including Multidisciplinary / Region Specific) and ONE emerging area course. However, the “Maximum Intake allowed” for the Programmes shall be as specified in clause (1.5.7).

1.6 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.

- i. Existing Institutions applied under **Clause 1.3.2** and in existence for more than 5 years with the respective Regulatory Bodies are exempted from the payment of Security Deposit.
- ii. Applicants, whose applications (**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.
- iii. The Applicant shall submit the proof for payment of the Security Deposit along with an **Affidavit 3** within 15 days from the date of intimation by the Regulation Bureau, else a penalty of 10% and 50% 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.
- iv. The Security Deposit shall be calculated based on the summation of number of programme(s)/ level(s) applied and the Applicants shall deposit the prescribed amount in AICTE’s bank account as applicable and mentioned in table 4.

Table 4 - Security Deposit applicable for Institutions under Different Programmes ₹ in Lakh#

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 (BCA/MCA)	-	5	15

7	Management(BBA/MBA)	-	5	15
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#The Security Deposit amount shall be double in case of private leased building / land.

- v. 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.
- vi. 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.

- 1.7 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.**

1.8. 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 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.

- c. 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.
- d. 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.
- e. 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.
 - f. Any Institution/ Applicant, if aggrieved by the decision of the Executive Committee, shall appealas per **Clause 1.8** of this Chapter and the final decision of the Council shall be intimatedthrough portal on or before the last date mentioned in the Academic Calendar.
 - g. LoA shall not be granted after the last date as mentioned in the Academic Calendar.

NOTE: In the event of any discrepancy in the issued LOA, brought to the notice of the Council, a Corrigendum shall be issued with the approval of Competent Authority.

1.9 Appeal Procedure

- a. As per the provisions laid down in **Clause1.7** 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 LoR.
- 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 inproof of the compliance of deficiencies and present the same to the Committee, even in caseof 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 StandingAppellate 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 beforethe Standing Appellate Committee. The Standing Appellate Committee shall either Recommend/ Not Recommend the case to theCouncil or recommend for scrutiny / Expert Visit Committee. Accordingly, Scrutiny /Expert VisitCommittee shall be conducted as per **Clause 1.11**of this Chapter and the reports of the same shall be placed before another Standing Appellate Committee inviting the representatives ofthe 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 1.7.1** 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.

1.10 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.
- d. An Institution shall not commence the Courses, without the appointment of all the Faculty members and other Staff.

1.11 Process Flow Chart for the Establishment of a New Technical Institution is given in Annexure 5 of the Approval Process Handbook.

1.12 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 constituted as per **Appendix 13** 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 **Appendix 16** 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 Trust/ Society/ Company through AICTE Web-Portal.
- g. Applicants who are communicated deficiencies or remain absent at the time of Scrutiny shall be eligible for Re-Scrutiny. The date and time for Re-Scrutiny shall be informed by the Regulation Bureau.
- h. 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.
- i. Applications that are found to be in order in all respect by the Scrutiny/ Re-Scrutiny shall be processed further for EVC.

- j. The Institutions applied for simultaneous closure & opening of new Institution shall be processed through Scrutiny/ Re-Scrutiny/ EVC as given in **Clause 1.11 and** the application for Closure of the Institution shall be processed first as per the **Clause 1.5.2** of this Chapter. 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.

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

- a. The Expert Visit Committee shall be constituted as per **Appendix 13** of the Approval Process Handbook 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. An EVC shall visit Physically / Online the proposed premises of the Institution to verify the following:
 - i. Readiness with respect to Instructional, Administrative, Amenities, Laboratory Equipment's and other Essential and Desirable requirements of the Technical Institution as per the **Appendix 4, Appendix 5 & Appendix 6** of the Approval Process Handbook.
 - ii. Progress related to appointment of Principal/ Director and Faculty with respect to the norms, standards and conditions prescribed by the Council.
- d. The Regulation Bureau shall make necessary arrangements for the conduct of the EVC.
- e. The EVC 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. The EVC shall also verify documents in original as mentioned in **Appendix 16** of the Approval Process Handbook with respect to actual Infrastructure visited.

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 **Appendix 16** of the Approval Process Handbook need to be uploaded on portal.

In case of offline 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 **Appendix 16** 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)

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

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/Continuation of Fellow Programme in Management
- viii. Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus or City
- ix. Conversion of Diploma Level into Degree Level and vice-versa
- x. Conversion of Women's Institution into Co-ed Institution and vice-versa
- xi. Extension of Approval of the existing Institutions after a break in the preceding Academic Year (s) / Restoration of Intake
- xii. Change of Site/ Location
- xiii. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s)
- xiv. Change in the Name of the Institution or Affiliating University/ Board or Type of Institution (Institution(s) converted into a University)
- xv. Change in the Name/Address of the Trust/ Society/Company
- xvi. 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 the following criteria:
 - i. Figured in 8th Edition of NIRF ranked Institutions (announcement made in 5th June 2023).
 - ii. Figuring 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 3.02 and above.
 - v. Institutions having conferred '**Autonomous Status**' by UGC.
 - 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.

- a. Institution offering Technical Programme(s)/ Course(s) shall not admit students without prior approval of the Council.
- b. 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).
- c. 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.
- d. 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 are not valid.
- 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 ₹6000/- (Rupees Six Thousand Only) shall be made through the payment gateway on the AICTEWeb-Portal. The proof of payment and an **Affidavit 1** for “Forgotten Password” shall be Uploaded on the portal for allotment of 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 ₹ Lakh for various applications of (Diploma / Post Diploma / UnderGraduate Degree / Post Graduate Diploma / Post Graduate Degree) Institutions are as given below:

Table 2.1. Technical Education Regulatory (TER) Charges

TER Charges (₹ in Lakhs)													
Type of Institution	Extension of Approval based on Self-Disclosure			Penalty for Late Submission	Break in EoA/ Restoration of Intake	Introduction of OCI / FN / Children of Indian Workers in the Gulf Countries seats	Continuation of OCI/ FN/Children of Indian Workers in the Gulf Countries seats per Course	Introduction of Fellow Programme in Management					
	Per Division		Vocational Courses										
	All Programmes (except PGDM/ MBA)	PGDM/ MBA											
Government / Central University/State University*	0.05	0.15	Nil	0.25	0.50	0.50	0.50	0.50					
All other Institutions	0.20	0.40	Nil	2.50	2.50	6.00	0.30	1.25					
TER Charges (₹ in Lakhs#)													
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 Trust /Society/ Company operating in the same Campus/City			Conversion of Degree Level into Diploma Level/Conversion of Women's Institution into 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/DualDegree 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	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.

* 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.

NOTE:

- i. TER Charges for Change in the Bank Details is ₹6000/- (Rupees Six Thousand only).
- 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. 10% TER charges will increase annually.
- 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 ₹ 0.60 Lakh (₹ 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 ₹1.25Lakh for online EVC and ₹2.50 Lakh for Physical EVC (for Government ₹ 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 / To start new Programme / Level in the existing Institutions / Merger of Institutions (under the same 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 ₹ 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 with 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 resubmit 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 ₹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 along with the Penalty for Late Submission, as applicable (application will be treated as late submitted), shall be paid.

2.3.4 Documents and Affidavit uploading on portal and processing of application

- a. All Institutions shall upload the documents (Digitally Signed using DSC) as per **Appendix17** 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 ₹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.
 - 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.
 - The institution shall also have to adhere to the existing Central, State and Local Laws wherever applicable.
- c. Extension of Approval will not be issued, if any Law Enforcing Agencies of Central /State Government prohibit AICTE to issues any orders.

2.3.5 Surprise Inspection (EVC)

- a. Institutions at random shall be subject to surprise inspection (EVC) 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 **Appendix 17.1** of the Approval Process Handbook shall be submitted/uploaded for obtaining approval.
- c. The Council shall monitor for the fulfillment 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 provision's laid down in National Education Policy (NEP) 2020 and the Nations proactive initiatives towards enhancement of GER, the Council proposes to removes the upper limit on intake earlier allowed for the Courses / Programs offered by existing institutions. 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 13 languages viz Hindi, Tamil, Gujarati, Kannada, Marathi, Bengali, Telugu, Punjabi, Odia, Assamese, Malayalam, Urdu & English. The books in Indian language are available to download for free 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) 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.**
- a. 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.
- b. **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 Appendix 2) (Not applicable for Regional Language Courses).**
- c. 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).
- d. No increase in the Intake shall be given to Institutions where inquiries are pending against the Institution by any Central/State investigating agencies.

- e. 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.
- f. Reduction in “**Core Branches**” (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) shall be allowed to a maximum of 50% of previously “Approved Intake” (Not less than 30).
- g. 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 to courses in Emerging/Multidisciplinary Areas as specified in **Annexure 6** of the Approval Process Handbook.
- h. 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 6** of the Approval Process Handbook.
- i. **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.**
- j. Introduction / Continuation of specialized courses like MBA/PGDM (IEV) will be processed as per the provisions mentioned in **Annexure 14**.

NOTE-1: Affiliation with two different Universities for the same Technical programme/Courses shall NOT be permitted. However, Non-Technical Institutions offering Technical Courses in Computer Applications (MCA/BCA) and Management (MBA/MMS/BBA/BMS, etc.) are ONLY permitted to have Affiliation with different Universities.

2: 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 **Appendix 17.3** of the Approval Process Handbook.
- b. The Institutions applying under Break in EoA / Restoration of Intake 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 additional/ new Courses shall be processed as per **Clause 2.7** of this Approval Process Handbook.
- f. The Constituent Colleges of State/Central Universities shall be permitted to start Post Graduate Level without corresponding/ allied Under Graduate Level.
- 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 **Appendix 17.2** 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 “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 admitted under this scheme shall be allowed to change Course under same category.
- 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 stakeholders.

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.

- (i). 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 **Appendix 17.5** 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.
- d. 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.
- e. 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.
- f. 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

- g. 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
- h. 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 partof application of Extension of Approval, every year, giving details of Faculty and other facilities.
- i. If any punitive action is enforced on an Institution, NRI/ OCI Children of Indian Workers in the Gulf Countries seats shall be withdrawn.
- j. Institutions admitting Foreign Nationals should ensure registration of foreign students withconcerned Foreigners Regional Registration Officer (FRRO) as well as with the local police station about their entry and exit in India. Further the Institutions shall adhere to the prevalentnorms specified by the Ministry of External Affairs, Government of India from time to time.
- k. The concerned State Government/ UT shall notify the tuition and other Fee for candidates admitted under Foreign Nationals/ OCI seats.
- l. 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 6** 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 ComputerApplication.
 - 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 **Appendix 17.6** 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/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 **Appendix 17** of the Approval Process Handbook.
- j. The Scrutiny/Re-Scrutiny Committee shall verify the additional documents as per **Appendix 17** 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 **Appendix 20** of the Approval Process Handbook.

2.12 Merger of Institutions under the same 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.

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

2.12.1 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 stakeholders 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 TERcharges 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 **Appendix 17.4** of the Approval Process Handbook. However, the norms of the concerned Regulatory Authorities shall also be fulfilled.
- k. If the application for merger of Institution's 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 furtherfor 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 condition of two plots/pieces of land per institution shall not be applicable for the newly created institution after merger of existing institutions.
- q. 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.

2.12.2 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 2.12.1 shall be applicable for merger of Institutions under the different Trust/Society/Company.

2.13 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 **Appendix 17.3** 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 3 or 4** of the Approval Process Handbook (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 3 or 4** 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.

2.14 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 **Appendix 17.3** 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.

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

2.15.1 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 **Appendix 17.1** of the Approval Process Handbook. However, Institution not applied for EoA for SIX 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/ VI of this Approval Process Handbook except reduction in intake.
- 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.

2.15.2 Restoration of Intake

- 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 **Appendix 17.1** 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.

2.16 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 **Appendix 17.3** 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.

2.17 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) (Refer **Annexure 6 or 7** of the Approval Process Handbook)/ Reduction in Intake/ Closure of Programme/ Course shall apply on AICTE Web-Portal along with additional documents as per **Appendix 17.9** of the Approval Process Handbook. Reduction of Core branches (as specified in 2t.14) shall be permitted up to 30 seats. However, in case of closure of core branches the institution shall not be permitted for an 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 6 or 7** of the Approval Process Handbook as well as different specializations / courses of MBA / PGDM ispermitted, 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).

2.18 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 **Appendix 17.11** 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).

2.19 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 **Appendix 17.13** 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.

2.20 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 **Appendix 17.7** 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/ VI of the Approval Process Handbook.
- 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.

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

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 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/ 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

2.22 Processing of the Applications

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

2.21.1 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 1, Clause 1.12 as applicable (Ref. Table-3).

2.21.2 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 chapter 1, Clause 1.13 (Ref. Table-3).

2.21.3 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.

2.21.4 Table-3 Indicates the Different Steps Involved in the Processing of the Applications under different clauses mentioned in this chapter.

Table-3: Different Steps Involved in the Processing of the Applications

Nature of Application	Documents Submitted	Self Disclosure	Scrutiny /Re-Scrutiny	EVC	SAC/S HC
Extension of Approval based on Self-Disclosure	Appendix 17	Yes	-	-	-
Introduction/ Continuation of seats for Non Resident Indian(s)	Appendix 17	Yes	-	-	-
Conversion of Diploma Level into Degree Level and vice-versa	Appendix 17	-	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)	Appendix 17	-	Yes	-	-
To start new Programme/ Level in the existing Institutions	Appendix 17	-	Yes	Yes	AA
Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus / City	Appendix 17	-	Yes	Yes	AA
Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake	Appendix 17	-	Yes	Yes	AA
Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries.	Appendix 17	-	Yes	--	-
Increase in Intake/ Additional Course(s)	Appendix 17	-	Yes	Yes	AA
Introduction of Integrated/Dual Degree Course	Appendix 17	-	Yes	Yes	AA
Introduction/ Continuation of Fellow Programme in Management	Appendix 17	-	Yes	Yes	AA
Change in the Name of the Course/Merger of the Courses/ Reduction in Intake	Appendix 17	-	Yes	-	-
Introduction/ Continuation of Collaboration and Twinning Programme	Appendix 17	-	Yes	Yes	AA
Change of Site/ Location	Appendix 17	-	Yes	Yes	AA
Closure of the Institution	Appendix 17	-	Yes	-	-
Conversion of Women's Institution into Co-ed Institution and vice-versa	Appendix 17	-	Yes	-	-
Closure of Programme(s)/ Course(s)	Appendix 17	-	Yes	-	-
Change in the Bank Details	Appendix 17	-	Yes	-	-
Change in the Name of the Trust/ Society/ Company	Appendix 17	-	Yes	-	-
Type of Institution (Institution(s) converted into a Deemed-to-be-University)	Appendix 17	-	Yes	Yes	AA
Online Learning / ODL courses*	Appendix 17	-	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.					

2.23 Appeal Procedure

- a. 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.
- b. The Appeal of the Institution shall be considered by the Standing Appellate Committee (SAC). The appeal schedule shall be notified on the Web-Portal.
- c. 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.
- d. 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 timescheduled by AICTE.
- e. 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**.
- f. 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.

2.24 Grant of Approval

- a. The applications submitted under **Clause 2.3.2** 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 1.7.1** 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 **Appendix 1** of the Approval Process Handbook.
- m. Institutions, Admission Authorities and Affiliating Universities shall follow strictly the Academic Calendar as per Appendix 19 of the Approval Process Handbook.**
- n. Student enrolment details shall be uploaded in the Web-Portal before 30th November of the Calendar Year.

2.25. 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.

- 2.26 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 Programs. Institutions found in violation shall be subjected to strict penal action as per Chapter VIII.
- 2.27 Chapter IX 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.

State Public & Private Universities and Central Universities are not required to take AICTE approval as per the AICTE Act. However, they need to maintain Norms & Standards as specified in APH from time to time. Some of the Universities are seeking approval of AICTE for availing the benefits of AICTE Schemes/Initiatives as per the prevailing policies/norms.

CHAPTER-III

Collaboration & Twinning Programs

Student Exchange Programmes/Twinning Programmes, Joint Degree Programmes and Dual Degree Programmes between Indian and Foreign University/ Institution or between two Indian Institutions in the field of Technical Education, Research and Training

AICTE accords approval to Technical Institutions for conducting courses through collaborative/ twinning mode programs with reputed Universities/ Higher Educational Institutions (HEIs) in India/ Foreign Countries. Institutions / Universities shall be permitted to have collaboration with reputed Industries/ Research Organizations for conducting/offering courses which are specialized in nature (Emerging /Multidisciplinary/ Advance Technology).

The colleges/Universities fulfilling the norms as envisaged in this chapter for possible grant of approval for Twinning programmes / Foreign Collaborations / Joint Degree / Dual Degree shall be permitted to have an additional intake of only one division for the course under this arrangement in line with UGC Regulation 2022, (Academic collaboration between Indian and Foreign HEIs to offer Twinning, Joint and Dual Degree Programmes).

- (i) **Student Exchange Programme:** Under this programme, students from HEIs are allowed to study in one of the partner institutions within the country or abroad to complete a portion of the course or internship. A student exchange program may / may not involve physical presence of the student in the partner institution. The students shall return to their parent institution to complete the requirements leading to the award of degree. The student exchange programme is expected to be typically of one or two semesters.
- (ii) **Twinning Programme:** A Twinning Programme is a programme offered through an agreement/ partnership between two Higher Education Institution, which allows students to complete a portion of the course at one Higher Education Institution and go on to complete the rest of the course at the Partner Higher Education Institution. Under twinning programme, credits earned by the students at Partner Foreign / Indian Higher Educational Institution shall be counted towards the degree awarded by the parent Indian Higher Educational Institution. Under the Twinning Programme, the degrees to be offered shall confirm to the nomenclatures and duration of the degrees as specified in the AICTE Approval Process Handbook (2023-24) and shall also confirm to minimum eligibility and other norms and standards to offer such degree programme. However, credits earned by the student from the Foreign / Indian Higher Educational Institution partnered for Twinning programme with an Indian Higher Education Institutions shall not exceed 40 percent of the total credits for the programme
- (iii) **Joint Degree Programme:** Under this programme, course curriculum shall be designed jointly by the collaborating Universities/ Institutions and on successful completion of the programme, the diploma/degree shall be awarded jointly by the Higher Education Institution and the collaborative University/ Institution with a single diploma certificate/degree. Under the Joint Degree Programme, the degrees to be offered shall confirm to the nomenclatures and duration of the degrees as specified in the AICTE Approval Process Handbook (2024-25) and shall also confirm to minimum eligibility and other norms and standards.

Credits earned for the course(s) in an institution shall count towards the degrees/diploma jointly awarded by both the institutions. The collaborating Higher Educational Institutions shall ensure that the credits earned by the students shall not overlap course contents/curriculum and the student shall appear for only one examination / evaluation process for each of the courses by the Higher Education Institution in which he/she has registered for that course. Under this programme, course curriculum shall be designed jointly by the collaborating Universities/ Institutions in the same

discipline/ subject area and at the same level. The courses can be conducted in both the institutions and credit transfer shall be as per the UGC Norms. However, only for diploma level courses corresponding State DTE and partnering university/ institution shall decide the modalities through MOUs.

- iv. **Dual Degree Programme:** In respect of Dual Degree Course(s), UGC norms shall be applicable UGC norms 2022 shall be applicable.

Under the Dual Degree Programme, the degrees in technical courses to be offered shall confirm to the nomenclatures and duration of the degrees as specified in the AICTE Approval Process Handbook (2024-25) and shall also confirm to minimum eligibility and other norms and standards to offer such degree programme.

3.1 Objectives

- a. To facilitate academic collaboration / twinning between Indian and Foreign Universities/ Institutions/ Research Organization in the field of Technical Education, Research and Training.
- b. To encourage Collaboration and Twinning between AICTE approved Institutions and Institutes of Repute in India/ Foreign Countries and reputed industries/ research organization in the field of Technical Education, Research and Training.
- c. To safeguard the interest of the student community in India and ensure uniform maintenance of norms and standards as prescribed by various Statutory Bodies.
- d. To ensure accountability for such educational activities by Foreign Universities/ Institutions in India.
- e. To safeguard against entry of Foreign Universities/ Institutions that are non-accredited in the country of origin, to impart Technical Education in India.
- f. To safeguard the nation's interest and take punitive measures, wherever necessary, against the erring Institutions.

3.2 Requirements and Eligibility

- a. An Institution or State/ Central / Institution Deemed to be / State Private University which is already in existence and duly approved by the Council, interested in imparting Technical Education leading to the award of Diploma/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree of a University/ Institution through Collaborative/Twinning arrangements, provided there is "Nil Deficiency" based on Self-Disclosure.
- b. Collaboration under these programmes shall be allowed with Foreign University having ranking within the top 1000 as per the latest QS/ THE world ranking or with an Indian University/ Institution which falls under the following category:
 - (i). Accredited by the National Assessment and Accreditation Council or any other agency authorized in this behalf with minimum score of 3.01 on a 4-point scale (Applicable only for Central / State/ Institution Deemed to be / State Private University).

or
 - (ii). With NBA accreditation with at least 650 points on a scale of 1,000

or
 - (iii). Which figures in the Top-200 of AICTE approved Institutes in the respective category of National Institutional Ranking Framework (NIRF) at the time of application.
- c. Collaboration and Twinning shall also be allowed between AICTE approved Institutions (having valid NBA accredited courses) with an Institute of National Importance passed by an Act of Parliament or any other AICTE approved Institutes having valid NBA accredited courses or which figures in the top 200 in the respective category of NIRF.

- d. The Educational Programmes to be conducted in India by Foreign Universities or Institutions leading to the award of Diploma/ Under Graduate Degree/ Post Graduate Diploma/Post Graduate Degree Level (Only for regular courses conducted in physical mode) shall have the same nomenclature as it exists in the Approval Process Handbook for. Diploma/Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree should be fully recognized in their Parent Country.
- e. Any Course or Programme, which jeopardizes the National interest, shall not be allowed to be offered in India.
- f. The Council shall prescribe any other condition for registration, expedient to do so in the overall interest of the Technical Education system in the Country.
- g. The Indian Partner Institution should obtain an NOC from the affiliating University/Board (Not applicable to standalone Institutions/ Institutions Deemed to be Universities/ University Departments).
- h. Both the Institutions shall enter into a bipartite agreement/ MoU for the purpose of collaboration.
- i. The Indian Institutions shall enter into a bipartite agreement with its affiliating body.
- j. For Course(s) where University/ Board approval is not mandatory, both the Institutions shall enter into a bipartite agreement/ MoU for this purpose.
- k. Credits earned by the students shall not exceed 40% of the total credits under Twinning Programme and joint degree programme.
- l. The students failing to secure Visa should be enrolled in a similar Programme being conducted by the Indian Partner Institution, affiliated to a University/ Board.
- m. The concerned University/ Institution shall have to comply with other requirements as specified in AICTE/ UGC 2016 regulations while submitting the proposal for approval as applicable (if any).

3.3 Technical Education Regulatory (TER) Charges

- a. The TER Charges shall be paid through online on AICTE Web-Portal www.aicte-india.org failing which, the application shall not be considered. Applications shall be accepted subject to realization of the Payment.
- b. TER Charges for different types of Institutions for Introduction and Continuation of Twinning Programme(s) is as follows:

Sl. No.	Type of Institution	Introduction (₹ in Lakh)	Continuation (₹ in Lakh)
i	Government/Central/ State Public University/ Institution set up in J&K/Ladakh/ North Eastern States/ Institution set up exclusively for Women/ PwBD	2.0	1.0
ii	All other Institutions/ Universities including Minority Institution/	12.0	6.0

NOTE: 10% TER charges will be increased annually.

3.4 Procedure

- a. The eligible Institutions seeking approval for the Introduction of Collaboration Programme shall apply on AICTE Web-Portal along with additional documents as per **Appendix 17** of Approval Process Handbook.
- b. The Scrutiny/ Re-Scrutiny / EVC as per **Clause 1.11** shall verify the additional documents/facilities as per Appendix 17 of the Approval Process Handbook submitted for Collaboration and Twinning Programme.

3.5 Other Conditions:

- a) Lateral Entry and supernumerary seats shall not be allowed in Foreign Collaboration and Twinning Programme.
- b) The Institution shall submit/ upload an Annual Report giving details of the number of students admitted, Programme(s) conducted, total Fee collected, amount transferred to the Parent Country, investment made, number of students awarded Diploma/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree and any other information that the Council shall ask for.
- c) The Council shall cause an Inspection through EVC, whenever necessary, with or without prior notice, to assess the Infrastructural and other facilities available/ to verify the compliance of conditions, Norms, Standards etc. prescribed by the Council from time to time.
- d) Diploma/Degree shall be awarded as per the provisions prescribed by AICTE/ UGC on the subject as amended from time to time.
- e) Collaboration and Twinning shall also be allowed between AICTE approved Institutions (having valid NBA accredited courses) with an Institute of National Importance passed by an Act of Parliament or any other AICTE approved Institutes having valid NBA accredited courses or which figures in the top 100 in the respective category of NIRF.
- f) Violation of any norms as envisaged by the Council shall lead to punitive action including Withdrawal of Approval for the Institute/University.
- g) Institutions/Universities shall fulfil all terms and conditions as prescribed by Ministry of External affairs & MoE from time to time, in addition to the Standards & Norms set by the AICTE.

3.6 Admission and Fee

- a. 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.
- b. The Competent Authority for admission shall display the availability of collaboration and Twinning Programme 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. The Institutions shall publish on their Brochure and Web site, the number of collaboration and Twinning Programme seats available in the Course(s) / Division(s).
- c. Competent Authority for admission shall prepare a merit list of Applicants by inviting applications from eligible students for collaboration and Twinning Programme and admit strictly on merit basis.
- d. A letter in this respect shall be issued by the Competent Authority for admission to each beneficiary. Students admitted under this scheme shall not be allowed to change Institution / Course under any circumstances.
- e. The Institutions/Universities shall also display information regarding admitted candidates in their Websites for information to the students and other stake holders.
- f. The concerned State Government/ UT shall notify the tuition and other Fee for candidates to be admitted under collaboration and Twinning Programme seats.

CHAPTER-IV

Grant of Approval for Universities

4.1 Introduction

- a. The higher Education system in India includes both Private and Public Universities. Public Universities are supported by the Government of India and by the State Governments, while Private Universities are mostly supported by various trusts and Societies. Universities in India are recognized by the University Grants Commission (UGC), in accordance with the UGC Act, 1956. The types of Universities include:
 - i. Central Universities which are established by an Act of Parliament and are under the purview of MoE.
 - ii. State Universities are run by the concerned State Government/ Union Territories of India and are established by an Act enacted by the legislative assembly of the respective State/UT. University shall also have “Constituent College”, an Institution/ Department/ College/ School as a part of the University.
 - iii. Institutions Deemed to be University is an Institution for Higher Education so declared on the recommendations of the University Grants Commission by the Central Government, under Section 3 of the UGC Act.
 - iv. State Private Universities are established by State, recognized by the UGC and supported by various trusts and Societies.
- b. All categories of Universities offering Technical Program / Courses at all levels shall maintain Norms & standards related to infrastructure, faculty and other norms specified by, AICTE as mentioned in the Approval Process Handbook published from time to time and any other Norms & Standards as prescribed by other statutory bodies concerned (as applicable).
- c. AICTE Act, 1987 **Clause 11** mandates the Council to conduct inspection to ascertain that a University is maintaining the norms and standards of teaching, examination and research.
- d. Central/State and Private Universities may apply for AICTE's approval by applying online providing requisite details of infrastructure, land, faculty etc. as specified on the AICTE Approval Process Handbook apart from fulfilling UGC Norms. The Applicant shall also adhere to the existing Central, State and Local Laws.
- e. Area of jurisdiction of State Universities/Private Universities/Institutions Deemed to be Universities (including off campuses) shall be as approved by the UGC/ State jurisdiction.
- f. Institutions Deemed to be Universities offering Technical Course(s)/Programme(s) shall NOT admit students without prior approval of the Council.

4.2 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 along 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 Universities regarding approval, online application is mandatory. Applications submitted offline are not accepted.

- 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.

4.3 Seeking Approval of the Council

4.3.1 Application for the various categories mentioned in Chapter I, II and III of the Approval Process Handbook for Universities offering Technical Programme(s) at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level for conducting Programmes in Engineering and Technology, Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA and Management.

4.3.2 Requirements and Eligibility

- a. Notification issued by the Government under Central/ State Act declaring an Institution as a Central/ State/ Private University or section 3 of UGC Act declaring an Institution as a Deemed to be University.
- b. The Central / State / Private / Institution Deemed to be University shall be a registered Society 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 Companies Act, 2013 or Central or State Government/ UT Administration or by a Society or a Trust registered with them.

4.3.3 University having Multiple Campuses/ Off Campuses/ Constituent Colleges shall apply separately for approval in respect of each campus/off campus/constituent college **(OR) They can apply as a single entity with all their courses & programs of both Main and Off campus.**

All Universities (Central/State Government/State Private) and Category-I&II Deemed to be University shall be permitted to run courses/programs with nomenclatures prescribed in AICTE APH.

NOTE-1: The Central / State / Private Universities are taking approval from AICTE for some of the selected Technical Programme(s)/Course(s)/intake which is creating confusion to the students. Therefore, the Central / State / Private Universities, which are interested in obtaining AICTE approval shall have to obtain approval for all the Technical Programme(s)/ Course(s) / intake and not just for few selected Technical Programme(s)/Course(s)/intake (at any level) after fulfilling the mandatory requirement of AICTE norms notified from time to time.

NOTE-2: For Institutions Deemed to be Universities, it is mandatory to have AICTE approval from the Academic Year 2018-19 in compliance with the Hon'ble Supreme Court Order dated 03-11-2017 passed in C.A.No.17869-17870/2017. It is found that some of the Deemed to be Universities yet to take AICTE approval or have taken approval partially for selected Technical Course(s)/ Programme(s)/ Intake (at any level).

Therefore, Institutions Deemed to be Universities which have never taken approval from AICTE are directed NOT to run any Technical Programme(s)/ Course(s) without prior approval of AICTE.

NOTE 3: Application for partial approval of any Programme(s)/Course(s)/Intake at any level shall NOT be permitted.

4.4 Application Submission and Processing

4.4.1 USER ID and Password

- a. A unique USER ID and Password shall be allotted to each new application on payment of ₹ 6000/(Rupees Six Thousand Only)- through the payment gateway on AICTE Web-Portal @ www.aicte-india.org.
- b. The Universities already approved by AICTE shall use the USER credentials allotted to them previously.
- c. If any University has forgotten the Password, the University shall apply online. Technical Education Regulatory (TER) Charges of ₹ 6000/(Rupees Six Thousand Only)-shall be made through the payment gateway on AICTE Web-Portal. The proof of payment and an **Affidavit 1** for “Forgotten Password” shall be submitted to AICTE for allotment of new Password to the Applicants.
- d. Using the AICTE Portal credentials, the application shall be filled and submitted online on AICTE Web-Portal @ www.aicte-india.org. A unique application number will be generated on the successful submission of application. Using this application number, the Applicant can track the status of the application at various stages of processing.

4.4.2 Technical Education Regulatory (TER) Charges

- a. Existing Universities offering Technical Programme(s) at Diploma/ Post Diploma Certificate/ Under Graduate Degree / Post Graduate Diploma / Post Graduate Degree applying for the grant of approval for the first time:

Sl. No.	Type of University	*TER Charges ₹ in Lakh
i	Central University/ State Public University/ Institution Deemed to be University (Government) and State Private University / University set up in J&K/ Ladakh/ North Eastern States/University set up exclusively for Women	2.0
ii	Institution Deemed to be University (Private)	10.0
iii	ALL Applicants under (ii) whose application was rejected and issued Final LoR in the last Academic Year **	For Category (i) 1.00 For category (ii) 4.00

* Separate TER Charges shall be applicable in case of main and off campus as approved by UGC.

** Not applicable for Applications, which were, rejected in preceding year and TER Charges refunded to the applicant as per the clause 1.4.2(g) & 1.4.7(b)

NOTE: 10% TER charges will be increased annually

- b. In an extraordinary circumstance, if an additional online Scrutiny Committee and Standing Hearing Committee/ Standing Appellate Committee has to be conducted (inclusive of the Court directions to any type of University other than Central/State Universities /Institution deemed to be university (Government)), then the Applicant has to remit ₹0.60 Lakh through online mode as an additional TER Charges.
- c. In an extraordinary circumstance, if an additional (online / Physical) Expert Visit Committee has to be conducted (inclusive of the Court directions to any type of Universities other than Central/State Universities/Institution deemed to be university (Government)), the Applicant has to remit ₹1.25 Lakh for Online and ₹2.50 Lakh for physical EVC, through online mode 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.

4.4.3 (a). Applicants shall submit the application on AICTE Web-Portal @ www.aicte-india.org. on or

before the last date as mentioned in the Public Notice/ AICTE Website is MANDATORY.

(b). All Applicants shall ensure that the data entered/edited is correct. Facility to edit the data will be available until the submission of the application. After submission, the modification of data shall not be allowed till the processing of application is completed. Hence, applicants shall exercise utmost care before final submission of the application.

(c). Applications complete in all respect and submitted (including payment) within the cut-off date as mentioned in the Public Notice/ AICTE Website shall only be considered for processing as per the norms and procedures specified in the Approval Process Handbook.

4.4.4 An **Affidavit 2** sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner on ₹100/- Non-Judicial stamp paper/ e-stamp paper shall be Digitally Signed (Using DSC) & uploaded on AICTE Portal. In case of any false information, AICTE shall invoke the provisions, civil and/or criminal as per the Regulations in place.

4.4.5 A printout of the complete online application (for categories falling under Chapter I of the Approval Process Handbook) as submitted on AICTE Web-Portal, along with the proof of payment, and documents mentioned as per **Appendix 16** of the Approval Process Handbook duly attested by the Chairman/ Secretary of the Trust shall be submitted on the date of Scrutiny are to be uploaded on AICTE Web-portal with digital signature, (in case of online), failing which the Scrutiny shall not be conducted.

4.4.6 Applications submitted for the categories mentioned under Chapter II and III shall submit/ upload the documents as applicable in **Appendix 17** of the Approval Process Handbook.

4.5 Grant of Approval

4.5.1 Requirements and Eligibility

a. The Promoter Trust/ Society/ Company shall have the built-up area as required and has its Lawful possession with clear title in the name of the Promoter Trust/Society/Company/ Institution or on long term lease on or before the date of submission of application.

Further to that it shall be open for the Promoter Trust/ Society/ Company of the proposed University to mortgage the Land with the prior intimation to AICTE after the issue of Letter of Approval (LoA), only for raising the resources for the purpose of development of the University situated on that Land.

b. University shall fulfill ALL the norms as specified in the Approval Process Handbook. Further that, the Institution Deemed to be Universities shall also have to fulfil the norms as per UGC Regulations and statutory body concerned.

c. Buildings for the First Year of the Programme(s) should be completed in all respect as per the Infrastructure requirements as specified in the Approval Process Handbook. Building Plan for the entire duration of the Programme(s) of the University shall be prepared by an Architect registered with Council of Architecture/Licensed Surveyor and shall be approved by the Competent Authority as designated by the concerned State Government/UT.

d. The Head of the “University” shall be named as “Vice Chancellor” having qualifications as per UGC norms.

4.5.2 The Applicants shall not use name of the University in such a way that the abbreviated form of the name of the University becomes IIM/ IIT/ IISc/ NIT/ IISER/ IIIT/ IIEST/ AICTE/ UGC/

MoE/ GoI. The Applicant shall also not use the word(s) Government, India, Indian, National, All India, All India Council, Commission anywhere in the name of the University 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 University is established by Government of India or its name is approved by the Government of India.

- 4.5.3 The Applicant shall apply on AICTE Web-Portal for all the Technical Programme(s) as approved by UGC for Approval.
- 4.5.4 The application shall be processed as per **Clauses 4.6 and 4.7** of the Approval Process Handbook (Scrutiny/ Re-Scrutiny Committee).

4.6 Evaluation of the Applications

- 4.6.1 Universities and institutions Deemed to be Universities falling under Category I/II as per UGC (Categorization of Universities (Only) for grant of Graded Autonomy) Regulations, 2018;

The application submitted shall be evaluated with respect to the following:

- a) NAAC Certificate indicating score letter issued by UGC declaring the status of the University for Category I/II and other (If applicable)
- b) Notification issued by the Government under Central /State Act declaring an institution as a Central /State/Private University or section 3 of UGC Act declaring an Institution as a Deemed to be University.
- c) UGC approval letter(s) for the main Campus and Off Campuses if any.
- d) Affidavit 2 and Affidavit 5 (Universities shall have to adhere to norms and standards specified by AICTE from time to time.

NOTE: In case the above documents are not uploaded on portal, the University may be directed to upload the same on the portal within the stipulated time. The formation of Scrutiny / Re-Scrutiny committee and verification of the aforesaid documents will be online.

- 4.6.2 Universities other than Category I/II, running technical programme but coming for AICTE's approval for the first time, the applications submitted shall be evaluated as per the clause 1.11 of Chapter I of this APH.
- 4.6.3 Universities other than Category I/II, running AICTE approved technical programme and desirous to apply for various categories in accordance with Chapter II- Applications submitted shall be processed as per the applicable classes defined in Chapter II of this APH.

NOTE 1: For Category I/ II Universities applying for other domains (for e.g. Medical University), applying for approval of Engineering and Technology Programme shall be processed similar to a new Technical Institutions provided the university is already running courses in Engineering and Technology.

NOTE 2: To consider the Off Campuses/ Constituent Colleges of Category I/ II Universities/ Institutions Deemed to be Universities, UGC Letteras well as NAAC mentioning to that effect shall be produced, else the applications shall be processed as per Chapter I of this APH.

NOTE 3: Applicants falling under Category I & II and other than category I & II shall upload all self-attested copies as per **Appendix 16** (as applicable) of the Approval Process Handbook and UGC approval Letter(s) for the Main Campus and Off Campuses, if any, with digital signature (in case of online). Applicants shall adhere to Scrutiny/ Re-Scrutiny schedule and not to remain absent at the time of Scrutiny/ Re-Scrutiny. TER Charges per campus to be charged as per Table 4.4.2 (ii).

4.7 Grant of Approval shall be as per Clause 1.9 of the Approval Process Handbook

4.8 Other conditions

- a. An Expert Visit Committee may be conducted any time before the first batch of students has passed out, to verify the fulfilment of the norms as specified in the Approval Process Handbook.
- b. If the application for the new Institution Deemed to be University/University is rejected at the Level of Scrutiny/Re- Scrutiny and the appeal provision is not availed, the TER Charges after a deduction of ₹0.60 Lakh shall be refunded to the Applicant.
- c. The Council shall normally not grant Conditional Approval to any University.
- d. The University/Applicant, if aggrieved by the decision of Executive Committee, shall appeal as per Clause 1.10 of the Approval Process Handbook and the final decision of the Council shall be uploaded as per the Academic Calendar.
- e. Infrastructure, faculty and other facilities shall be made available as per the norms, standards and conditions prescribed by the Council from time to time.
- f. A final Letter of Approval/ Letter of Rejection with the reasons for rejection of the application shall be issued to the University through Web-Portal as per the Academic Calendar.
- g. LoA shall not be granted after the last date as mentioned in the Academic Calendar.

NOTE

- i. Central University/ State University/ /Institution Deemed to be University (Government) are not required to pay the Security Deposit.
- ii. Private Universities/ Institution Deemed to be University (Private) which were in existence for more than 10 years with UGC are EXEMPTED from the payment of Security Deposit, else the University shall pay the Security Deposit for 10 Years as per Approval Process Handbook.
- iii. If any University is starting a new Programme/ Level shall create the Security Deposits as per the requirements of the Approval Process Handbook, even if the University is in existence for more than 10 years with UGC.
- iv. Universities which were granted approval from AICTE earlier as a Technical Institution and created Security Deposit and got released after the maturity period are not required to pay the Security Deposit; else the University shall pay the Security Deposit for the remaining period of 10 years, as applicable.
- v. The amount deposited by the University shall remain with the Council. The interest accrued on this deposit shall be utilized by the Council for Institutional Development activities, Quality Improvement Programme for Faculty members and giving Scholarships to students.
- vi. The Principle amount ONLY shall be returned to the Trust/ Society/ Company on completion of the term. However, the term of the deposited amount can 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 and/ or Non-Performance by the University and/ or Complaints against the University.

4.9 Existing Universities/Institution deemed to be university granted approval for offering Technical Programme at Diploma/Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level shall submit an application to the Council every year for Extension of Approval of the Course(s)/program(s) offered by the University.

4.10 Applications submitted for other Categories in Chapter II/ III of the Approval Process Handbook

- a. The requirements, eligibility and procedure shall be as per the concerned Clauses of ChapterII/ III of the Approval Process Handbook. However, Expert Visit Committee for the Introduction of supernumerary seats for OCI/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries for Category I/ II Universities shall be exempted.
- b. Technical Education Regulatory (TER) Charges as mentioned in Chapter II/III are applicable.

NOTE:

In an extraordinary circumstance, if an additional Scrutiny Committee, Expert Visit Committee and Standing Hearing Committee/ Standing Appellate Committee has to be conducted (inclusive of the Court directions to any type of Institutions), then the Applicant has to remit an additional TER Charges as applicable in clause 4.4.2(b) & 4.4.2(c).

- c. The applications shall be processed as per the procedure specified in the Approval Process Handbook and the Executive Committee/ Council shall grant Extension of Approval as applicable for the Universities to continue for conduct of Technical Programme(s) and Course(s). The decisions taken by the Executive Committee shall be ratified by the Council.
- d. The decision of the Council shall be included in the issuance of Extension of Approval and uploaded on the Web-Portal and the Universities shall download the same through their loginid. Speaking orders (in case of reduction in Intake, No Admission, etc.) shall be uploaded on the Web-Portal not later than the date as mentioned in the Academic Calendar.

4.11 Increase in Intake/ New Course

Increase in Intake/ New Course shall be processed as per **Clause 2.14** of Chapter II of the Approval Process Handbook. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as specified in **Appendix 17** of the Approval Process Handbook.

Institutions Deemed to be Universities offering Technical Programme(s) approved by the Council, falling under **Category I/II as per UGC (Categorization of Universities (Only) for grant of Graded Autonomy) Regulations, 2018** shall have to submit an application to the Council indicating the increase in Intake in the Courses/New Course(s) in Emerging /Multidisciplinary areas. The Council shall be granting approval to those Programmes/ Courses. However, such Universities shall have to update the data in AICTE Web-Portal on annual basis and comply with the norms and standards as specified by AICTE from time to time. The University shall annually submit **Affidavit 2** to AICTE and **Affidavit 5** to UGC with this effect.

If any complaints received about violation of the norms, AICTE shall inspect the University and inform UGC to take appropriate action. In case of Institution Deemed to be University, the action as specified in the Approval Process Handbook shall be initiated and informed to UGC & MoE (as applicable).

4.12 Extension of Approval

Extension of Approval shall not be granted after the last date as mentioned in the Academic Calendar.

4.13 Institutional information

Institutional information shall be updated on AICTE Web-Portal by the Institution for downloading the Extension of Approval letter.

4.14 Students' eligibility

Students' eligibility for admission shall be as per **Appendix 1** of the Approval Process Handbook.

4.15 Academic Calendar

All Universities shall follow the Academic Calendar as per **Appendix 19** of the Approval Process Handbook.

4.16 Student enrolment details

Student enrolment details shall be uploaded on the AICTE Web-Portal before last date (Academic Calendar 2024-25).

4.17 Board of Governors (BoG)/Board of Management (BoM)

Board of Governors (BoG)/Board of Management (BoM) shall be constituted for the Institution Deemed to be University (Private)/ State Private University. BoM of Universities shall be as per the Acts and

Statutes of UGC. The minutes of the meetings shall be uploaded periodically on the website of the Universities.

- 4.18** As per AICTE and UGC regulations all the approved Universities/Institutions Deemed to be Universities shall display on their web site the mandatory disclosure including approved intake, students admitted, their Fee structure, Time schedule for payment of Fee for the entire Programme, Refund Policies. (NOTE: Format for the Mandatory Disclosure is available in this APH).
- 4.19** To maintain a high standard in Technical Education, the Universities shall adopt quality measures such as revision of Curriculam in tune with the changing trends in the industrial development, performing Academic Audit, conducting innovative academic and sponsored research, publishing papers in refereed journals and apply for granting Patents.
- 4.20** Institutions Deemed to be Universities that have been recognized as an Institute of Eminence (IOE) by the Ministry of Education, Government of India shall be exempted from going through the process of approval annually for offering Technical Programmes/ Courses. However, such Universities shall have to update the data on AICTE Web-Portal on annual basis and comply with the norms and standards as specified by AICTE from time to time. The University shall annually submit Affidavit 2 to AICTE and Affidavit 5 to UGC to this effect. If any complaint is received about the violation of the norms, AICTE shall inspect the University and inform the MoE and UGC to take appropriate action. In case of Institution Deemed to be University, the action as specified in the Approval Process Handbook shall be initiated and informed to the MoE and UGC.
- 4.21** An Institution (Deemed to be University) found running a technical programme without prior approval of the council shall be liable for appropriate penal action as per Chapter VIII.

NOTE: All the Scrutiny / Re-Scrutiny shall be conducted preferably in online mode. Under extraordinary circumstances (including Court directions) the Scrutiny / Re-Scrutiny shall be conducted in Offline mode also. Proceedings of the Scrutiny / Re-Scrutiny shall be recorded to have Transparency and Accountability. Signature of experts on documents submitted/uploaded by Institute on portal is not necessary if verified online.

CHAPTER V

Approval for Open and Distance Learning (ODL)/Online Learning (OL)

(Standalone Institutions, Institutions Deemed to be Universities and Universities (Central, State Public or State Private))

5.1 Introduction

1. All India Council for Technical Education (Open and Distance Learning Education and Online Education) Guidelines, 2021, shall apply to Standalone Institutions, Institutions Deemed to be Universities and Universities (Central, State Public and State Private) for all the Courses of learning at the Post Graduate Certificate/ Post Graduate Diploma/ Post Graduate Degree Level programmes in Management, Computer Applications, Artificial Intelligence and Data Science, Logistics and Travel & Tourism.
2. The Council shall NOT allow Open and Distance Learning at Diploma/Degree/ Post Graduate Degree in Engineering and Technology, Planning, Hotel Management and Catering Technology, Applied Arts and Crafts, and Design Programmes.
3. As per the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020, approval/recommendation of respective regulatory body is necessary for running the programmes of that domain and accordingly Institutions Deemed to be Universities and Universities shall apply and secure the same.
4. The NAAC score as per the guidelines notified by UGC from time to time shall be applicable for the Institution(s) Deemed to be University and Universities (Central, State Public or State Private) and NBA score as per the guidelines notified by AICTE from time to time shall be applicable for the Standalone institutions for grant of approval to run programmes /courses under ODL and Online.
5. No Standalone Institution/ Institution Deemed to be University shall offer a Course in Open and Distance Learning mode and admit students without the approval by the Council.
6. The Standalone Institution/ Institution Deemed to be University shall create a separate Department/ School/ Centre as Headquarters for offering Courses in Open and Distance Learning mode.

5.2 Norms and Standards

1. Any Institutions / Universities keen on seeking approval for ODL/OL is first encouraged to take approval for running the said courses on regular mode. The Standalone Institutions/ Institutions Deemed to be Universities and Universities (Central, State Public or State Private) intending to run Courses in Open and Distance Learning mode and / or online mode shall submit an application to the Council for the current Academic year and subsequent years for Approval / Extension of Approval for the Courses approved/Increase/ reduction in Approved Intake / Introduction of new Course(s) and Closure of Course(s).
2. Learner's enrolment:

ODL mode: A Learner residing in any part of the Country can enrol to pursue a programme/course through ODL mode provided that the Institution shall conduct all activities such as admissions, contact programmes, examinations etc. for learner strictly within the territorial jurisdiction of the Institution as specified in these regulations. The total number of Learners admitted at any Learner Support Centre shall not exceed 1000 at any time, subject to fulfilment of other conditions as prescribed by AICTE. In case the enrolment is higher than 1000 at a Learner Support Centre, the number of positions and Infrastructure shall be increased on pro-rata basis.

Online Mode : A Learner residing within or outside India may enrol in any programme by an Institution offering programme under Online mode.

3. Academic and Administrative Requirements

A Standalone Institution/ Institution Deemed to be University/University (Central, State Public or State private) shall have a designated Centre of Distance Education at Headquarters for operationalising the

Programmes/Courses in Open and Distance Learning mode / online mode, shall be headed by a regular functionary not below the rank of a Professor and shall have the following positions on Full Time and dedicated basis, excluding the designated positions in the Open Universities as per their respective Act(s), along with the infrastructural facilities. In addition to the Headquarters, an Institution may have a Learner Support Centre(s).

Academic and Administrative Requirements at Headquarters (upto 10000 students)		
	Staff requirements	Number
1	Head for each discipline at Professor Level	1
2	Minimum Academic staff strength per discipline or specialization or Course	
	Associate Professor	1
	Assistant Professor	2
3	Administrative staff strength at the Institution	
	Deputy Registrar	1
	Assistant Registrar	1
	Section Officer	1
	Assistants	3
	Computer Operator	2
	Multi-Tasking Staff	2

If the Institution is intending to operate the Headquarters as Learner Support Centre, an intake upto 10000 Learners shall be permitted. In case, the enrolment is higher than 1000 at Headquarters, the number of positions and Infrastructure shall be increased on a pro-rata basis.

The total number of Learners admitted at any Learner Support Centre shall not exceed 1000 at any time, subject to fulfilment of other conditions as described as per the AICTE (Open and Distance Learning Education) Guidelines. In case the enrolment is higher than 1000 at a Learner Support Centre, the number of positions and Infrastructure shall be increased on prorata basis.

Academic and Administrative Requirements of each Learning Supporting Centre (upto 1000 students)		
	Staff requirements	Number
1	Assistant Professor (Coordinator)	1
2	Counsellor per Theory Course of 4 Credits	2
3	Supervisor per Practical Course of 2 Credits	1
4	Computer Operator	1

4. Infrastructure Requirements

1. The Institution shall have necessary infrastructure and support system for offering the Courses in Open and Distance Learning Mode and / or Online Mode. There is NO additional infrastructure requirement for a Learner Support center to run courses in Online Mode.
2. The Institution shall be permitted to use additional Laboratory facilities of the parent Institution or any another AICTE approved Institution offering similar Course/ Programme.
3. Each Learner Support Centre shall have a minimum Built-up area of 132 Sq m on the as is that it shall have

at least one Class room for the interaction with the Learners.

Minimum Infrastructure Requirements for ODL/Online (For both Institution Headquarters and Learner Support Centre [#])				
Sl. No.	Type of Built-up Area	Percentage (%)	Headquarters in Sq m	Learner Support Centre [#] in Sq m
1	Academic Area	50	696.8	66
2	Administrative Area	10	139.4	13.2
3	Academic support such as Library, Reading Room, Computer Centre, Informational and Communication Technology Laboratories, Video and Audio Laboratories, etc.	30	418.0	39.6
4	Amenities or other support facilities Area	10	139.4	13.2
5	Minimum Built-up area for Open and Distance Learning activity		1393.6	132

Note: Minimum Internet Speed required at Headquarters/ Learner Support Centre is 300 Mbps.

- The Institution should provide appropriate facilities to take care of the differently abled students and elderly persons comprising Teaching/ Non-Teaching/ Others including parents of the students visiting the Institution. Barrier Free Built Environment for differently abled / elderly persons shall be available in the Buildings including hygienic toilets for ladies and gents.
- All teaching-learning facilities for differently abled learners shall be provided in the Ground Floor itself. Toilets with all facilities shall be provided in each floor or at least in the Ground Floor at Headquarters as well as Learner Support Centers as specified by the National Building Code.
- Safety and security measures at all the Learner Support Centres and Headquarters to safeguard Students, Staff and other stakeholders from the threat of violence, and to provide appropriate interventions to support individuals in crisis shall be ensured.

➤ **Academic Requirements**

- One faculty member in the respective course domain shall be deployed as Program Coordinator. One Academic support and one administrative support personnel for every program/course shall be provided to the students.
- Learning support material shall be provided to all students and there shall be a provision for live lecture class facility for students for a batch size upto 60.
- Dedicated faculty members shall be assigned to address student academics queries in the form of live chat during official hours.
- The institute needs to ensure a Faculty student ratio of 1:30 for evaluation of project assessment & assignments submitted by students. Also, there shall be a provision for online evaluation of assignments /conduct of weekly tests using online software tools. Faculty members from the institution under the same Management deployed for teaching courses in regular mode can also be deployed for this purpose.
- The design of programme shall be on outcome based education. Faculty for Content creators, live sessions, delivery of content shall be put in place.

- A Standard Learning Management System shall be in place for Online as well as for ODL Programs/Courses.

5. Admissions and Examinations

Admission, Examinations and Learner Support shall be as per the respective Part IV of AICTE (Open and Distance Learning Education and Online Education) Guidelines, 2021 (As amended from time to time).

Assessment, Accreditation, Audit, Inspection and Monitoring shall be as per the respective Part V of AICTE (Open and Distance Learning Education and Online Education) Guidelines, 2021 (As amended from time to time).

The Standalone Institution/ Institution Deemed to be University/State /Central/State Private University shall apply for the Courses as mentioned in the table below at Diploma/ Post Diploma Certificate/ Post Graduate Certificate/ Post Graduate Diploma/ Post Graduate Degree levels with the proposed Intake in Headquarters and/ or each Learner Support Centre. The Council shall grant approval for the Courses along with their Approved Intake in each Learner Support Centre, subject to the fulfilment of AICTE (ODL/Online) Guidelines by the Headquarters and the number of Learner Support Centres.

Sl. No.	Programme	Course	Nomenclature of Degree / Diploma / Certificate
1.	Management	1). Business Administration	Under Graduate Course in Business Administration (BBA)/ Master of Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) / Post Graduate Certificate (PGCM)
		2). Logistics	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)
		3). Travel and Tourism	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)
2.	Computer Applications	1). Computer Applications	Under Graduate Course in Computer Applications (BCA) / Master of Computer Application (MCA) / Post Graduate Diploma in Computer Application (PGDCA) / Post Graduate Certificate (PGC)
		2). Artificial Intelligence and Data Science	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)
		3) Artificial Intelligence and Machine Learning	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)
		4) Cyber Security	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)
		5) Block Chain	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)

- The “Approved Intake” for ODL / Online Programmes / Courses shall be as per the UGC (Open and Distance Learning mode and Online Learning Mode) regulations dated 4th September 2020 and as amended from time to time.
- The Headquarters and each Learner Support Centre of Standalone Institution/ Institution Deemed to be University shall establish Online Grievance Redressal Mechanism, Anti Ragging Committee, Grievance Redressal Committee and Internal Complaint Committee (ICC) as specified in the

Approval Process Handbook.

- All Standalone Institutions/ Institutions Deemed to be Universities/ Universities (Central, State Public or State Private) shall upload the Transcripts and Certificates of all students enrolled, Yearwise and Course wise for all Learner Support Centres (if applicable) including Headquarters on National Academic Depository (NAD).
- In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original. In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the Fee collected after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) and proportionate deductions of Fee.
- The Standalone Institutions/ Institutions Deemed to be Universities/ Universities (Central, State Public or State Private) shall display in their Website as well as upload on AICTE portal the mandatory disclosure as specified in the Guidelines including the nomenclature of the Courses and Approved Intake, students admitted, their Fee structure, Time schedule for payment of Fee for the entire Course, Refund Policy, etc. in each Learner Support Centre including headquarter.

6. Duration and Entry Level Qualifications

Sl. No.	Level	Duration	Eligibility
i	Diploma	3 OR 4 years	Passed 10th Std./ SSC examination. In special cases, 2 years after 10+2 Examination or equivalent.
ii	Post Diploma	18 Months OR 2 years	Passed Diploma examination (as per Sl. No. i).
iii	Post Graduate Diploma in Computer Application	2 years	Passed Bachelor's Degree of minimum 3 years duration.
iv	MCA	2 years	Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree. OR Passed B.Sc./ B.Com./ B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University).
v	Post Graduate Certificate in Management (PGCM)	More than 1 year and not exceeding 2 years	Passed Bachelor's Degree of minimum 3 years duration.
vi	Post Graduate Diploma in Management	Not less than 21 Months	Passed Bachelor's Degree of minimum 3 years duration.
vii	Post Graduate Diploma in Management (Executive PGDM)	15/ 18 Months	Passed any Bachelor's Degree of minimum 3 years duration and a minimum of 5 years relevant managerial/ supervisory experience.
viii	MBA	2 years	Passed Bachelor's Degree of minimum 3 years duration.

- A candidate shall register for only ONE Course in Open and Distance Learning mode in any Learner Support Centre at a time and shall not be permitted to register for another Course until he/ she successfully completes the Course requirement/ discontinue the Course officially.

- A student who is pursuing any Course in the Conventional mode shall be permitted to register for ONE Course at the Lower Level in Open and Distance Learning mode in any Learner Support Centre at a time and shall not be permitted to register for another Course until he/ she successfully completes the Open and Distance Learning Course requirement/ discontinue the Course officially.
- The students shall be admitted twice (July and January) in an Academic Year within the Approved Intake for each Course.
- Students' enrolment data in all the Learner Support Centres shall be uploaded to AICTE Web-Portal within one month from the last date for admission every year failing which the Council shall not grant approval in the next Academic Year.

7. Grant of Approval

The Universities (Central, State Public or Private, Institutions Deemed to be Universities) or Standalone Institutions, may apply for offering programmes through the Open and Distance Learning mode and/ or Online mode, courses in the field of Management and allied areas, Computer Applications, Artificial Intelligence and Data Science, Logistics and Travel & Tourism who fulfil the following conditions, namely:

Universities (Central, State Public or Private)/ Institutions Deemed to be University having a rank in Top-200 in the University category of National Institutional Ranking Framework (NIRF), at least twice in three preceding cycles (at the time of application).

OR

The Universities (Central, State Public or Private, Institutions Deemed to be Universities), which are in existence for minimum five years with at least two batches passed out and having NAAC score of 3.01 on a 4-point scale; subject to the condition that they shall achieve a NAAC score of 3.26 or above in the forthcoming applicable cycle.

Standalone Institutions having a NBA Score of 700 on a scale of 1000;

OR

Shall be in the top-200 in the institution category in the National Institutional Ranking Framework at least once in last 2 preceding cycles as per UGC/AICTE Gazette notification (at the time of application)

8. TER Charges

Technical Education Regulatory (TER) Charges ₹ in Lakh for Standalone Institutions/ institutions Deemed to be Universities offering Courses at Diploma/ Post Diploma Certificate/ Post Graduate Diploma/ Post Graduate Degree Level in Open and Distance Education Learning are given below:

Sl. No.	Standalone Institutions/ Institution Deemed to be University	TER Charges ₹ in Lakh
i	New application for the conduct of Open and Distance Learning Courses from Standalone Institution/ Institution Deemed to be University (Headquarters and upto 2 Learner Support Centres for the total Intake upto 10000)	10.0
ii	Each additional Learner Support Centre (Intake upto 1000)	3.0
iii	Extension of Approval (Intake upto 1000)	0.50
iv	Increase in Approved Intake in the Courses/ Introduction of new Course(s)	2.0 for each Learner Support Centre concerned or Headquarters
v	Closure of Course(s)/ Reduction in Intake/ Change in the Name of the Course(s)	0.10 for each Learner Support Centre or Headquarters

- In an extraordinary circumstance, if an additional Scrutiny Committee has to be conducted (inclusive of the Court directions to any type of Institutions), then the Applicant has to remit ₹1.0 Lakh through online as an additional TER Charges. In similar cases for the conduct of additional Expert

Visit Committee), the Applicant has to remit ₹2.0 Lakh and for Standing Hearing/ Appellate committee the applicant has to remit Rs 1.0 Lakh

- 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. Only those applications submitted within the cut-off date, including payment shall be considered for processing.
- In case of eligible refund/ excess payment, if any, after processing, the amount shall be refunded to the Applicant.
- Applications rejected at the Level of Scrutiny/ Re-Scrutiny without availing the appeal provision, the TER Charges after a deduction of ₹50000/- (Rupees Fifty Thousand only) shall be refunded to the Applicant/ Institution.
- The application for establishment of Headquarters/ Learner Support Centres shall be processed as per Clause ... (Scrutiny/ Re-Scrutiny Committee) followed by an Expert Visit Committee as per Clause ... of the Approval Process Handbook. The date of visit shall be communicated through e-mail. The Council shall not grant approval to Learner Support Centre(s) without the approval for Headquarters. The Institutions already approved by Distance Education Council (DEC) and UGC till 2023-24 shall have to comply AICTE requirements and an Affidavit for the same shall have to be submitted to AICTE.

9. Others

- For the detailed procedure with respect to the Scrutiny/Expert Visit Committee and Standing Hearing/appellate Committee, the applicant shall refer to Clause Page (...) of this Approval process handbook.
- Penal action against violation/ non-adherence of norms /standards as specified by the council shall be referred vide clause.... Page (...) of this Approval Process Handbook.
- The Standalone Institution/ Institution Deemed to be University/State /Central/State Private University shall submit an application to the Council every year for the Extension of Approval of the Courses.
- The Institutions may apply for non-zero reduction in Intake by themselves in AICTE Web- Portal and maintain the norms accordingly (No TER Charges shall be levied).
- The Institutions shall apply for increase in Approved Intake in the Courses Introduction of new Course(s) upto the maximum number of Learners permitted at any Learner Support Centre by themselves in AICTE Web- Portal and maintain the norms accordingly (No TER Charges shall be levied).
- Provided that, if any Institution propose to start a new Course whose nomenclature is not available in Appendix 2 of the Approval Process Handbook, prior concurrence, as the case may be, by the Council for the same shall be necessary. For such concurrence, the Institution with due endorsement by the Registrar/ Director of affiliating University/ Technical Institution shall submit detailed Syllabus and Curriculum and its nomenclature to the Policy and Academic Planning Bureau, AICTE before 30th September of the Calendar Year, to process the same in the respective Board.

CHAPTER-VI

Approval for Vocational Courses under SQF/NCRF

Vocational Education prepares individuals for job, makes them perform better by honouring their skills, thus specializing them at their own Level. Vocational education provides an intensive **training** and certification Programme and support the **youth** in gaining appropriate employment, becoming entrepreneurs and creating appropriate knowledge

6.1 National Skills Qualification Framework (NSQF)/ NCRF

- i. The National Skills Qualifications Framework (NSQF)/NCRF is a competency-based framework that organizes all qualifications according to a series of Levels of knowledge, skills and aptitude. These Levels, graded from one to ten, are defined in terms of learning outcomes which the learners must possess regardless of whether they are obtained through formal, Non-Formal or informal learning.
- ii. Vocational Courses may be affiliated with existing University or any Skill University/ National University having jurisdiction for affiliation/ Board of Technical Education as the case may be.
- iii. The D.Voc / B.Voc Programmes provide Diploma/ Undergraduate studies which would also incorporate specific job roles and their Qualification Packs (QPs)/ National Occupational Standards (NOSs) along with general education.
- iv. The Fee for the Vocational Courses shall be regulated by the respective state bodies/ Technical Boards/ Universities or the case may be.
- v. Any AICTE approved Technical Institution which is, affiliated to respective State Technical Educational Boards and/ or Universities and which has produced at least two batches successfully in the relevant branch (Allied domain), is eligible for offering the Vocational Courses.
- vi. The Institution shall have to apply online on AICTE Web-Portal as per the calendar of AICTE for seeking approval.
- vii. An Institution shall be allowed to seek approval equal to number of courses approved in regular mode at respective level (D.Voc/B.Voc). Each Division size shall be of 30/60 intake.
- viii. The institutions offering D.Voc / B.Voc Degree Courses will have to be in constant dialogue with the industry and respective Sector Skill Council(s) so that they remain updated on the requirements of the workforce for the local economy.
- ix. There will be essentially credit-based modular Programmes, where the credits for skill and general education components will be permitted so as to enable multiple exit and entry. This would enable the learner to seek employment after any Level of Award and join back as and when feasible to upgrade his/her qualification/ skill competency either to move higher in his/ her job or in the higher educational system.
- x. The curriculum in each of the years of the Programme would be a suitable mix of general education and skill development components. The General Education Component shall have 40% of the total credits and balance 60% credits will be of Skill Component or as amended by the MoE/ Ministry from time to time.
- xi. Education component shall be taught by the Institution and the skill component shall be covered either by AICTE approved Training Provider/ Sector Skill Council approved by National Skill Development Corporation (NSDC) or Government Agency. If an approved Training Provider is not located near the vicinity of College/ Institution, in such case Institution can sign a MoU with the nearby Industry.
- xii. For skills component, the Institution/ University may adapt the model curriculum developed by the concerned Sector Skill Councils, wherever available, in consultation with the industry. Wherever the curriculum is not available, the same may be developed in consultation with the relevant Sector Skill

Councils and industry. While doing so, they may work towards aligning the curriculum with the National Occupational Standards (NOS's) being developed by the respective/allied Sector Skill Councils. This would promote national and global mobility of the learners, as well as higher acceptability by the industry for employment purposes.

xiii. The Curriculum details should be approved by the respective Technical Board/ University.

xiv. Institution should focus on

- (a) The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.
- (b) In case NOS is not available for a specific area/ job role, the university/college should get the curriculum for this developed in consultation with industry experts.
- (c) The curriculum should also focus on work-readiness in terms of skills in each of the three years.
- (d) Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.
- (e) The general education component of the curriculum will also be decided by the Board of Studies of the concerned affiliating University/ Board. This should adhere to the normal university standards. It should emphasize and offer Courses which provide holistic development. This may also include the Course(s) which are supportive to core trade in addition to soft skills, IT skills, and language proficiency and literature.
- (f) The curriculum should be designed in a manner that at the end of year-1, year-2 and year-3, students are able to meet knowledge and skills for Level 3, 4 and 5 of NSQF Level respectively, for award of Diploma of Vocation (D.Voc). Similarly, at the end of year-1, year-2 and year-3, students are able to meet knowledge and skills for Level 5, 6 and 7 of NSQF, for the award of a Bachelor in Vocation (B.Voc).
- (g) A student shall register with an AICTE approved Technical Institution for Diploma in Vocation (D.Voc) or Bachelor in Vocation (B.Voc) to acquire formal education credits. (For credit framework, refer to SAMVAY document in AICTE Website @ www.aicte-india.org).
- (h) The student completes the skill modules as required at various certification Levels, one Level at a time, acquires the necessary credits from the Training Provider/ Sector Skill Council approved by National Skill Development Corporation (NSDC) or Government Agency or Industry and gives them on to the Institution where he/she is registered for Diploma in Vocation (D.Voc) or Bachelor in Vocation (B.Voc).
- (i) These credits, along with the education component credits are transferred to the Technical Board or the University as the case may be, which compiles the Vocational Skill credits and the formal education credits. If all such credits are available as required by the certification Level, then the Technical Board or the University shall award the certification at that Level.
- (j) The candidates may enter the job market after each certification Level or may continue to acquire additional credits to complete the requirements of Diploma of Vocation (D.Voc) or Bachelor of Vocation (B.Voc).
- (k) All certification Levels of 'Knowledge and Skill' have been identified in **Appendix 1**.
- (l) Each Level requires notifying hours of education and training per annum (refer syllabus structure). For the Vocational stream leading to a Degree/ Diploma/ Post Diploma, these hours shall have both Vocational and academic component as notified by MoE/AICTE/ UGC. The Skill modules or the Vocational content at a certification Level could be a single skill or a group of skills of the number of hours prescribed.
- (m) A student entering a Vocational stream from general stream can enter at a certain Level provided the skills required at that Level are acquired, from a registered Training Provider. A suitable bridge Course where necessary may be run by the Institution for imparting the knowledge to the student seeking Lateral Entry.
- (n) The qualification with upward mobility is given in SAMVAY Document accessible at: https://www.aicte-india.org/sites/default/files/SAMVAY_1_.pdf.

- (o) The National Education Policy 2020 states that a candidate shall have freedom to move from Vocational stream to current formal higher education stream or vice versa at various stages including multi-Level entry and exit system subject to fulfilling the required criteria of the affiliating body.

6.2 Registration for Seeking Vocational Education Course(s)

The pre-conditions for seeking approval for Vocational Education Programme(s) leading to Degree or Diploma in Vocational Education under National Skill Qualification Framework is as given under:

6.2.1 Requirements and Eligibility

- (i). Any AICTE approved Technical Institution which is, affiliated to respective State Technical Educational Boards and / or Universities and which has produced at least two batches successfully in the relevant branch (Allied domain), is eligible for offering the Vocational Courses.
- (ii). Vocational Education Programme(s) shall be conducted in an AICTE approved Institutions in the existing Infrastructure as per the norms of Council.
- (iii). The Institution shall have to apply online on AICTE Web-Portal as per the calendar of AICTE for seeking approval.
- (iv). The list of nomenclatures of vocational courses are provided in **Appendix 2**. AICTE has prepared the model curriculum for few vocational courses which is available in the AICTE website.
- (v). Any Vocational course NOT falling under the purview of AICTE shall necessarily require approval of concerned regulatory body prior to commencement of the course.
- (vi). Resolution of the Trust/ Society/ Company approving the Institution to start Diploma/ Degree in Vocational Courses, duly signed by the Chairman/ Secretary in the **Format 3**.
- (vii). The NOC (**Format 2**) of the respective State Technical Education Boards/ affiliating Universities for curriculum, evaluation, practical etc. is taken before taking approval from Council/ starting the Course.
- (viii). The Head of the Institution conducting “Vocational Education Programme” shall be the “Principal” of the Parent Institution where Vocational Education Programme(s) are conducted.
- (ix). The institutions can also apply for closure/reduction in intake of existing courses and can apply for vocational courses with sector/specialization.
- (x). If there are no deficiencies, then the Council shall allot the intake applied for, as specified in the Approval Process Handbook, provided AICTE approval had been granted for same or allied sector for regular Courses for the Academic Year 2021-22.
- (xi). The existing resources of the Institution including Faculties, Library, Class Rooms, Laboratories, Computer Centre, etc. shall be used for offering the Vocational Courses.

An MoU shall be signed between the Institution and the Training Provider as per **Format 4**.

(xii). The Institution can sign an MoU with the nearby Training Provider (TP)/ Industry and a court affidavit of the same, has also to be signed by both the parties. The MoU along with court affidavit shall be submitted to AICTE at the time of approval.

(xiii). There shall be NO processing fee or TER Charges for introducing/continuing vocational courses (D.Voc and B.Voc).

6.2.2 Admission, Curriculum and Fee

- (i). The Institution shall publish in their Brochure and website the details of this scheme and the specialization offered and approved intake in respective specialization.
- (ii). The Institution shall also display the tuition and other Fee charged by the Institution for the approved specialization on their brochure & website.
- (iii). The Institution shall invite applications, giving advertisement in newspapers and publishing the same in the Institution's website.
- (iv). The Procedure, Rules and Regulations for admission shall be as prescribed by the affiliating University or Board of Technical Education.
- (v). The Institution shall upload the student information on AICTE web portal and also display information regarding admitted candidates in their website for information to the students and other stakeholders.
- (vi). Admission of students to these seats shall be done on merit basis as per the State Reservation Policy. Admission will be done as per the academic calendar prescribed by AICTE in APH as per **Appendix 19**.
- (vii). The concerned state bodies/ Technical Boards/ Universities shall notify the tuition and other Fee for candidates to be admitted.
- (viii). Model Structure of the Curricula is available on AICTE Web-Portal. It shall be used as a guideline and the Institutions may adopt the same with suitable changes as approved by the affiliating bodies.

6.2.3 Procedure

- (i). Eligible AICTE approved Institution shall apply for Vocational Education Programme on AICTE Web-Portal.
- (ii). The online Scrutiny Committee shall verify the eligibility of the Institution for the Programme and give its recommendation for intake in applied sector and specialization based on available facility in the Institution.
- (iii). The Scrutiny Committee report shall be placed before the respective Regional Committee.
- (iv). Recommendation of the online Regional Committee shall be uploaded on Web-Portal by the Regional officer and forwarded to AICTE HQs for further processing and approval as per the rules.
- (v). The final approval of Council will be communicated along with the EoA for 2024-25. In case the applying Institution is not granted EoA for Academic Year 2024-25, the Institution will not be permitted for conducting Vocational Courses.

6.3 Norms for Extension of Approval (EoA)

- (i). The approval for Vocational Courses shall be valid for ONE year.
- (ii). In case Institution started the Course in the previous year(s), they have to apply for EoA in the next year. The procedure for Extension of approval (EoA) shall be same as mentioned in the APH.
- (iii). If approved Institution wishes to change the existing Vocational Courses, the Institution shall have to apply again for approval.

6.4 Norms for Vocational Education Provider

- (i). The existing resources of the Institution including Faculty, Library, Class Room, Laboratories, Computer Centre, etc. shall be used for offering the Vocational Courses subject to the condition that AICTE approval had been granted for same or allied sector for regular Courses and has successfully produced two batches.
- (ii). The Faculty student ratio shall be 1:30 or whatever applicable by the respective Board/ University.
- (iii). Industry experts or Guest Faculty may be called for supplementing the curriculum as required.
- (vi). Further detailed guidelines to Institutions for offering Vocational Courses is available at: <https://www.aicte-india.org/education/vocational-education>.

6.5 In case of any violation of the above said norms, the same shall be processed as per Chapter VIII of the Approval Process Handbook .

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

CHAPTER-VII

NORMS AND REQUIREMENTS

Section A: Standard Norms

The below mentioned standard norms are mandatorily to be followed by the Institutions:

- 7.1** The documents to be submitted along with the applications for Starting New Institution as per the provisions mentioned in Chapter I are given in **Appendix 16** of the Approval Process Handbook.
- 7.2** The Documents to be submitted along with the applications for obtaining Approval as per the provisions mentioned in Chapter II/ III are given in **Appendix 17** of the Approval Process Handbook.
- 7.3** The Technical Institutions offering Technical Programs / Courses shall follow "**Academic Calendar**" as specified in the Appendix 19 of the Approval Process Handbook.
- 7.4** The Duration and Entry Level Qualifications for the Technical Programmes such as Diploma/ Post Diploma Certificate/ Undergraduate Degree/ Post Graduate Diploma/ Post Graduate Degree Levels shall be as provided in the **Appendix 1** of the Approval Process Handbook.

Note-1: Any Foreign National who has obtained School Leaving Certificate/ Diploma/ Degree in a Foreign Institution shall produce an Equivalency Certificate issued by the Association of Indian Universities for admission to an Institution/ University in India.

Note-2: Regular Faculty / Employee with prior permission from the respective employer may pursue any course under the level (Diploma / UG / PG / PhD etc.) in regular mode outside the Office hours without availing full time deputation / leave and such acquired qualification will be considered as valid for the purpose of employment / promotion / higher studies.

- 7.5** The concerned State Government/ UT Admission Authority shall decide modalities for the admission.
- 7.6** The list of approved nomenclature of Courses at Diploma/ Post Diploma Certificate/ Undergraduate Degree/ Post Graduate Diploma/ Post Graduate Degree Programmes in Engineering and Technology/ Planning/Applied Arts and Crafts/Design/Hotel Management and Catering Technology/ Computer Application / Management shall be as provided in the **Appendix 2** of the Approval Process Handbook.
- 7.6.1** Any Institution proposes to start a new Course whose nomenclature is not available in **Appendix 2** of the Approval Process Handbook, prior concurrence, as the case may be, by the Council for the same shall be necessary. For such concurrence, the Institution with due endorsement by the Registrar/ Director of affiliating University/ Board/ Technical Institution shall submit detailed Syllabus and Curriculum and its nomenclature to the Policy and Academic Planning Bureau, AICTE before **30th November of the Calendar Year**, to process the same in the respective Board.
- 7.6.2** All branches of Engineering and Technology shall offer Elective Courses in the Emerging/ Multidisciplinary/ Region Specific Areas as specified in Appendix 2 of the Approval Process Handbook.

- a) Undergraduate Degree Courses in Emerging / Multidisciplinary/ Region Specific Areas shall be allowed as specialization from the same department. The minimum additional Credits for such Courses shall be in the range of 18-20 (including credit transferred from the SWAYAM platform) and the same shall be mentioned in the degree, as specialization in that particular area. For example, doing extra credits for Robotics in Mechanical Engineering shall earn B.E./B.Tech. (Hons.) Mechanical Engineering with specialization in Robotics.
- b) Minor specialization may be allowed in any Undergraduate Degree Courses where a student of another Department shall take the minimum additional Credits in the range of 18-20 and get a degree with a minor from another Department.
- c) AICTE approval is not required for offering Minor Degree/Hons. in any such area, however the criteria is ``Minor Degree or Hons. will cumulatively require additional 18 to 20 credits in the specified area in addition to the credits essential for obtaining the Undergraduate Degree in Major Discipline (i.e. 160 credits)''.
- d) The Institutions/ Universities shall adopt the following important instruction while offering the Hons. in Emerging/ Multidisciplinary/ Region Specific Areas:

Sl. No.	Minor Degree / Hons	To be offered as Hons., Only for following Major Disciplines (For any other Major Disciplines which is not mentioned, it may be offered as Minor Degree)
1.	Waste Technology	Chemical Engineering
2.	Microgrid Technologies	Electrical Engineering
3.	Energy Engineering	Mechanical Engineering
4.	Sustainability Engineering	
5.	Strategic Civil Infrastructure	
6.	Coastal & Offshore Engineering	Civil Engineering
7.	Construction Technology	
8.	Underground Space Utilization	
9.	Infrastructure Engineering	
10.	Environmental Geotechnology	
11.	Earthquake Engineering	
12.	Waterways Transport Engineering	Civil Engineering
13.	Lean Construction Technology	Civil Engineering
14.	Genome Engineering and Technology	Biotechnology

15.	Precision Health Technology	
16.	Organ Printing Technology	
17.	Nutrition Technology	
18.	Drug Engineering	
19.	Cellular Agriculture	
20.	Mining and Mineral Processing	Mining Engineering
21.	Artificial Intelligence and Machine Learning	
22.	Block chain	
23.	Cyber Security	
24.	Data Science	
25.	Internet of Things (IoT)	
26.	Virtual and Augmented Reality	Computer Science and Engineering; Electronics Engineering
27.	Systems Engineering	Electronics Engineering; Mechanical Engineering
28.	Control Systems and Sensors Technology	Electronics Engineering; Instrumentation and Control Engineering
29.	Smart Cities	Civil Engineering; Electronics Engineering
30.	Green Technology and Sustainability Engineering	Civil Engineering; Chemical Engineering
31.	GIS and Remote Sensing	Electronics Engineering; Civil Engineering
32.	Computer Science & Biology	Biotechnology; Computer Science
33.	Biosimilar Technology	Biotechnology; Chemical Engineering
34.	Electrical and Computer Engineering	Electrical Engineering; Computer Science and Engineering
35.	Robotics	Mechanical Engineering; Electronics and Communication Engineering; Electronics Engineering
36.	3D Printing	Mechanical Engineering; Civil Engineering
37.	Electric Vehicles	Mechanical Engineering; Electrical Engineering
38.	Sensors Technology	Electronics and Communication Engineering, Electronics Engineering, Computer Science and Engineering, Instrumentation Engineering
39.	Aqua-food Technology	Chemical Engineering; Biotechnology

40.	Sustainable Energy Engineering (SEE)	Applicable to any discipline of Engineering and Technology
41.	Universal Human Values (UHV)	Applicable to any discipline of Engineering and Technology
42.	Indian Knowledge System (IKS)	Applicable to any discipline of Engineering and Technology
43.	Advance Web Development	Applicable to any discipline of Engineering and Technology
44.	Innovation, Entrepreneurial and Venture Development	Applicable to any discipline of Engineering and Technology
45.	VLSI Design & Technology	Applicable to any discipline of Engineering and Technology
46.	5G and Advanced Technologies	Applicable to any discipline of Engineering and Technology
47.	Business Development, Marketing and Finance	Applicable to all UG programmes

- 7.7** The “Maximum Intake Allowed” in a new Technical Institution offering Technical Programme(s) at Diploma/ Post Diploma Certificate/ Undergraduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level shall be as per the **Appendix 3** of the Approval Process Handbook.
- 7.8** The Council shall permit the Introduction/ Continuation of NRI/ OCI /FN/ Children of Indian Workers in the Gulf Countries seats ONLY in the Courses conducted in regular mode.
- 7.9** The Courses offered in the timings of Regular Shift and Flexible Timings shall be considered as Courses conducted on Regular /face to face Mode. The Institutions shall have to fulfill all facilities such as Infrastructure, Faculty and other requirements to offer the Courses in regular mode as per the norms specified in the Approval Process Handbook.
- 7.10** In order to facilitate employed/ working professionals, Council has made a special provision by providing flexibility in timing to conduct theory and practical classes (even beyond office hours) so as to upgrade their skills and knowledge. This will be treated as regular mode **NOT** as an evening program/ part-time. Institutes shall follow the guidelines notified by AICTE from time to time, Working professionals with ITI (or equivalent)/Diploma/UG qualifications enrolled in regular Diploma/UG/ PG Programmes respectively shall be allowed to do the theory and practical in flexible timing to enrich their skills and knowledge.
- 7.11** An Institution shall be allowed up to 40% as per the regulation of UGC/AICTE of the total courses being offered in a particular Programme through SWAYAM/ MOOCs platform as per the AICTE (Credit Framework for online learning course through SWAYAM) Regulations, 2016 as amended from time to time.

7.12 Institutes having less Enrolment/ Poor Academic Performance

a) Institutions having less enrolment

- Institutions having Course(s) in which admissions are less than 30% of the “Approved Intake” for the preceding 5 years consistently, and if in the following year, the admitted student strength does not exceed 50% of the “Approved Intake” in the course(s) by filling vacant seats through lateral entry, then the Council shall reduce the intake by 50%, in such Course(s) in the current Academic Year.

- In the Courses approved by the Council, if the Institution fails to admit the students/ not started the Course(s) due to Non-affiliation by the University/ Board or Non-Fulfilment of State Government/ UT requirements in the year of establishment, the same shall be informed to the Council, else ALL the Courses shall be considered for implementing the above Clause.
- The Institution falling under this category need not apply for restoration in the next Academic Year and the Intake shall be automatically reinstated by the Council, if the enrolment becomes more than 30% based on the student enrolment data provided by the Institution. Also, such Institutions shall be eligible to apply for other categories listed under Chapter II/ III/ V/ VI of the Approval Process Handbook except Extension of Approval.
- b) Institutions having poor academic performance:** Institutes having poor academic performance in University/Board examinations, a joint decision of respective affiliating University / Board along with AICTE shall be taken. The institute with poor academic performance shall be given a warning to improve the academic performance of the students within 2 years.

7.13 Admission to Lateral Entry to Second Year Course(s)

- a) Lateral Entry to Second Year Diploma/ Undergraduate Degree Course(s) as applicable in Appendix 1 shall be permissible up to a maximum of 10% of the “Approved Intake” which shall be over and above, (supernumerary) to the “Approved Intake”, plus the unfilled vacancies of the First year as specified in the Approval Process Handbook.
- b) Any Foreign National /NRI obtained Diploma in a Foreign Institution (having an equivalency Certificate issued by the Association of Indian Universities) or Diploma in an Indian Institution shall also be eligible for Lateral Entry into the Second Year Undergraduate Degree Course. The Institutions having approval for the supernumerary seats in such Course(s) as per **Clause 2.12** of the Approval Process Handbook are ONLY eligible to admit the Foreign Nationals as per the norms, else the Institution shall apply for the same on AICTE Web-Portal. However, the total Foreign Nationals admitted under supernumerary seats and the Lateral Entry shall not exceed the 15% of the “Approved Intake” in an Academic year.
- c) The Institution applied for Closure (if the same is under process/ approved for Progressive Closure) are eligible for admission to the Lateral Entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year.
- d) The Institutions under “No Admission” category are not eligible for admission to the Lateral Entry in the current Academic Year,
- e) Institutions applied for the Conversion of Degree Level into Diploma Level and vice-versa/ Conversion of Women’s Institution to Co-ed Institution and vice-versa and approved for the conversion are eligible for admission to the Lateral Entry as per the approval of the previous Academic Year.
- f) Vacant seats arising out of the students withdrawing the admission in the First Year shall also be considered for Lateral Entry.

7.14 The Technical Institutions shall follow Norms for Faculty requirements and Cadre ratio in Diploma/Under Graduate/ Post Graduate Level as provided in the **Appendix 7** of the Approval Process Handbook.

- 7.14.1 The Institutions shall ensure the timely and complete payment of the salary of Faculty by Electronic Clearing Service through Nationalized Banks. Expert Visit Committee shall ensure the Faculty availability by the annual salary paid statements of the faculty in addition to their physical presence.
- 7.14.2 The Institution should not demand for the Original Degree Certificates from the Faculty members at the time of joining the Institution. The Faculty members shall avoid the practice of leaving an Institution in the middle of the semester without completing the Courses assigned to them in the Semester.
- 7.14.3 The institutions shall ensure that necessary addition/deletion of faculty ID (Details in case of new faculty have not worked in any other AICTE approved institutions so far) on AICTE web portal within the same month from the date of Joining/Leaving.
- a) Adjunct Faculty/ Industry expert / Professor of Practice shall be as per guidelines given in Annexure 9 are permissible (up to a maximum as mentioned below), as the Programmes require more practical exposure:
- Design - 20%
 - Planning - 30%
- In all other Programmes, ONLY under exigent conditions such as relieving/retirement of Faculty members/ delay in Faculty recruitment, Institutions may avail the services of Adjunct Faculty/ Industry expert/ Professor of Practice up to a maximum of 10% of the required Faculty members as per the “Approved Intake”, for a period not exceeding one Academic Session. The Institutions may appoint more Adjunct Faculty for the benefit of the students to get the Industrial exposure. One Adjunct Faculty shall not be engaged **in not more than two Institutions at the same time.**
- b) In order to offer Quality Technical Education, all the institutions need to have Regular faculty for all the programs / courses by fulfilling Faculty student's ratio & Cadre ratio as prescribed by AICTE from time to time. However, the institutions may avail the services of contractual faculty under extraordinary circumstances (Court Cases etc.,) ONLY for a short period.
- c) For every Post Graduate Course, there should be at least one Professor with Ph.D. qualification. If a Professor is not available, at least one Associate professor with Ph.D. qualification should be available.
- d) Faculty requirement for a Course may comprise of Faculty of Science and Humanities and other interdisciplinary specialization depending on the University Curriculum.
- e) Number of Technical and Non-Teaching Staff depends on the Institution/ University/ concerned Government norms.
- f) Aadhaar/ PAN seeding has to be provided for the Faculty wherever applicable as per the Norms.
- g) The Technical Institutions shall introduce Biometric attendance for regular Faculty members.
- h) Each Institution shall have appropriate Grievance Redressal mechanism/ Internal Complaint Committee (ICC) to address the issues of the Faculty & Students.

Disclaimer: During recruitment of faculty, the institution shall have freedom to decide on the suitability of specialization for the particular course, institution may refer to Annexure 6 & 7 for guidance.

7.15 The Technical Institutions shall follow Faculty Cadre and Qualifications as per:

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Degree) Regulation, 2019 and subsequent amendments/ new Regulations issued by AICTE from time to time.

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Diploma) Regulation, 2019 and subsequent amendments/ new Regulations issued by AICTE from time to time.

As per All India Council for Technical Education notification (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 vide F.No. 1-103/AICTE/PGRC/Regulation/2021 dated 25.03.2021, all Pay Scales related issues of the Faculty shall be suitably addressed by the concerned University or State DTE.

7.16 The Technical Institutions shall follow Norms for Built-up requirements as provided in **Appendix 4** of the Approval Process Handbook.

- a) Land required shall be with clear title in the name of the trust / society / company or on a long term lease for the minimum period of 30 years with at least 25 years of live lease shall be in the Name of the Trust/ Society/ Company.
- b) Documents showing ownership of Land/ Building as per the provisions of Section 8 of the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Settlement Deed/ Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) for a period of minimum 30 years (including Commitment for continued lease with at least live Lease of the maximum duration of programs at the time of submission of application).
- c) It shall be open for the Promoter Trust/ Society/ Company of the proposed Institution to mortgage the Land with the prior intimation to AICTE after the issue of the Letter of Approval (LoA), only for raising the resources for the purpose of development of the Technical Institution situated on that Land for improving the employability of students.
- d) Plot(s) of Land under consideration shall be contiguous and shall have no obstacles such as river, canals, rail tracks, highways, high tension lines or any such entity hampering continuity of Land. In case, if the obstacles come later, connectivity shall be ensured and proper Safety Certificate should be produced from Competent Authority.
- e) The Land Use/Conversion/Classification Certificate shall be obtained from the Competent Authority as designated by the concerned State Government/ UT.
- f) The Building has to be constructed as per the approved Building plan. In case of any modifications done in an existing Building, stability of the entire construction needs to be checked and also the Building Plan needs to be re-validated, in case of major changes.
- g) Occupancy Certificate/ Completion Certificate/ Building License/ Form D (as applicable) shall be obtained from the Competent Authority (as per standard format prescribed by the issuing Authority). For Government Buildings, the Government Building Act, 1899 is applicable.

- h) After the expiry of a period of thirty years from the issue of Completion Certificate, a Structural Stability Certificate from the registered Structural Engineer for the purpose of certifying that the Building is safe for human habitation shall be produced. Structural Stability Certificate is valid for a period of FIVE years from the date of issue.
- i) A valid Fire Safety Certificate shall be obtained from the Competent Authority.
- j) State wise Competent Authorities for issuing the Certificates pertaining to the Land/ Building including Occupancy Certificate are given in Annexure 8 of the Approval Process Handbook.

7.17 The Technical Institutions shall follow Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment as provided in the Appendix 5 of the Approval Process Handbook.

7.18 Induction training for 3 weeks and 2 weeks is mandatory for First Year UG and Diploma students as per AICTE Student Induction Policy.

7.19 Model Structure of the Curricula/ Syllabus for different Course(s) are proposed by the Council and available in AICTE Web-Portal shall be used as a guideline and Institutions/ Universities may adopt the same with suitable changes.

7.20 The Technical Institutions shall initiate MoUs with the Industries for the internships of the students and report the outcomes of the same in their website. The industry with whom MoU is signed shall be a registered industry having valid TIN/GST number.

7.21 The PGDM Institutions shall follow Norms for PGDM Programmes as provided in the **Appendix 9** of the Approval Process Handbook.

7.22 The Technical Institutions shall follow Subscription of Journals as provided in the **Appendix 10** of the Approval Process Handbook.

7.23 Format for Detailed Project Report (DPR) for the establishment of a new Technical Institution shall be as provided in the **Appendix 11** of the Approval Process Handbook.

7.24 Contact details of AICTE are given at AICTE website www.aicte-india.org. The technical / process related queries or grievances may be sent through CSS portal <https://css.aicte-india.org/login>.

7.25 Recommended Composition of Board of Governors (BoG)/ Board of Management (BoM) in the Technical Institutions is given in the **Appendix 18** of the Approval Process Handbook. Institutions Deemed to be Universities shall fulfill the composition of Board of Governors/ Board of Management (BoM) as specified by the AICTE and UGC.

7.26 The Technical Institutions may conduct the Fellow Programme in Management as specified in the Appendix 20 of the Approval Process Handbook.

7.27 Starting other academic Course(s)/ Institutions (Technical/ Non-Technical) in the excess Built-up area, arising out of the Courses approved for Closure, not started, etc., is permissible. However, the Applicant has to make Material/ Non-Material amendment of the Building Plan, Site Plan, etc. approved by the concerned Competent Authority to suit the requirements of the new Programme.

7.28 The Institutions may also conduct any academic Course(s) of other Regulatory Bodies using existing facilities, or by creating additional facilities as per the provisions laid down in the norms and standards of the respective Regulatory Bodies without affecting the quality of education prescribed

by both Regulatory Bodies after taking NOC from the Council. In such cases, a Scrutiny /Re-scrutiny Committee shall be conducted for the issue of NOC on receipt of ₹ 0.60 Lakh through online TER Charges by the Applicant. The Promoter has to provide an **Affidavit 12** that the Institution(s) approved by AICTE in the Campus has/ have all the facilities such as Infrastructure, hostel (if applicable), Faculty, etc. for meeting the ALL the Courses, in addition to the proposed academic Course(s).

- 7.29** Ample space shall be made available for a playground in an Institution. Institutions shall provide owned/ 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.
- 7.30** Total Built-Up area under each sub-category such as Instructional area, Administrative area, Amenities area and Circulation area for each Programme shall be fulfilled. Built-Up area in excess of the total Built-up area required to run the Programme (s) and Course(s) for the entire duration shall be utilized for the student developmental activities such as Hostel, Research Park, Student Clubs and Incubator/ Accelerator.
- 7.31** Mandatory disclosures as given in the **Annexure 10** shall be displayed in the website of each Technical Institution.
- 7.32** The Institutions shall adopt the minimum standards and qualifications as specified in the Approval Process Handbook. However, Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall surpass the minimum standard and qualifications specified.
- 7.33** In National Defense/ Security areas, the maximum Divisions or Intake over and above specified in **Appendix 3** of the Approval Process Handbook shall be considered as the case may be, subject to the fulfilment of other norms of the Approval Process Handbook. However, the details of such Institutions may not be shared to the public.
- 7.34** The Institutions shall adopt the Fee fixed by the concerned State Fee Regulatory authority. Institutions Deemed to be Universities shall comply with the UGC norms for Fee in Professional Education.
- NOTE:** The Institutions shall not directly or indirectly, demand or charge or accept, Capitation Fee or demand any donation, by way of consideration for admission to any seat in any Course.
- 7.35** Those Institutions applied for the NBA having Extension of Approval with full “Approved Intake” for consecutive six years and granted a reduction in Intake in that current Academic Year shall request AICTE, if all the deficiencies are complied with. Such requests shall be processed as per the norms of the Approval Process Handbook and on fulfillment; the NBA shall be intimated suitably.
- 7.36** AICTE does not recognize the Programme(s)/ Course(s) in Technical Education offered through ODL/ Online mode except in Management/Computer Application and Travel & Tourism / Artificial Intelligence & Data Science / Logistics/Cybersecurity/Block chain Programmes with the explicit approval of AICTE.
- 7.37** The State Government/ UT/ Directorate of Technical Education/ Directorate of Medical Education shall ensure that 10% of reservation for Economically Weaker Section (EWS) as per the reservation policy for admission, operational from the Academic year 2019-20 without affecting the reservation percentages of SC/ ST/ OBC/ General. However, this would not be applicable in the case of Minority Institutions referred to the **Clause (1)** of Article 30 of Constitution of India.

- i. Ten percent (10%) EWS seats shall be enhanced in all Govt., Govt. Aided institutions, State Public University departments as per the directives issued from time to time by Government of India without disturbing the existing reservation percentage (%) being followed in these institutions. The intake in these institutions shall be 1.25 times of the existing intake of respective categories in these institutions.
- ii. Further, the implementation of 10% EWS reservation in the private unaided-Institutions may be considered based on the relevant policies of the respective state governments.

NOTE: EWS vacant seats shall be considered for the Lateral Entry to Second Year Course(s) with the same reservation policy for admission.

7.38 (a) Supernumerary seats (25 Nos.) are granted by the Council, for the Institutions falling under the Centrally Supported Scheme of “Upgrading existing Polytechnics to integrate Persons with Benchmark Disability (PwBD) in the mainstream of Technical and Vocational Education.

(b) Concession for the wards of Kashmiri Migrants and Kashmiri Pandit / Kashmiri Hindu Families (Non- Migrants) living in Kashmir valley for admission in Higher Educational Institutions (As per MoE directives: F.No. 3-4/2017-NER, Dated: 15th October, 2019). This is in addition to PM-USPY supernumerary seats. They are not eligible for scholarship

7.39 **Affidavit 2** specified in the Approval Process Handbook shall be uploaded in the AICTE Web-Portal in e-stamp paper with digital signature of the authorized signatories.

7.40 In case of any litigation pertaining to the penal action initiated by the Council for an Institution, for the contravention of any of the relevant Regulations, such Institution shall have to apply as per **Clause 8.1(b) / 8.18** (as applicable) in AICTE Web-Portal, in the absence of any specific court order to the contrary.

7.41 **Clause 1.5.4** of the Approval Process Handbook does not permit Self-financing Institutions to use ‘Indian’, ‘National’, etc. in the Name of the Institution. The Institutions which were already given approval with those words shall be instructed to change/ drop the word from the Name of the Institution, as the Stakeholders may misinterpret them to be Government/ Government Aided Institutions. If any Institution (other than Government/ Government Aided) continues to use ‘Indian’, ‘National’, etc. in the Name of the Institution, the Council shall remove such words while issuing EoA.

7.42 Tuition Fee Waiver (TFW) Scheme

a) Scheme shall be applicable to all approved Technical Institutions offering Diploma, Post Diploma, Under Graduate Programme(s), Engineering and Technology, Computer Applications, Planning, Applied Arts and Crafts, Design Management Programme(s) and Lateral Entry provisions of these Programme(s).

b) The scheme shall be mandatory for all Institutions approved by the Council.

c) **Requirements and Eligibility**

- Student's parents annual income from all sources does not exceed ₹. 8.00 Lakh.
- The Waiver is limited to the Tuition Fee as approved by the State Level Fee Committee for Self-Financing Institutions and by the Government for the Government/ Government aided Institutions. All other Fees except Tuition Fee shall have to be paid by the beneficiary.

d) Admission Procedure

- Under this Scheme, up to a maximum of 5% of “Approved Intake” per Course shall be available for this admission. These seats shall be supernumerary in nature. These supernumerary seats shall be available only to such Course(s) in an Institution, where a minimum of 50% of “Approved Intake” are filled up in the last Academic year.
- The Competent Authority to effect this admission is the State Government/ UT or its designated authority.
- In the event of non-availability of students in this category, the same shall not be given to any other category of candidates.
- The State Admission Authority shall invite applications under this category; make a separate merit list for this category and effect admission on the basis of the merit list so generated.
- The Institutions shall publish in their Brochure and Web site the details of this scheme.
- Competent Authority for admission shall submit a separate list of the students admitted under this category to the Institution to which they are admitted for compliance.
- A letter in this respect shall be issued by the Competent Authority for admission to each beneficiary student admitted under this scheme and he/ she shall not be allowed to change the Institution/ Course under any circumstances.
- The Institutions shall also display information regarding admitted candidates in their Web site for information to the students and other stakeholders.

7.43 Supernumerary seats for the Union Territories J&K and Ladakh under Pradhan Mantri Uchchatar Shiksha Protasahan Yojana (PM-USPY)

- a) Scheme shall be applicable to selected approved Technical Institutions having NIRF ranking and offering Bachelor Programme(s). Diploma holders in Engineering are eligible for Lateral Entry under the provisions of these Programme(s).
- b) 2 seats per Course shall be available for these admission with the maximum of 10 seats per Institution. These seats shall be supernumerary in nature and shall be available to such Course(s) in an Institution.
- c) The scheme shall be mandatory for all Institutions approved by the Council subject to the changes suggested by the Inter-Ministerial Committee of MoE from time to time.
- d) Requirements and Eligibility
 - All students of J&K and Ladakh are eligible for seats under this scheme.
 - The student passed Higher Secondary Examination (12th Std.) from the schools located in J&K and Ladakh.
 - Student's parents annual income from all sources does not exceed ₹ 8.00 Lakh.
- e) Admission Procedure
 - AICTE shall invite applications under this category, make a separate merit list for this category and effect admission based on the merit list as generated through Counselling or otherwise as decided from time to time.
 - In the event of non-availability of students in this category, the same shall not be given to any other category of Applicants.

- A letter in this respect shall be issued by the Competent Authority for admission to each beneficiary student admitted under this scheme and he/ she shall not be allowed to change the Institution/ Course under any circumstances without permission from AICTE.

7.44 Release of Security Deposit

7.44.1 Procedure

- a) The Trust/ Society/ Company shall upload/ submit the following documents in AICTE Web- Portal for the release of FDR/ RTGS.
 - Application/ request letter of the Institution for FDR/ RTGS release.
 - Affidavit 6 with details of the Institution and Name of the Trust/ Society/ Company, FDR/ RTGS details (as per the standard format)
 - Copy of FDR to be released, in a corpus fund made by RPGF, copy(s) of the Demand Draft (if any) submitted to AICTE for creation of RPGF/ Online payment proof for Security Deposit.
 - Copy of LoA /EoA (Latest).
 - b) Clearance from Public Grievance Redressal Cell (PGRC), Vigilance Cell and Other Cells/Bureaus (Grants released to the Institutions) of AICTE is required for the release of the FDR.
 - c) In case of FDR/ RPGF, upon clearance from all the above, NOC shall be issued to the Institution by the Approval Bureau at AICTE.
 - d) In case of RTGS, the sanction order shall be issued by the Council.
- 7.44.2 If an Institution has any financial embezzlement with Government Bodies/ Banks, then Security Deposit shall not be released till the NOC from such body is received.
- 7.44.3 In case an Institution/ Trust/ Society/ Company violates the Security Deposit related norms, the Council shall initiate appropriate penal action.
- 7.44.4 For the Institutions approved by AICTE and later converted into a Private University/Institution Deemed to be University by appropriate State/ Central Act, the release of Security Deposit shall be subject to no pending Complaints or Disciplinary Proceedings against such Institutions in addition to the submission of the above documents.
- 7.44.5 For the Institutions approved for Progressive Closure (Institutional/Program specific), Security Deposit (as applicable) shall be released upon the request from the Trust/ Society/ Company, subject to the submission of a Certificate from the affiliating University/Board stating that no students are studying in the Institution. Such a Certificate is not needed, if the Security Deposit is already matured.
- 7.44.6 In case of grant of approval to the merger of Institutions, Security Deposit of the Child Institution(s) shall be released upon the request from the Trust/ Society/ Company, subject to the submission of a Certificate from the affiliating University/Board stating that no students are studying in the Institution.

SECTION B: ESSENTIAL AND DESIRABLE REQUIREMENTS FOR TECHNICAL INSTITUTIONS

The Technical Institutions shall follow the below mentioned Essential and Desirable requirements:

7.45 Essential Requirements for Technical Institution

7.45.1 Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009) *

- a) ***Structure of Anti Ragging Committee:*** Every Institution/ University including Institution Deemed to be University imparting Technical Education shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of Civil and Police Administration, Local Media, Non-Government Organizations involved in youth activities, representatives of Faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff and shall have a diverse mix of membership in term of Level as well as gender.

- b) ***Prevention and Prohibition of Ragging:***

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009 available on AICTE Web-Portal <http://www.aicte-india.org/anti.htm>>download. All AICTE approved Technical Institutions have to comply with the provisions made in the above Regulations.

Any violation of above AICTE Regulations for the prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per the provisions made in the above said Regulations.

The Institutions shall have to step up Anti-Ragging mechanism by way of adequate publicity through various mediums:

- Constitution of Anti-Ragging Committee and Anti Ragging Squad;
- Setting up of Anti-Ragging Cell;
- Installing of CCTV cameras at vital points;
- Anti-Ragging Workshops;
- Updating all Web sites with Nodal Officers complete details, alarm bells etc.;
- Regular interaction and counselling with the students;
- Identification of trouble-triggers;
- Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets/ Brochures shall be ensured; and
- Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled-for behavior / incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline No. 1800-180- 5522 (24x7 Toll Free) or e-mail: helpline@antiragging.in.

The Institution approved by AICTE maybe requested to hold Workshops and Seminars on eradication of ragging in higher Educational Institutions. They may be requested to display Anti Ragging posters at all prominent places such as Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8'x6'.

The Institution may be requested to submit an online compliance of Anti-Ragging Regulations on curbing the menace of ragging in the Technical Institutions, 2009 at www.antiragging.in.

Institutions may be requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in and www.amanmovement.org.

Further, the attention of all the Institutions may also be invited to the Third amendment to UGC Regulations dated 29th June, 2016 expanding the definition of ragging by including the following:

"3(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background".

7.45.2 Establishment of Internal Committee (IC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/WH/2016/01 dated 10th June, 2016 *

- a) Every Technical Institution shall Publicly notify the provisions against sexual harassment and ensure their wide-dissemination.
- b) Mention about the penalty and consequences of sexual harassment in institution's Website, prospectus and display prominently and make all sections of the institutional community aware of the information on the mechanism put in place for Redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on.
- c) Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
- d) Organise regular orientation or training Programmes for the members of the IC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity.
- e) Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation.
- f) Every Technical Institution shall constitute an Internal Committee (IC) with an inbuilt mechanism for gender sensitization against sexual harassment. The IC shall have the following composition:
 - i. A Presiding Officer who shall be a woman Faculty member employed at a senior Level (not below a Professor in case of a University, and not below an Associate Professor in case of an Institution) at the Educational Institution, nominated by the Executive Authority.
 - ii. Two Faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority.
 - iii. Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/ Diploma Level Institution, as the case may be One member from amongst Non-government Organisation or Associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority
 - iv. At least one-half of the total members of the IC shall be women.
 - v. Persons in senior positions such as Chairman/ Secretary of the Society, Principal/ Director of the Institution, etc. shall not be the members of the ICs in order to ensure autonomy of their functioning.
 - vi. The term of office of the members of the IC shall be for a period of three years. Institutions may also employ a system whereby one-third of the members of the ICC may change every year
- g) All Technical Institutions approved by AICTE shall upload the Annual Report containing the following details by 30th June of the Calendar Year:
 - i. Number of complaints of sexual harassment received in the year
 - ii. Number of orientation or training Programmes carried out for the members of the IC to deal with complaints
 - iii. Number of complaints disposed of during the year
 - iv. Number of cases pending for more than 90 days
 - v. Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
 - vi. Nature of action taken by the Technical Institution against the perpetrator.

7.45.3 Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989) *

- a) Committee shall consist of five members, out of which at least 2 members shall be SC/ST and one member shall be a woman.

7.45.4 Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook* as well as the Grievance Redressal Committee in the Institution. Appointment of Ombudsman by the University. (As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019) *All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 vide F.No.1- 103/AICTE/PGRC/Regulation/2021 dated 25.03.2021.

01. Grievance Redressal Mechanism: In order to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such institutions, AICTE has notified All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions. Non-compliance of the above Regulations shall call for punitive action.

02. Redressal Cell (GRG) for Faculty/Staff: Implementation of the above shall be in line with norms prescribed in Appendix 15.

03. Student Grievance Redressal Committee (SGRC)

- A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).
- Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely:
 - a) Principal of the College- Chairperson;
 - b) Three senior members of the teaching faculty to be nominated by the Principal as Members and out of three one member shall be female and other from SC/ST/OBC category;
 - c) A representative from among students of the College to be nominated by the Principal based on academic merit/excellence in sports/ performance in co-curricular activities- Special Invitee.
- The term of the members and the special invitee shall be of two years.
- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- In considering the grievances before it, the SGRC shall follow principles of natural justice.
- The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

04. Appointment of OMBUDSMAN by the University

- Each affiliating University, Technical University, Private University, Deemed to be University shall appoint Ombudsperson for redressal of grievances of students under the UGC (Redress of Grievances of Students) Regulations, 2019.
- There shall be one or more part-time functionaries designated as Ombudsperson to hear, and decide on, appeals preferred against the decisions of the SGRCs
- For institutions which are offering diploma level course(s) and are affiliated to the Board of Technical Education (BTE), the concerned Directorate of Technical Education (DTE) shall appoint an Ombudsperson for redressal of grievances of students.
- For institutions which are not affiliated to any University and offering Diploma, Post Diploma, Post Graduate Certificate, Post Graduate Diploma Course(s) in Management, Computer Applications & Travel and Tourism, the Council shall appoint an Ombudsperson for redressal of grievances of students.
- The Ombudsperson shall be a Retired District Judge or a retired Vice Chancellor or Professor (who has worked as Dean/HOD and 10 years' experience as Professor at State/Central Universities/Institution of eminence).
- The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as Ombudsperson, be in a conflict of interest with the Institution where his/her personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the Institution.
- The Ombudsperson shall be appointed for a period of three years or until he or she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term for the same State or region, as the case may be.

- For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the Council, and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- The State Government, in the case of an Ombudsperson of a State, and the Council (for Council appointed Ombudsperson), may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour as defined under these Regulations.
- No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person not below the rank of judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.
- An institution shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Students Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.

05. Functions of Ombudsperson:

- The Ombudsperson shall hear appeals from an aggrieved student(s), only after the student has availed all other remedies provided under these Regulations.
- While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
- The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

06. Procedure for Redressal of Grievances by Ombudspersons and Student Grievance Redressal Committees:

- Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- On receipt of an online complaint, the institution shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- An aggrieved person may appear either in person or authorize a representative to present his/her case.
- Grievances not resolved by the Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these Regulations.
- Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee, in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the Council, which shall take action in accordance with the provisions of these Regulations.
- The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons therefore as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the institution shall place it for general information on its website.
- The institution shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Council any failure on the part of the institution to comply with the recommendations.
- The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

07. Consequences of Non-Compliance:

The Council shall in respect of any Technical institution, which wilfully contravenes or repeatedly fails to comply with the recommendation of the Ombudsperson or the Student Grievance Redressal Committee, as the case may be, proceed to take one or more of the following actions, namely:

- Withdrawal of approval granted to the Technical Institution;
- Withdrawal of declaration of fitness or entitlement to receive grants or financial assistance from the Council;
- withholding any grant allocated to the Technical Institution;
- Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Council;
- Informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of Council, declaring that the institution does not possess the minimum standards for redressal of grievances;
- Recommend to the affiliating University for withdrawal of affiliation, in case of a University affiliated institution or DTE affiliated institution;
- Such other action may be deemed necessary and appropriate against an institution for non-compliance.
- Provided that no action shall be taken by the Council under these Regulations, unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

7.45.5 Establishment of Institution's Innovation Council (IIC)

- To create an enabling ecosystem for Innovation and Entrepreneurship in educational institutions, MoE's Innovation Cell and AICTE are encouraging all higher technical institutions to establish Institution's Innovation Council (IIC) in their campuses. The 1st step towards establishing an IIC is to register in the IIC portal <https://iic.mic.gov.in/signup> followed by formation and function of the council. In the AICTE's annual approval process, establishment of IIC in HEI is an essential item, for which all participating institutes are required to upload the copy of the IIC establishment certificate and IIC registration number.
- Institutions with a functional IICs in campus can download the establishment certificate available at <About My Institute>, <My Profile>, <Certificates> in the Institute's IIC login page for the above purpose. If an institution has not yet established an IIC, the head of the institute can register for an IIC at <https://iic.mic.gov.in/signup> and complete the 'My Council' formation along with nomination for the president to lead the IIC activities. Institute can go through the manual of IIC formation and operation at <https://iic.mic.gov.in/assets/html/index.html>. For more details about the IIC, visit <https://iic.mic.gov.in/>.

7.45.6 The Institution should provide appropriate facilities to take care of the physically challenged students and elderly persons comprising of Teaching/ Non-Teaching/ Others as per the guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Development, Government of India (Refer Handbook on Barrier free and Accessibility <http://cpwd.gov.in>) and National Building Code.

7.45.7 Compliance of the National Academic Depository (NAD) as per MoE directives, (Applicable for Standalone Institutions, PGDM/PGCM and Universities).

7.45.8 Safety and Security measures in the Campus (as per Chapter VII of the Approval Process Handbook)

7.45.9 Implementation of Food Safety and Standards Act, 2006 at the Institution.

7.45.10 Digital payment for all financial transactions as per MoEdirectives.

7.45.11 Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with the Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution

7.45.12 Establishment of 24x7 women helpline number and a security system in the campus for providing safety to students and female faculty and non-teaching faculty.

7.45.13 Establishment of platform or hiring counsellors for seeking help and guidance w.r.t psychological counselling related to Mental Health for Students, faculty and non-teaching faculty

7.45.14 First Aid, Medical and counselling facilities

7.45.15 Potable Water Supply and outlets for drinking water at strategic locations.

7.45.16 Sewage Disposal System - Waste Management and environment improvement measures to ensure a sustainable Green Campus

7.45.17 Students Safety Insurance and Group Accident Policy for the Employee

7.45.18 Institution-Industry Cell

7.45.19 Language Laboratory (for institutions having Diploma and Degree Programs)

*Appointment of Committees/ IQAC/ Grievance Mechanism should be made before commencement of the session, however, an **Affidavit 2** to that effect need to be submitted by the new Technical Institution at the time of inspection by Expert Visit Committee

** An Affidavit to be uploaded on the Portal for the compliance of Implementation of Internship Policy of AICTE.

NOTE: The above mentioned documents need to be uploaded before downloading the EoA. The Council shall verify their implementation at any point of time.

7.46 Desirable Requirements of a Technical Institution

7.46.1 Implementation of student Induction Programme***

7.46.2 Facilitate teachers for undergoing Pedagogical training through NITT Guidelines

7.46.3 Applied for membership of National Digital Library

7.46.4 Facility to watch MOOCs through SWAYAM & SWAYAM PRABHA

7.46.5 Fabrication facility Laboratory (FABL) / AICTE-IDEA LAB/Tinkering Laboratory/ Innovation Laboratory

7.46.6 Availability of at least ONE Smart Class Room per Department

7.46.7 Installation of grid connected solar rooftops/ Power Systems

7.46.8 Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)

7.46.9 General Insurance provided for assets against fire, burglary and other calamities

7.46.10 Green and eco-friendly campus which focuses on energy efficiency by preserving natural resources for healthy living and a good learning environment.

7.46.11 Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environmentally friendly disposal of used sanitary napkins through sanitary napkin incinerator.

7.46.12 Rainwater Harvesting

***** An Undertaking to be uploaded on the Portal that the Institution shall possess an UHV Induction Programme trained Faculty for every 20 newly joined students before AY 2023-24.**

****** An Undertaking to be uploaded on the Portal that the Internal Assessment & Laboratory Work shall be carried out following AICTE Exam Reforms and all the existing Faculty shall be trained for the same.**

CHAPTER-VIII

Penal Action in case of Violation of the Norms and Regulations

8.1 Introduction

An Institution offering any Programme/ Course in Technical Education in violation of Regulations/ Approval Process Handbook, shall be liable to appropriate Penal action including fine/ no admission/ reduction in “Approved Intake”/ Withdrawal of Approval/ criminal action by the Council against defaulting Trust/ Society/ Company/ Associated Individuals/ the Institution, as the case may be.

Technical Institution contravenes any of the provisions of relevant Regulations, the Council shall withdraw the approval granted. In case of Withdrawal of Approval of the Institution, the Technical Institution/ Trust/ Society/ Company shall apply afresh for approval ONLY after completion of two Academic Years with a different name as per the procedure defined in the Approval Process Handbook.

Institution whose approval has been withdrawn for the current Academic Year shall be redistributed to other AICTE approved Institutions in the jurisdiction of the affiliating University/ Board by the Competent Authority of the respective State Government/ UT. However, AICTE approval given to the Course(s) in the previous Academic Year(s), if any, to such Institution shall continue and students admitted against the courses shall be treated as AICTE approved Course(s) only.

NOTE: If any of the information mentioned in the Affidavit is proved as false, penal action shall be initiated on the Deponent.

8.2 Un-approved Technical Programmes/ Course(s) offered by an Institution

- (a) If any Institution is found offering Technical Programmes/ Course(s) without the approval of the Council, it shall be declared as unapproved Institution and 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.
- (b) University / Institution shall be liable to withdrawal of Approval in case of running Programme(s)/ Course(s) with partial approval of AICTE. University shall be liable to withdrawal of approval in case of violation of regulatory provisions (e.g. Running Integrated/Dual programme/course which requires approval from different regulatory bodies). Strict Penal action also shall be initiated against the institution which may include Monetary penalty apart from Withdrawal of Approval.

8.3. Penal Action against the Institution in case of Violation of the AICTE Norms and Regulations

The Institution /University shall be liable to any one or more of the following punitive/penal actions by the Council in case of Violation of ANY of the AICTE Norms and Regulations.

- a. Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- b. Reduction in “Approved Intake”
- c. No admission in one/ more Course(s) for one Academic Year
- d. Withdrawal of approval for Programme(s)/ Course(s)
- e. Withdrawal of approval of the Institution/University
- f. Five times the total Fee collected for complete duration of the course per student shall be levied against each excess admission as fine (Applicable to Clause 8.10 &8.11)
- g. Not eligible to receive any grant from AICTE

8.4. Non-Submission/ Submission of Incomplete/ False/Incorrect Information/Violation of Regulatory Provisions in Online Application for Extension of Approval

Non-Submission/ submission of incomplete/ false information/incorrect information/violation of regulatory provisions while applying for Extension of Approval shall invite appropriate penal action against the Institution / University as mentioned in clause 8.3 above.

8.5. Non-Fulfilment of Requirement of Qualified Principal/ Director

An Institution, not having qualified Principal/ Director for a period more than 12 months shall be liable to any one or more of the following punitive actions by the Council till the regular Principal/ Director is appointed. For the non-Fulfilment of requirement of qualified Principal/ Director, the actions initiated by the Trust/ Society/ Company/ affiliating Body/ State Government/ UT, process of recruitment not followed, temporary arrangements made and satisfactory reasons for non-appointment, if any, have to be ascertained. Accordingly, the Institution shall be liable to any one or more of the penal actions mentioned in clause 8.3 above.

8.6. Non-Fulfilment of Faculty: Student ratio, not adhering to the Pay Scales and/or qualifications prescribed for Faculty

- 8.6.1. As per All India Council for Technical Education notification (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 vide F.No. 1-103/AICTE/PGRC/Regulation/2021 dated 25.03.2021, all Pay Scales related Issues of the Faculty shall be suitably addressed by the concerned University or State DTE.

- 8.6.2. In case of standalone PGDM /PGCM Institutions, AICTE shall Initiate Action through Committee constituted by AICTE.
- 8.6.3. State Fee Regulatory Authorities should decide the Fee commensurate with the State Government Employees and other Institutes under the purview of the concerned State and the States should follow the same.
- 8.6.4. Institutions/Universities/Deemed-to-be-Universities if recommended under Clauses above found not adhering to Pay scales or qualifications prescribed for Faculty members for more than 12 months and not maintaining prescribed Faculty: Student ratio.

In all above mentioned cases, Institution /University shall be liable to anyone or more of the penal actions mentioned in clause 8.3 by the Concil.

NOTE: Undertaking should be from Chairman/Secretary of Trust / Society /Company in all Faculty Related Grievances.

8.7. Non-Fulfilment of Computer, Software, Internet, Printers, Laboratory Equipment, Books,Journals, Library facilities requirements, etc.

Institutions not maintaining prescribed requirements of Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals, Library facilities, etc. shall be liable to any one or more of the penal actions mentioned in clause 8.3 by the Council.

8.8. Non-Fulfilment of Essential Requirements

Institutions not maintaining essential requirements as per Appendix 6 of the Approval Process Handbook shall be liable to any one or more of the penal actions mentioned in clause 8.3 by the Concil

8.9. Non-Fulfilment of Location/ Built-up Area/ as specified in the Approval Process Handbook at the time of year of establishment or the current Academic Year

Institutions working in a temporary location or at location not approved by the Council and Institutions not fulfilling prescribed Built-up area requirements shall be liable to any one or more of the penal actions mentioned in clause 8.3 by the Council.

8.10. Excess Admission

Excess admission over the “Approved Intake” shall not be allowed under any circumstances. In case any excess admission is reported to/ noted by the Council, appropriate penal action shall be initiated against the Institution. The Institution shall be liable to any one or more of the penal actions mentioned in clause 8.3 by the Council.

8.11. Violation of Admission Eligibility Norms

Violation of admission eligibility norms (including transferring of students laterally to the approved programme) shall not be allowed under any circumstances. In case it is reported to/ noted by the Council, appropriate penal action shall be initiated against the Institution. The Institution shall be liable to any one or more of penal actions as mentioned in clause 8.3 by the Council.

8.12. Charging Excess Fee than the Fee Prescribed by the Concerned State/ Fee Regulatory Committee

The Institutions shall have to announce all Fees such as Tuition Fee, Examination Fee, etc. on their Web Site transparently and adhere to the same strictly. No Technical Institution shall collect any other Fee (Payment/ Amount) from the students, in addition to the Fee fixed by the State/ Fee Regulatory Committee. If any Institution does not follow the said guidelines, the Institution shall be liable to punitive actions from any one or more of the penal actions as mentioned in clause 8.3 by the Concil. Also, the excess Fee collected shall be refunded to the student.

8.13. Institutions not allowing Expert Visit Committee for physical/online verification of Infrastructural facilities/ Institutions not having Occupancy Certificate/ Completion Certificate/ Building License/ Form D/ Barrier free environment.

Institutions not allowing Expert Visit Committee for physical verification of Infrastructural facilities/ Institutions not having Occupancy Certificate/ Completion Certificate/ Building License/ Form D/ Barrier free environment/ Institutions demanding for the Original Degree Certificates from the Faculty members at the time of joining the Institution shall be liable for any one or more of the penal actions as mentioned in clause 8.3 by the Council.

8.14. Institutions demanding for the Original Degree Certificates from the Faculty members at the time of joining the Institution.

In the event, a Faculty member intends to leave the Institution in the middle of the Semester without sufficient notice to the Institution to make a suitable alternate arrangement, he/ she may complete the syllabus of the Course(s) allotted to him/ her keeping in view of the academic interests of students. In any case, the Original Degree Certificates from the Faculty members shall not be retained by the Institution.

8.15. Institutions Deemed to be Universities NOT having registration of NAD.

Institutions Deemed to be Universities not having registration of NAD shall be liable for any one or more of the penal actions as mentioned in clause 8.3 by the Council.

8.16. Violation of norms of admission by the Institutions/ Universities conducting PGDM/ PGCM Courses/ PGDM Institutions not having registration of NAD or Institutions offering PGDM Course(s) in Regular or ODL/ OL mode not uploading student enrollment data and list of students completed the Course(s) successfully along with their CGPA/ Percentage of marks in the AICTE Web-Portal.

Norms for conducting PGDM/ PGCM Courses shall be as per Appendix 9 of the Approval Process Handbook.

If any Institution/ Institution Deemed to be University fails to comply with any of the conditions specified therein/any violation in the admission procedure specified in the Approval Process Handbook for the PGDM/ PGCM Courses/ PGDM Institutions not having registration of NAD or Institutions offering PGDM Course(s) not uploading student enrollment data in the AICTE Web-Portal, shall be liable for any one or more of the penal actions as mentioned in clause 8.3 by the Council.

8.17. Withdrawal of graded autonomy granted by the Council. Violation of Norms in Case of Collaboration and Twinning Programme

- a. If a University/ Institution fails to comply with any of the conditions as contained in the Approval Process Handbook, the Council shall withdraw the approval of the Twinning Programme granted to such University/ Institution to offer their Diploma/ Post Diploma Certificate/ UnderGraduate Degree/ Post Graduate Diploma/ Post Graduate Degree in India and forbid such Foreign University/ Institution to either open Centers or enter into any Collaborative arrangement with any University/ Institution in India.
- b. The Council shall also inform the concerned agencies including Ministry of External Affairs, Ministry of Home Affairs, RBI of such decisions and advise these agencies to take any or all of the following measures
 - Refusal/ withdrawal for grant of visa to employees/ teachers of the said Foreign University/ Institution.
 - Stop transfer of funds outside India.
 - Informing the Public about the withdrawal of approval of the Twinning Programme with Foreign University/ Institution and the consequence thereof.
- c. In case, it comes to the notice of the Council, that a Foreign University is offering Diploma/ PostDiploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level Programme in Technical Education in India directly or in Collaboration with an Indian Partnerwithout obtaining approval, the Council shall initiate immediate action under the Indian PenalCode for Criminal breach of Trust, misconduct, fraud, cheating, etc.
- d. Once the approval of the Twinning Programme is withdrawn, the Council shall make an attemptin co-ordination with concerned State Government/ UT to re-allocate the students enrolledin such Programme to other approved Institutions of the Council. The Institution shall have to return the entire Fee collected from such students to the Institutions in which the students areaccommodated.
- e. Such Foreign University/ Institution shall not be allowed to collaborate with any other Centre/Institution or enter into a Collaborative arrangement in India for at least next 3 years.
- f. UGC amendments from time to time on the subject shall be applicable.

8.18. Fee Refund Cases

- 8.18.1. In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.
- 8.18.2. In case, if a student leaves after joining the Course and if the vacated seat is consequently filledby another student by the last date of admission, the Institution must refund the Fee collected after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) and proportionate deductions of monthly Fee and hostel rent, where applicable.
- 8.18.3. The last date for withdrawal of PGDM admission for the purpose of refund of fee shall be as per the last date mentioned in the Academic Calendar.
- 8.18.4. In case the vacated seat is not filled, the Institution should refund the Security Deposit andreturn the original documents.
- 8.18.5. The Institution should not demand Fee for the subsequent years from the students cancellingtheir admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.
- 8.18.6. Institutions not following guidelines issued by the Council regarding refund of Fee for cancellation of admission or delaying refunds shall be liable to any one or more of the penal actions as mentioned in clause 8.3 by the Council.

NOTE: Any changes in the Schedule for any of the academic related activities as notified by theCouncil from time to time are binding on all the AICTE Approved Universities/Institutions.

8.19. Security Deposit

In case of Institutions where FDRs are encashed before the date of maturity or not depositing the required Security Deposit at the time of LoA, a penalty of 10% of the value of the FDR shall be imposed.However, Institutions NOT created FDR / created FDR for lesser duration / lesser amount thanprescribed at the time of LoA have to create the same as per the Rules / Policy as specified in the Approval Process Handbook.

8.20. Complaints regarding the use of fake certificates of SC/ST/OBC to be investigated in time bound manner and if found guilty, such admission should be cancelled. Further, appropriate action shall be initiated accordingly with due intimation to AICTE.

8.21. Penalty amount shall be paid online to the Council as per the instructions.

8.22. Complaint Cases

- a) All Institutions shall have Grievance Redressal mechanism as notified by the Council.
- b) In case of receipt of any Complaint(s) about an Institution, the same shall be processed by Public Grievance Redressal Cell (PGRC) of AICTE.
- c) The verified Complaint shall be placed before a Standing Complaint Scrutiny Committee (SCSC) for further necessary action. If necessary, the complainant as well as the Institute may be called to appear before SCSC at his/ her own cost. Based on the recommendation of SCSC, a Warning or Show-Cause Notice may be issued to the Institution or Expert Visit Committee may be conducted through Approval Bureau.
- d) The report of the Expert Visit Committee/ Show Cause notice, if issued shall be placed before the Standing Hearing Committee.
- e) Two representatives of the Institution (Chairman/ Secretary of the Trust/ Society/ Company or Principal/ Director/ Faculty of the Institution/ Trustee duly authorized by them) along with PhotoID proof shall present their case along with the compliance and supporting documents before the Standing Hearing Committee. If necessary, the complainant may be called to appear before Standing Hearing Committee at his/ her own cost.
- f) The recommendations of the Standing Hearing Committee shall be placed before the Executive Committee for approval.
- g) The decision of the Executive Committee shall be uploaded on the Web-Portal by a detailed Speaking Order. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal as per **Clause 1.0/ Clause 2.25** of the Approval Process Handbook.
- h) As per CVC guidelines, Anonymous/ Pseudonymous Complaints shall not be processed.

8.23. Procedure for Restoration against Punitive Action

- a) The Applicant shall make an application for restoration on AICTE Web-Portal along with the application for Extension of Approval of the next Academic Year.
- b) The restoration is subject to Expert Visit Committee verifying all the requirements as specified in the Approval Process Handbook.
- c) The Expert Visit Committee Report shall be placed before the Standing Hearing Committee.
- d) Recommendations of the Standing Hearing Committee shall be placed before the Executive Committee for necessary Approval.
- e) If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal as per Clause 1.10 of the Approval Process Handbook. The Council shall give an opportunity for presenting its case before Standing Appellate Committee. The recommendations of the Standing Appellate Committee shall be considered by the Council.
- f) In case of restoration, Extension of Approval with restored Intake shall be uploaded on AICTE Web-Portal, or otherwise Speaking Order shall also be uploaded on the Web-Portal.

8.24. Under extraordinary circumstances, if restoration/ Punitive action (except monetary penalty) is approved by the Council beyond 30th April of the Calendar Year and the same shall be implemented for the next Academic Year only in compliance to the order passed by the Hon'ble Supreme Court of India in CA No.9048/ 2012 dated 13.12.2012.

8.25. Each Institution shall upload the number of Complaints and Grievances received and action taken in their Web site and update AICTE through the monthly online status report. Otherwise action shall be taken against such institutions as mentioned in the clause 8.3 above by the Council.

NOTE-1: Any changes in the Schedule for any of the approval (including academic) related activities as notified by the Council from time to time is binding on all the AICTE Approved Institutions / Universities.

NOTE-2: In an extraordinary circumstance, to implement the withdrawal of approval in the current Academic Year, students admitted shall be shifted to the nearby AICTE approved Institutions in consultation with the concerned University/ Board/ State Government/ UT.

CHAPTER IX

Do's and Don'ts

Ready Reckoner for Frequent Queries

1. All information related to Approval Process will be available in AICTE website; www.aicte-india.org
2. No need to submit the hard copy of the application to the Regulation Bureau (except New Institute).
3. University Departments shall apply under the same PID of the University
4. If the Applicant/ Institution is invited to appear before the Scrutiny/ Re-Scrutiny to verify the documents/to present their case before the Standing Hearing Committee/ Standing Appellate Committee for compliance of the deficiencies, the representative(s) shall also bring the documents presented to the Scrutiny/ Expert Visit Committee to make use of the opportunity given effectively.
5. If an Institution intends to utilise a Building constructed earlier, the Building approvals obtained from the then authorities shall be produced, else the approval for the same shall be obtained from the current approving authorities.
6. To include new nomenclatures in the Diploma/ Under Graduate/ Post Graduate Degree Courses, approval from the University/ Board, as applicable along with the Curriculum and Syllabus shall be sent to the Policy and Academic Planning Bureau, AICTE.
7. AICTE does NOT insist on separate boundary walls for Institutions existing in the same Campus by the same Trust/ Society/ Company, provided the Land and Built-up norms shall be fulfilled for the Programmes/Courses approved.
8. EVC shall check the facilities only for “Approved Intake”, not based on admitted students.
9. Excess payment shall be refunded, not adjusted in future transactions.
10. TER charges are accepted only through digital payment through the Portal, Demand Draft is not accepted under any circumstance.
11. Once the application is processed as per the stipulated procedure, TER charges are not refundable (other than those mentioned in the Approval Process Handbook), if the application is rejected.
12. For the release of Security Deposits through FDR/RTGS, only online applications are accepted. The status of processing shall be viewed through the portal.
13. Any Queries/Clarifications related to policy / technical queries (portal related) shall be sent ONLY through CSS portal.

ANNEXURE-1

National Perspective Plan

Recommended Short and Medium Term Perspectives for Engineering Education in India by the Committee

AICTE put a moratorium on opening new institutions in traditional areas of Engineering & Technology at Degree, Diploma and PG Level from 2020-21 onwards for two years in 2019. The committee was constituted in December 2022 to “Review moratorium in courses/Institutions in Engineering & Technology” under the chairmanship of Prof. Shreepad Karmalkar, Director, IIT Bhubaneswar. The committee has gone through the intake capacity, trends of enrolment and placements in UG, PG and Diploma Level in AICTE Approved Institutions and highlights of the report are:

Committee recommended that the moratorium on opening new institutions in traditional areas of Engineering & Technology be lifted for the following reasons.

1. The encouragement to open courses in emerging technologies, and the existing moratorium on opening new institutions in traditional areas of engineering and technology has led to an imbalance. The increased enrolment in emerging areas happened at the cost of that in traditional courses.
2. The proportion of technical education in present Gross Enrolment Ratio (GER) needs to be raised to meet “Atmanirbhar Bharat” and “Make in India” objectives.
3. Developments in educational technology have addressed the concerns regarding quality of faculty to a significant extent. AICTE allows up to 40% of the subjects to be completed through MOOCs whose quality is assured. Moreover, good quality faculty are available so long as they are paid salary as per AICTE norms; for AICTE approved institutions, the minimum qualification for faculty is M.Tech for UG courses (not PhD as in IITs) and BE / B. Tech. for diploma courses.

To remove the imbalance referred to in 1) above, committee and Executive council recommends:

- a. The maximum intake be raised from 300 to 360 for new institutions, as well as existing institutions with intake less than 360. Existing provisions of the Approval Process Handbook (APH) will apply for increase in intake beyond 360. This increase in intake is recommended for an institute to remain financially self-sustained as the salary structure proposed in the 7th pay commission and the innovative teaching-learning aids related expenses have increased exponentially over the years.
- b. An institution should offer a minimum 3 courses from among the AICTE’s list of core courses.
- c. The maximum number of students in any course is capped at 180 and MCA to 300 and MBA to 360.
- d. Introduction of minor streams in emerging areas is encouraged to raise the employment opportunities for students in core engineering areas by catering to the advancements in technology in learning.

ANNEXURE-2

Aspirational Districts (formerly declared as educationally backward)

Sl. No.	State/Districts	Sl. No.	State/Districts
	ANDHRA PRADESH	34	Sukma
1	Visakhapatnam		GUJRAT
2	Vizianagaram	35	Dohad
3	YSR	36	Narmada
	ARUNACHAL PRADESH		HARYANA
4	Namsai	37	Mewat
	ASSAM		HIMACHAL PRADESH
5	Baksa	38	Chamba
6	Barpeta		JAMMU & KASHMIR
7	Darrang	39	Baramula
8	Dhubri	40	Kupwara
9	Goalpara		JHARKHAND
10	Hailakandi	41	Bokaro
11	Udalguri	42	Chatra
	BIHAR	43	Dumka
12	Araria	44	Garhwa
13	Aurangabad	45	Giridih
14	Banka	46	Godda
15	Begusarai	47	Gumla
16	Gaya	48	Hazaribagh
17	Jamui	49	Khunti
18	Katihar	50	Latehar
19	Khagaria	51	Lohardaga
20	Muzaffarpur	52	Pakur
21	Nawada	53	Palamu
22	Purnia	54	Pashchimi Singhbhum
23	Sheikhpura	55	Purbi Singhbhum
24	Sitamarhi	56	Ramgarh
	CHHATTISGARH	57	Ranchi
25	Bastar	58	Sahibganj
26	Bijapur	59	Simdega
27	Dantewada		KARNATAKA
28	Kanker	60	Raichur
29	Kondagaon	61	Yadgir
30	Korba		KERALA
31	Mahasamund	62	Wayanad
32	Narayanpur		MADHYA PRADESH
33	Rajnandgaon	63	Barwani

Sl. No.	State/Districts	Sl. No.	State/Districts	
64	Chhatarpur	PUNJAB		
65	Damoh	89	Firozpur	
66	Guna	90	Moga	
67	Khandwa	RAJASTHAN		
68	Rajgarh	91	Baran	
69	Singrauli	92	Dhaulpur	
70	Vidisha	93	Jaisalmer	
MAHARASHTRA		94	Karauli	
71	Gadchiroli	95	Sirohi	
72	Nandurbar	SIKKIM		
73	Osmanabad	96	West District	
74	Washim	TAMILNADU		
MANIPUR		97	Ramanathapuram	
75	Chandel	98	Virudhunagar	
MEGHALAYA		TELANGANA		
76	Ribhoi	99	Asifabad (Adilabad)	
MIZORAM		100	Bhoopalapalli (Warangal)	
77	Mamit	101	Bhadradri-Kothagudem	
NAGALAND		TRIPURA		
78	Kiphire	102	Dhalai	
ODISHA		UTTAR PRADESH		
79	Balangir	103	Bahraich	
80	Dhenkanal	104	Balrampur	
81	Gajapati	105	Chandauli	
82	Kalahandi	106	Chitrakoot	
83	Kandhamal	107	Fatehpur	
84	Koraput	108	Shrawasti	
85	Malkangiri	109	Siddharthnagar	
86	Nabarangapur	110	Sonbhadra	
87	Nuapada	UTTARAKHAND		
88	Rayagada	111	Hardwar	
		112	Udham Singh Nagar	

NOTE: This list is as per NITI Aayog and is subjected to change from time to time.

ReferLink: <https://limararuv5gr0sh-nitiprdadw.adb.ap-mumbai-1.oraclecloudapps.com/ords/f?p=100:3>.

ANNEXURE-3

Closest available Nomenclature of Under Graduate Degrees for the Diploma in Engineering and Technology (Conversion of Levels)

Sl. No	Existing Nomenclature of Diploma	Closest Nomenclature of Under Graduate Degree
1	Aero Space Engineering	Aeronautical Engineering
2	Aeronautical Engineering	
3	Aircraft Maintenance Engineering (Avionics)	
4	Aircraft Maintenance Engineering (Helicopter and Power Plants)	
5	Aircraft Maintenance Engineering	
6	Smart Agritech	Agriculture Engineering
7	Agricultural Engineering	
8	Agricultural Technology	
9	Agriculture Engineering	
10	Fisheries Technology	Fisheries Engineering and Technology
11	Architectural Assistantship	Architecture Engineering
12	Interior Decoration	
13	Interior Design	
14	Automobile Engineering	Automobile Engineering
15	Automobile Engineering (Automobile Fitter)	
16	Automotive Engineering	
17	Mechanical Engineering (Automobile)	
18	Mechanical Engineering Automobile	
19	Biomedical Electronics	Biomedical Engineering
20	Ophthalmic Technology	
21	Opto-Electronics Engineering	
22	Technician X-Ray Technology	
23	Biomedical Engineering	
24	Biomedical Instrumentation	
25	Biotechnology	Biotechnology

26	Ceramics	Ceramic Engineering
27	Ceramic Engineering and Technology	
28	Ceramic Technology	
29	Ceramics Engineering	
30	Glass and Ceramics Engineering	
31	Cement Technology	Chemical Engineering
32	Chemical Engineering	
33	Water Technology and Health Science	
34	Chemical Engineering (Fertilizer)	
35	Chemical Engineering (Oil Technology)	
36	Chemical Engineering (Petro Chemical)	
37	Chemical Engineering (Petrochemical)	
38	Plastic and Mould Technology	
39	Plastic and Polymer Engineering	
40	Chemical Engineering Specialization in Petrochemicals	
41	Chemical Engineering (Plastic and Polymer)	
42	Petrochemical Engineering	
43	Chemical Engineering (Sugar Technology)	
44	Surface Coating Technology	
45	Chemical Technology	
46	Textile Chemistry	
47	Chemical Technology (Paint Technology)	
48	Chemical Technology (Rubber and Plastic Technology)	
49	Chemical Technology Fertilizer	
50	Glass and Ceramics Engineering	
51	Chemical Technology (Rubber/ Plastic)	
52	Surface Coating Technology	
53	Technical Chemistry	
54	Smart and Sustainable Transportation	

55	Civil and Environmental Engineering
56	Civil and Rural Engineering
57	Civil (Public Health and Environment) Engineering
58	Mine Surveying
59	Mining and Mine Surveying
60	Geoinformatics
61	Civil Draftsman
62	Civil Engineering
63	Civil Engineering and Planning
64	Survey Engineering
65	Civil Engineering (Building Services Engineering)
66	Transportation Engineering and Management
67	Civil Engineering (Construction Technology)
68	Civil Engineering (Environment and Pollution Control)
69	Civil Engineering (Environmental and Pollution Control)
70	Civil Engineering (Environmental Engineering)
71	Civil Engineering (Public Health Engineering)
72	Civil Engineering (Rural Engineering)
73	Civil Engineering (Water Resource and Management)
74	Civil Environmental Engineering
75	Civil Technology
76	Civil Engineering (Construction)
77	Civil (SFS Mode)
78	Construction Engineering
79	Construction Technology
80	Construction Technology and Management
81	Geoinformatics and Surveying Technology
82	Quantity Surveying and Construction Management
83	Survey Engineering
84	Water Resource Management
85	Geographic Information System and Global Positioning System
86	Transportation Engineering
87	Water Technology and Health Science

Civil Engineering

88	3-D Animation and Graphics	
89	Advanced Computer Application	
90	Artificial Intelligence (AI) and Machine Learning	
91	Commercial and Computer Practice	
92	Campus Wide Network Design and Maintenance	
93	Computer Hardware and Networking	
94	Computer and Information Science	
95	Computer Applications	
96	Computer Engineering	
97	Computer Engineering and Application	
98	Computer Engineering and IoT	
99	Computer Hardware and Maintenance	
100	Computer Hardware and Networking	
101	Computer Networking	
102	Computer Science and Engineering	
103	Computer Science	
104	Computer Science and Technology	
105	Computer Science and Information Technology	
106	Computer Science and Systems Engineering	
107	Computer Software Technology	
108	Computer Technology	
109	Computer Technology and Applications	
110	Cloud Computing and Big Data	
111	Electronics and Computer Engineering	
112	Cyber Forensics and Information Security	
113	Gaming and Animation	
114	Office Management and Computer Application	
115	I.T. (Courseware Engineering)	
116	Virtual and Augmented Reality	
117	Information and Communication Technology	
118	Information Engineering	
119	Information Science	
120	Information Science and Engineering	
121	Information Science and Technology	
122	Information Security Management	

Computer Science and
Engineering

123	Information Technology	Computer Science and Engineering
124	Information Technology and Engineering	
125	Information Technology Enabled Services and Management	
126	Multimedia Technology	
127	Network Engineering	
128	Web Designing	
129	Web Technologies	
130	Advanced Communication and Information System	
131	Electronics and Computer Engineering	
132	Dairy Engineering	Dairy Engineering
133	Electrical and Electronics (Power System)	Electrical Engineering
134	Electrical and Electronics Engineering	
135	Electrical and Instrumentation Engineering	
136	Electrical and Mechanical Engineering	
137	Electrical and Power Engineering	
138	Electrical Energy Systems	
139	Electrical Engineering (Instrumentation and Control)	
140	Electrical and instrumentation Engineering	
141	Electrical Engineering	
142	Navy Entry Artificer/ Diploma in Mechanical and Electrical	
143	Electrical Engineering (Electronics and Power)	
144	Electrical Engineering and Electric Vehicle Technology	
145	Electrical Engineering industrial Control	
146	Electrical Engineering (Industrial Control)	
147	Electrical Machines	
148	Electrical Power System	
149	Electrical Power Systems	
150	Power Electronics	
151	Power Systems Engineering	
152	Electronics and Electrical Engineering	

153	Advanced Communication and Information System	
154	Advanced Electronics and Communication Engineering	
155	Applied Videography	Electronics and Communication Engineering
156	Applied Electronics	
157	Applied Electronics and Instrumentation Engineering	
158	Audiography and Sound Engineering	
159	Bio Electronics	
160	Communication and Computer Networking	
161	Combat Radio and Communication Technology	
162	Digital Communications	
163	Digital Electronics	
164	Telecommunication Engineering	
165	Telecommunication Technology	
166	Digital Electronics and Microprocessor	
167	Digital Electronics and Communication Engineering	
168	Digital Systems	
169	Electronic Engineering	
170	Electronic Instrumentation and Control Engineering	
171	Electronic Science and Engineering	
172	Electronics	
173	Electronics and Avionics	
174	Electronics and Communication Engineering	
175	Electronics and Communication Engineering (Industry Integrated)	
176	Electronics and Communication Technology	
177	Electronics Communication and Instrumentation Engineering	
178	Electronics and Instrumentation Engineering	
179	Electronics and Production	
180	Electronics and Telecommunication Engineering	
181	Electronics and Telecommunication Engineering (Technology electronic Radio)	
182	Electronics and Video Engineering	
183	Sound Recording and Engineering	

184	Electronics (Fiber Optics)
185	Electronics (Robotics)
186	Electronics and Communication Engineering (Microwaves)
187	Electronics and Computer Engineering
188	Electronics and Electrical Engineering
189	Electronics and Telecommunication Engineering (Radio and System)
190	Electronics Communication and Instrumentation Engineering
191	Electronics Engineering
192	Electronics Engineering (Digital Electronics)
193	Electronics Engineering Modern Consumer Electronics
194	Integrated Circuit (IC) and Design Fabrication*
195	IC Manufacturing
196	Electronics Engineering (Industry Integrated)
197	Electronics Engineering (Micro Electronics)
198	Micro Electronics
199	Electronics Engineering (Specialization in Consumer Electronics)
200	Electronics Engineering (Modern Consumer Electronics)
201	Electronics Engineering With Microprocessor
202	Electronics Instrumentation and Control Engineering
203	Electronics Production and Maintenance
204	Electronics Robotics
205	Electronics Technology
206	Electronics Tele Communication
207	Embedded Systems
208	Industrial Electronics
209	Micro Electronics
210	Opto-Electronics Engineering
211	Power Electronics
212	Telecommunication Engineering
213	Telecommunication Technology

Electronics and
communication Engineering

214	TV and Sound Engineering	
215	Information and Communication Technology	
216	Electrical and Electronics (Power System)	
217	Electrical and Electronics Engineering	
218	Electrical Engineering (Electronics and Power)	
219	Environmental Engineering	
220	Water Technology and Health Science	
221	Civil Engineering (Environment and Pollution Control)	Environmental Engineering
222	Civil Engineering (Environmental Engineering)	
223	Civil Environmental Engineering	
224	Renewable Energy	Energy Engineering
225	Alternate Energy Technologies *	
226	Jewellery Design and Manufacture Technology	Fasion Technology
227	Fire Technology and Safety	Fire and Safety Engineering
228	Cinematography	
229	Direction Screen Play Writing and TV Production	
230	Film Technology and TV Production (Digital Intermediate)	
231	Film and Video Editing	Film Engineering and Technology
232	Photography	
233	Film Technology and TV Production (Cinematography)	
234	Electronics and Video Engineering	
235	Dairy Engineering	Food Engineering and Technology
236	Food Processing and Preservation	
237	Sugar Technology	
238	Food Processing Technology	
239	Food Technology	
240	Smart Agritech	
241	Automation and Robotics	
242	Control and Instrumentation	Instrumentation Engineering
243	Construction Automation	
244	Electrical and Instrumentation Engineering	

245	Electronics Communication and Instrumentation Engineering	
246	Instrument Technology	
247	Instrumentation	
248	Instrumentation and Control Engineering	
249	Instrumentation (E&C)	
250	Instrumentation Engineering	
251	Instrumentation Technology	
252	Instruments and Medical Equipment	
253	Electronics Instrument and Control	
254	Applied Electronics and Instrumentation Engineering	
255	Electronic Instrumentation and Control Engineering	
256	Opto-Electronics Engineering	
257	Robotic Process Automation	Instrumentation Engineering
258	Electronics and Instrumentation Engineering	
259	Instrumentation and Process Control	
260	Electronics Robotics	
261	Electrical and Instrumentation Engineering	
262	Electrical Engineering (Instrumentation and Control)	
263	ECG Technology	
264	Automation Engineering	
265	Electronics Communication and Instrumentation Engineering	
266	Footwear Technology	
267	Leather and Fashion Technology	
268	Leather Goods and Footwear Tech	
269	Leather Technology	
270	Leather Technology (Footwear)	
271	Leather Technology Footwear Computer Aided Shoe Design	
272	Leather Technology Tanning	
273	Saddlery Technology and Export Management	
274	Library and information Science	Library
275	Marine Engineering and Systems	Marine Engineering

276	Marine Engineering	Management
277	Navy Entry Artificer/ Diploma in Mechanical and Electrical	
278	Marine Engineering and Systems (Artificer Training)	
279	Marine Engineering and Systems	
280	Finance Account and Auditing	
281	Travel and Tourism	Mechanical Engineering
282	Material Management	
283	Logistics Technology	
284	CAD CAM	
285	Design and Drafting	
286	Foundry Technology	Mechanical Engineering
287	Heat Power Engineering	
288	Machine Engineering	
289	Mechanical (Computer Aided Design, Manufacture and Engineering)	
290	Mechanical CAD/CAM	
291	Mechanical Engineering(Industry Integrated)	
292	Mechanical Engineering	
293	Mechanical Engineering (Auto)	
294	Mechanical Engineering (Maintenance)	
295	Mechanical Engineering (Refrigeration and Air Conditioning)	
296	Mechanical Engineering, Refrigeration and Air Conditioning	
297	Mechanical Engineering (Tool and Die)	
298	Tool and Die Engineering	
299	Mechanical Engineering Automobile	
300	Mechanical Engineering (Automobile)	
301	Mechanical Engineering Power Plant Engineering	
302	Mechanical Engineering Production	
303	Mechanical Engineering (Production)	
304	Mechanical Engineering Specialization in CAD	
305	Mechanical Engineering (CAD)	

306	Precision Manufacturing	
307	Robotics and Mechatronics	
308	Robotic Process Automation	
309	Mechanical Engineering Tool Engineering	
310	Tool and Die Making	
311	Mechanical Engineering Tube Well Engineering	
312	Mechanical Engineering (CAD/CAM)	
313	Mechanical Engineering Computer Aided Design/Computer Aided Manufacturing	
314	Mechanical Engineering (Foundry)	
315	Mechanical Engineering (Machine Tool Maintenance and Repairs)	
316	Mechanical Engineering (Repair and Maintenance)	
317	Mechanical Welding and Sheet Metal Engineering	
318	Mechanical Welding and Sheet Metal	
319	Tool Die and Mould Making	
320	Navy Entry Artificer/ Diploma in Mechanical and Electrical	
321	Refrigeration and Air Conditioning	
322	Machine Tools and Maintenance Engineering	
323	Machine Tools Technology	
324	Industrial Engineering and Management	
325	Maintenance Engineering	
326	Material Management	
327	Energy Systems Engineering	
328	Mechatronics	
329	Fabrication Technology	
330	Fabrication Technology and Erection Engineering	Mechatronics
331	Robotics and Mechatronics	
332	Metallurgical Engineering	
333	Metallurgy	
334	Metallurgy and Material Technology	Metallurgical Engineering
335	Artificer Training (Electronics)	Military Engineering

336	Artificer Training (Electrical)	
337	Artificer Training (Mechanical)	
338	Small Arms Engineering	
339	Armament Engineering (Gun Fitter)	
340	Combat Armament and Weapon Technology	
341	Combat Driving and Maintenance Technology	
342	Weapons Engineering	
343	Navy Entry Artificer/ Diploma in Mechanical and Electrical	
344	Mine Engineering	
345	Mining Engineering	
346	Mine Surveying	
347	Mining and Mine Surveying	Mining Engineering
348	Shipbuilding Engineering	
349	Drilling Engineering	
350	Drilling Technology	
351	Paint Technology	
352	Chemical Engineering (Oil Technology)	
353	Chemical Technology (Paint Technology)	
354	Packaging Technology	
355	Printing and Packing Technology	Packaging Technology
356	Petrochemical Engineering	
357	Petrochemical Refinery	
358	Petrochemical Technology	
359	Petroleum Engineering	
360	Petroleum Technology	
361	Chemical Engineering (Petro Chemical)	
362	Pharmaceutical Chemistry and Technology	
363	Beauty Culture and Cosmetology	
364	Cosmetology and Health	
365	Plastic and Mould Technology	Plastic and Polymer Technology

366	Plastic and Polymer Engineering	
367	Plastic Engineering	
368	Plastics Mould Technology	
369	Plastic Mould Technology	
370	Plastics Technology	
371	Plastic Technology	
372	Plastics Engineering	
373	Plastics Processing and Testing	
374	Polymer Engineering and Technology	
375	Polymer Technology	
376	Plastic Process and Testing	
377	Post Plastic Process and Testing	
378	Chemical Engineering (Plastic and Polymer)	
379	Printing and Packing Technology	Printing Technology
380	Printing Technology	
381	Electronics Production and Maintenance	Production Engineering
382	Industrial and Production Engineering	
383	Industrial Production Engineering	
384	IC Manufacturing	
385	Machine Tools and Maintenance Engineering	
386	Machine Tools Technology	
387	Manufacturing Engineering	
388	Manufacturing Technology	
389	Precision Manufacturing	
390	Production and Industrial Engineering	
391	Production Engineering	
392	Production Technology	
393	Logistics Technology	
394	Tool and Die Making	
395	Tool and Die Engineering	
396	Tool and Die Under Mechanical Engineering	

397	Maintenance Engineering	
398	Material Management	
399	Tool Die and Mould Making	
400	Fabrication Technology	
401	Fabrication Technology and Erection Engineering	
402	CAD CAM	
403	Design and Drafting	
404	Digital Manufacturing Technologies	
405	Jewellery Design and Manufacture Technolog	
406	Foundry Technology	
407	Mechanical (Computer Aided Design, Manufacture and Engineering)	
408	Mechanical CAD/CAM	
409	Mechanical Engineering (Tool and Die)	
410	Mechanical Engineering Production	
411	Mechanical Engineering Tool Engineering	
412	Mechanical Engineering (CAD/CAM)	
413	Mechanical Engineering (Foundry)	
414	Mechanical Engineering (Machine Tool Maintenance and Repairs)	
415	Mechanical Welding and Sheet Metal Engineering	
416	Pulp Technology	
417	Paper Technology	
418	Paper and Pulp Technology	Pulp Technology
419	Wood Technology	
420	Wood and Paper Technology	
421	Shipbuilding Engineering	Ship Technology
422	Apparel Design and Fabric	
423	Apparel Design and Fabrication Technology	
424	Apparel Design and Fashion Technology	
425	Apparel Manufacture and Design	Textile Technology
426	Apparel Technology	
427	Carpet Technology	

428	Computer Aided Costume Design and Dress Making
429	Costumer Design and Dress Making
430	Handloom and Textile Technology
431	Textile Technology (Man Made Fibre Technology)
432	Dress Designing and Garment Manufacturing
433	Fashion and Clothing Technology
434	Fashion and Design
435	Fashion and Apparel Design
436	Fashion Designing
437	Fashion Designing and Garment Technology
438	Fashion Technology
439	Garment Technology
440	Garment and Fashion Technology
441	Garment Design and Fashion Technology
442	Garment Fabrication
443	Garment Manufacturing Technology
444	Handloom and Textile Technology
445	Knitting and Garment Technology
446	Knitting Technology
447	Textile Chemistry
447	Textile Design
449	Textile Designing
450	Textile Designing Printing
451	Textile Engineering
452	Textile Manufactures
453	Textile Manufacturing Technology
454	Textile Manufacturing and Technology
455	Textile Marketing and Management
456	Textile Processing
457	Textile Processing Technology
458	Textile Technology

459	Textile Technology (Textile Design and Weaving)	
460	Textile Technology (Manmade Fibre)	
461	CDDM (Costume Design and Dress Making)	
462	Rubber Technology	
463	Chemical Technology (Rubber and Plastic Technology)	Rubber Technology
464	Chemical Technology (Rubber/ Plastic)	
465	Home Science	Hotel Management and Catering Technology
466	Hotel Management and Catering Technology	
467	Biomedical Instrumentation	
468	Medical Electronics Engineering	
469	Medical Electronics	Medical Electronics
470	Medical Laboratory Technology	
471	Instruments and Medical Equipment	
472	Engineering Education	*
473	Home Science	*
474	Beauty and Hair Dressing	*
475	Film and Video Editing	*
476	Film Technology and TV Production (Film Processing)	*
477	Film Technology and TV Production (Sound Recording and Sound Engineering)	*
478	Film Technology (Animation and Visual Effects)	*
479	Sound Recording Engineering	*
480	Mass Communication	Media & Mass Communication
481	Accounts and Audit	
482	Administration Services	*
483	Computer Application and Business Management	*
484	Modern Office Management	*
485	Modern Office Management and Secretarial Practice	*
486	Modern Office Practice	*
487	Commercial Practice	*
488	Commercial Practice (KAN and ENG)	*
489	ECG Technology	*
490	Health Care Technology	*
491	Animation and Multimedia Technology	*

NOTE:* The Institution shall apply for conversion of such Courses to Core Branch.

ANNEXURE-4

Closest available Nomenclature of Diploma for the Under GraduateDegree in Engineering and Technology (For conversion of Levels)

S. No.	Existing Nomenclature of Under Graduate Degree	Closest Nomenclature of Diploma
1	Aero Space Engineering	
2	Aerospace Engineering	
3	Aeronautical Engineering	Aeronautical Engineering
4	Airline Management	
5	Aircraft Maintenance Engineering	
6	Agricultural Engineering	
7	Smart Agritech	
8	Agricultural Technology	Agricultural Engineering
9	Agriculture Engineering	
10	Architectural Assistantship	
11	Architecture and Interior Decoration	Architectural Assistantship
12	Architecture Assistantship	
13	Automobile Engineering	
14	Automobile Maintenance Engineering	
15	Automotive Technology	Automobile Engineering
16	Mechanical Engineering Automobile	
17	Biomedical Engineering	
18	Biomedical and Robotic Engineering	
19	Biomedical Instrumentation	Biomedical Engineering
20	Electronics and Biomedical Engineering	
21	Biotechnology	
22	Bioinformatics	
23	Biochemical Engineering	
24	Bioelectronics Engineering	
25	Computer Science and Biosciences	Biotechnology
26	Biotechnology and Biochemical Engineering	
27	Industrial Biotechnology	
28	Ceramic Engineering and Technology	
29	Ceramic Technology	
30	Ceramics Engineering	Ceramics Engineering

31	Chemical and Electro Chemical Engineering	
32	Chemical Engineering (Desalination and Water Treatment)	
33	Chemical and Biochemical Engineering	
34	Biochemical Engineering	
35	Dyestuff Technology	
36	Petrochem Engineering	
37	Chemical Engineering	
38	Rubber and Plastics Technology	Chemical Engineering
39	Chemical Engineering (Plastic and Polymer)	
40	Oils, Oleochemicals and Surfactants Technology	
41	Chemical Technology	
42	Dye Stuff Technology	
43	Surface Coating Technology	
44	Oil and Paint Technology	Surface Coating Technology
45	Oil Technology	
46	Oils, Oleo chemicals and Surfactants Technology	Chemical Engineering (Oil Technology)
47	Paint Technology	
48	Building and Construction Technology	
49	Construction Engineering	
50	Construction Technology	
51	Construction Technology and Management	Civil Engineering (Construction Technology)
52	Civil Engineering (Construction Technology)	
53	Civil and Infrastructure Engineering	
54	Civil and Environmental Engineering	
55	Environment Engineering	
56	Environmental Engineering	
57	Environmental Science and Engineering	
58	Environmental Science and Technology	
59	Civil Engineering (Environmental Engineering)	Civil and Environmental Engineering
60	Civil Engineering (Public Health Engineering)	
61	Civil and Rural Engineering	
62	Civil Technology	
63	Civil and Water Management Engineering	
64	Civil Engineering Environment and Pollution Control	Civil Engineering
65	Civil Engineering with Computer Application	

66	Construction Automation	
67	Facilities and Services Planning	
68	Structural Engineering	
69	Civil Engineering	
70	Civil Environmental Engineering	
71	Civil Engineering and Planning	
72	Construction Engineering and Management	
73	Geospatial Technology and Geoinformatics	Geo informatics and Surveying Technology
74	Geo Informatics	
75	3-D Animation and Graphics	3-D Animation and Graphics
76	Advanced Computer Application	
77	Computer and Communication Engineering	
78	Computer Engineering	
79	Computer Engineering and Application	
80	Computer Science and Applied Mathematics	
81	Computer Networking	
82	Computer Science and Engineering	
83	3-D Animation and Graphics	
84	Computer Engineering (Software Engineering)	
85	Software Engineering	
86	Computer Science and Engineering (Artificial Intelligence)	
87	Robotics and Artificial Intelligence	
88	Computer Science	
89	Computer Science and Engineering (Data Science)	
90	Cyber Physical Systems	
91	Computer Science and Engineering (Internet of Things and Cyber Security Including Block Chain Technology)*	
92	Computer Science and Engineering and Business Systems	
93	Computer Science and Engineering (Networks)*	
94	Computer Science and Design	
95	Computer Science and Engineering (Internet of Things)*	Computer Engineering Computer Science and Engineering

96	Computer Science and Engineering (Artificial Intelligence and Machine Learning)	
97	Industrial IoT*	
98	Computer Science and Biosciences	
99	Computer Science and Business Systems	
100	Computer Science and Engineering (Cyber Security)	
101	Computer Science and Technology	
102	Artificial Intelligence (AI) and Data Science	
103	Artificial Intelligence and Machine Learning	
104	Computer Science and Medical Engineering	Computer Engineering
105	Computer Science and Social Sciences	Computer Science and Engineering
106	Computer Science and Information Technology	
107	Computer Science and Systems Engineering	
108	Computer Technology	
109	Computing in Computing	
110	Computing in Multimedia	
111	Computing in Software	
112	Information and Communication Technology	
113	Information Engineering	
114	Information Science and Engineering	
115	Information Science and Technology	Information Technology and Engineering
116	Information Technology	
117	Information Technology and Engineering	
118	Software Engineering	
119	Dairy Engineering	
120	Dairy Technology	Dairy Engineering
121	Electrical and Computer Engineering	
122	Electrical and Electronics (Power System)	Electrical Engineering
123	Electrical and Electronics Engineering	Electrical and Electronics Engineering
124	Electrical and Instrumentation Engineering	

125	Electrical Power Engineering	
126	Electrical, Electronics and Power Engineering	
127	Electrical Engineering	
128	Electronics and Electrical Engineering	
129	Electrical Engineering (Electronics and Power)	
130	Electrical Instrumentation and Control Engineering	
131	Electrical, Electronics and Power	
132	Electrical and Mechanical Engineering	
133	Electrical and Power Engineering	Electrical and Power Engineering
134	Electrical Engineering Industrial Control	
135	Advanced Communication and Information System	
136	Advanced Electronics and Communication Engineering	
137	Applied Electronics and Instrumentation Engineering	
138	Applied Electronics and Communications	Advanced Electronics and Communication Engineering
139	Communication Engineering	
140	Digital Techniques for Design and Planning	
141	Electronic Engineering	Digital Electronics
142	Electronic Science and Engineering	
143	Applied Electronics and Communications	
144	Telecommunication Engineering	
145	Bioelectronics Engineering	
146	Electronic Instrumentation and Control Engineering	
147	Electronics and Communication (Communication System Engineering)	
148	Electronics and Communication Engineering (Bio-Medical Engineering)	Electronics and Communication Engineering
149	Electronics and Communication Technology	
150	Nano Technology	
151	Electronics and Computer Engineering	
152	Electronics	
153	Electronics and Communication Engineering (Industry Integrated)	

154	Electronics and Telecommunication Engineering (Technologynician Electronic Radio)	Electronics and Telecommunication Engineering
155	Electronics Instrument and Control	
156	Electronics Engineering (VLSI Design and Technology)	
157	Nano Science and Technology	
158	Electronics and Communication Engineering	
159	Electronics and Communication Engineering (Industry Integrated)	
160	Electronics and Instrumentation Engineering	Electronics and Telecommunication Engineering
161	Electronics and Telecommunication	
162	Electronics and Tele-Communication Engineering	
163	Electronics and Telecommunication Engineering	
164	Electronics and Telecommunication Engineering(Technologynician Electronic Radio)	
165	Electronics Communication and Instrumentation Engineering	
166	Radio Physics and Electronics	
167	Applied Electronics and Instrumentation Engineering	
168	Telecommunication Engineering	
169	Electronics and Biomedical Engineering	
170	Electronics and Communication Engineering (Microwaves)	Electronics and Electrical Engineering
171	Electronics and Communication Engineering	
172	Electronics and Computer Science	
173	Electronics and Control Systems	
174	Electronics and Electrical Engineering	
175	Electronics and Power Engineering	
176	Electronics and Telematics Engineering	
177	Electronics Design Technology	
178	Electronics Engineering	
179	Electronics Instrumentation and Control Engineering	
180	Electronics System Engineering	Energy Engineering and Technology
181	Electronics Technology	
182	Energy and Environmental Management	
183	Energy Engineering	

184	Smart and Sustainable Energy	
185	Environmental Science and Engineering	
186	Environmental Science and Technology	
187	Environmental Engineering	
188	Environment Engineering	
189	Energy and Environmental Management	Environmental Engineering
190	Optics and Optoelectronics	Opto-Electronics Engineering
191	Power Electronics	
192	Power Electronics and Instrumentation Engineering	Power Electronics
193	Power Electronics Engineering	
194	Fire Technology and Safety	
195	Fire Engineering	
196	Fire and Life Safety	Fire Technology and Safety
197	Safety and Fire Engineering	
198	Food Engineering and Technology	
199	Food Processing and Preservation	
200	Food Processing Technology	Food Technology
201	Food Technology	
202	Food Technology and Management	
203	Fisheries Engineering	Fisherier Technology
204	Automation and Robotics	
205	Automation Engineering	Automation Engineering
206	Instrument Technology	
207	Instrumentation	
208	Automation Engineering	
209	Electronic Instrumentation and Control Engineering	
210	Instrumentation and Control Engineering	Instrumentation Engineering
211	Construction Automation	
212	Electronics Instrument and Control	
213	Instrumentation and Electronics	

214	Instrumentation Engineering	
215	Instrumentation Technology	
216	Robotics and Automation	Automation and Robotics
217	Medical Electronics Engineering	
218	Medical Electronics	Medical Electronics Engineering
219	Medical Lab Technology	
220	Foot Wear Technology	Footwear Technology
221	Leather Technology	Leather Technology
222	Naval Architecture and Ship Building Engineering	
223	Shipbuilding Engineering	Shipbuilding Engineering
224	Marine Engineering	
225	Marine Technology	Marine Engineering
226	Industrial and Production Engineering	
227	Industrial Engineering	
228	Industrial Engineering and Management	
229	Mechanical Engineering (Production)	
230	Industrial Production Engineering	Industrial and Production Engineering
231	Production and Industrial Engineering	
232	Production Engineering	
233	Manufacturing Engineering	
234	Manufacturing Engineering and Automation	
235	Manufacturing Engineering and Technology	
236	Manufacturing Process and Automation Engineering	Manufacturing Engineering
237	Manufacturing Science and Engineering	
238	Manufacturing Technology	
239	Additive Manufacturing	
240	Automobile Engineering	
241	Mechanical and Automation Engineering	
242	Mechanical Engineering (Welding Technology)	
243	Mechanical Engineering (Industry Integrated)	Mechanical Engineering

244	Mechanical and Mechatronics Engineering (Additive Manufacturing)	Mechanical Engineering
245	Mechanical and Rail Engineering	
246	Mechanical Engineering (Manufacturing Engineering)	
247	Mechanical Engineering Design	
248	Mechanical Engineering	
249	Power Engineering	
250	Mechanical Engineering (Automobile)	Mechanical Engineering (Automobile)
251	Mechanical Engineering Automobile	Mechanical Engineering (Automobile)
252	Mechanical Engineering (Repair and Maintenance)	
253	Advanced Mechatronics and industrial Automation	Mechatronics
254	Precision Manufacturing	Mechatronics
255	Mechanical and Mechatronics Engineering (Additive Manufacturing)	Mechatronics
256	Mechanical and Smart Manufacturing	
257	Robotics and Automation	
258	Robotics and Artificial Intelligence	
259	Mechatronics	
260	Mechatronics Engineering	
261	Tool Engineering	Tool and Die Engineering
262	Material Science and Technology	Metallurgical Engineering
263	Metallurgical and Materials Engineering	Metallurgical Engineering
264	Metallurgical Engineering	
265	Metallurgy	
266	Metallurgy and Material Technology	
267	Mine Engineering	Mining Engineering
268	Mining Engineering	Mining Engineering
269	Nuclear Science and Technology	Nuclear Science and Technology
270	Packaging Technology	Printing and Packing Technology
271	Printing and Packing Technology	Printing and Packing Technology
272	Printing, Graphics and Packaging	
273	Printing Technology	
274	Petrochem and Petroleum Refinery Engineering	Petroleum Engineering

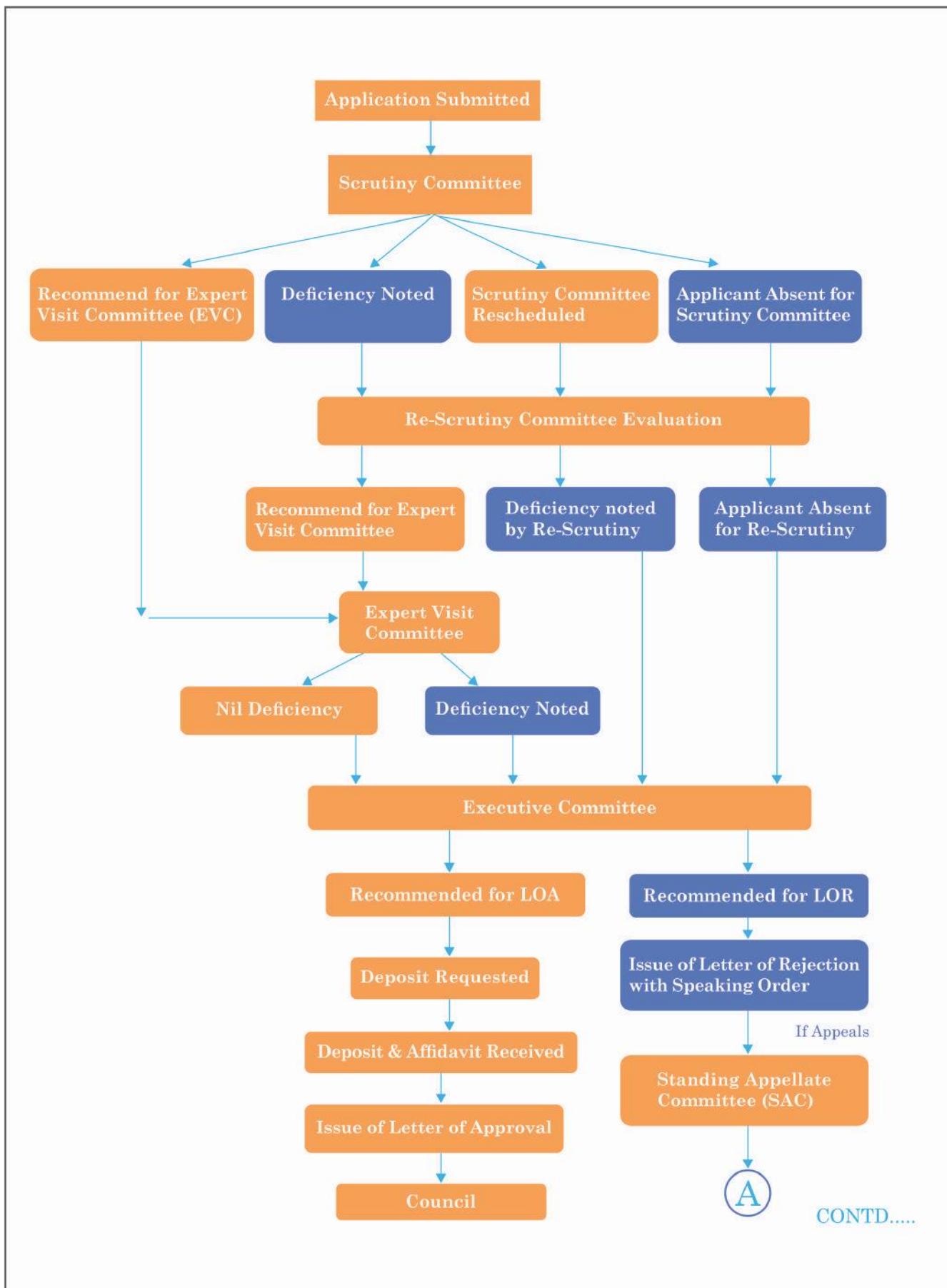
275	Petrochemical Engineering	
276	Petrochemical Technology	
277	Petroleum Engineering	
278	Petroleum Technology	
279	Pharmaceuticals and Fine Chemical Technology Pharmaceutical Chemistry and Technology	
280	Pharmaceuticals and Fine Chemical Technology	
281	Pharmaceutical Chemistry and Technology	Pharmaceutical Chemistry and Technology
282	Pharmaceutical Engineering	
283	Pharmaceutical Chemistry and Technology	
284	Plastic and Polymer Engineering	
285	Plastics Engineering	
286	Plastic Technology	
287	Plastics Technology	
288	Polymer Engineering	
289	Polymer Engineering and Technology	
290	Polymer Science and Chemical Technology	
291	Polymer Science and Technology	
292	Polymer Technology	
293	Pulp Technology	Pulp Technology
294	Poultry Technology	Poultry Engineering and Technology
295	Apparel and Production Management	Apparel Manufacture and Design
296	Fashion and Apparel Technology	
297	Fashion and Apparel Engineering	Fashion and Apparel Design
298	Fashion Technology	
299	Fibres and Textiles Processing Technology	
300	Apparel and Production Management	
301	Jute and Fibre Technology	Textile Processing Technology
302	Man Made Fibre Technology	

303	Man-Made Textile Technology	
304	Silk Technology	Textile Engineering
305	Textile Chemistry	
306	Handloom and Textile Technology	
307	Textile Engineering	
308	Carpet and Textile Technology	
309	Textile Chemistry	
310	Textile Plant Engineering	
311	Technical Textiles	
312	Textile Processing	
313	Textile Technology	
314	Rubber and Plastics Technology	Rubber Technology
315	Rubber Technology	
316	Cement and Ceramic Technology	Cement Technology
317	Nano Technology and Robotics	*
318	Planning	*
319	Energy and Environmental Management	*
320	Energy Engineering	*

NOTE: * The Institution shall apply for conversion of such Courses to Core Branch.

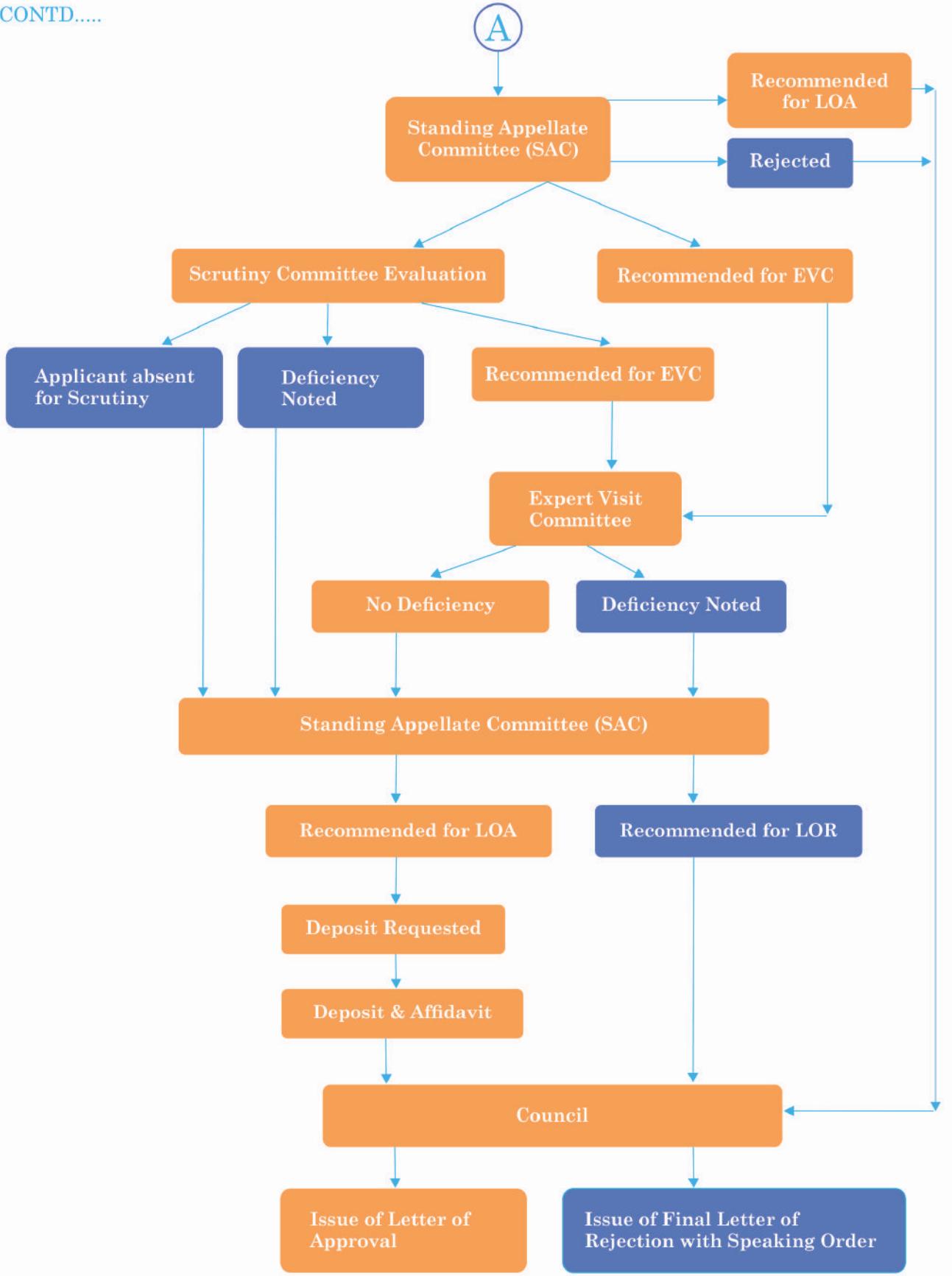
ANNEXURE-5

Process Flow Chart for the Establishment of a New Technical Institution/Issue of LoA/LoR



CONTD.....

CONTD.....



ANNEXURE-6

Major Disciplines, their corresponding Courses and Relevant/Appropriate Branch of Under Graduate Degree in Engineering and Technology

Major Disciplines	Corresponding Course(s)	Under Graduate Degree Courses permissible for Merger
Aeronautical Engineering	Aeronautical Engineering	Aero Space Engineering Aerospace Engineering Airline Management Aeronautical Engineering Aircraft Maintenance Engineering
Agriculture Engineering	Agriculture Engineering	Agricultural Engineering Smart Agritech Agricultural Technology Agriculture Engineering
Architecture and Planning	Architecture	Architectural Assistantship Architectural Engineering Architecture and Interior Decoration Architecture Assistantship Architecture Architecture (Interior Design) Building Engineering and Construction Management Interior Design
Architecture and Planning	Planning	Environmental Planning Infrastructure Planning Planning Urban and Regional Planning Urban Design Urban Planning Urban Regeneration Urban Transport Planning and Management
Biotechnology	Biotechnology	Biotechnology Bioelectronics Engineering Bioinformatics Biochemical Engineering Computer Science and Biosciences Biotechnology and Biochemical Engineering Industrial Biotechnology

Biomedical Engineering	Biomedical Engineering	Biomedical instrumentation
		Electronics and Biomedical Engineering
		Biomedical Engineering
		Biomedical and Robotic Engineering
Ceramic Engineering	Ceramic Engineering	Cement and Ceramic Technology
		Ceramic Engineering and Technology
		Ceramic Technology
		Ceramics Engineering
Civil Engineering	Civil Engineering	Building and Construction Technology
		Civil and Rural Engineering
		Civil Engineering
		Civil Engineering with Computer Application
		Civil Engineering and Planning
		Structural Engineering
		Civil Environmental Engineering
		Civil Engineering (Construction Technology)
		Civil and Infrastructure Engineering
		Civil Technology
		Construction Automation
		Construction Engineering
		Construction Engineering and Management
		Construction Technology
		Construction Technology and Management
		Geospatial Technology and Geoinformatics
		Geo Informatics
Civil Engineering	Environment Engineering	Civil and Environmental Engineering
		Civil Engineering (Environmental Engineering)
		Civil Engineering Environment and Pollution Control
		Environment Engineering
		Environmental Engineering
		Energy and Environmental Management
		Environmental Science and Engineering
		Environmental Science and Technology
		Civil Engineering (Environmental Engineering)
		Civil Engineering (Public Health Engineering)
		Environmental Planning
	Water Resources	Civil and Water Management Engineering

Computer Science and Engineering	Computer Science and Engineering	<p>3-D Animation and Graphics</p> <p>Advanced Computer Application</p> <p>Artificial Intelligence (AI) and Data Science</p> <p>Artificial Intelligence and Machine Learning</p> <p>Computer and Communication Engineering</p> <p>Computer Science and Applied Mathematics</p> <p>Computer Engineering</p> <p>Computer Engineering (Software Engineering)</p> <p>Computer Engineering and Application</p> <p>Computer Science and Biosciences</p> <p>Computer Science and Design</p> <p>Computer Networking</p> <p>Computer Science and Engineering</p> <p>Computer Science and Social Sciences</p> <p>Cyber Physical Systems</p> <p>Computer Science</p> <p>Computer Science and Business Systems</p> <p>Computer Science and Engineering (Internet of Things and Cyber Security Including Block Chain Technology)</p> <p>Computer Science and Medical Engineering</p> <p>Computer Science and Technology</p> <p>Robotics and Artificial Intelligence</p> <p>Computer Science and Engineering (Internet of Things)</p> <p>Computer Science and Engineering and Business Systems</p> <p>Computer Science and Information Technology</p> <p>Computer Science and Engineering (Artificial Intelligence and Machine Learning)</p> <p>Computer Science and Engineering (Cyber Security)</p> <p>Computer Science and Systems Engineering</p> <p>Computer Science and Engineering (Networks)</p> <p>Computer Science and Engineering (Data Science)</p> <p>Computer Science and Engineering (Artificial Intelligence)</p> <p>Computer Technology</p> <p>Computing in Computing</p> <p>Computing in Multimedia</p>
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		Computing in Software
		Electrical and Computer Engineering
		Electronics and Computer Science
		Electronics and Computer Engineering
		Mathematics and Computing
		Software Engineering
Computer Science and Engineering	Information Technology	Information and Communication Technology
		Information Engineering
		Information Science and Engineering
		Information Science and Technology
		Information Technology
		Information Technology and Engineering
Chemical Engineering	Chemical Engineering	Chemical and Electro Chemical Engineering
		Biochemical Engineering
		Chemical Engineering
		Chemical Engineering (Plastic and Polymer)
		Chemical Engineering (Desalination and Water Treatment)
		Chemical and Biochemical Engineering
		Chemical Technology
		Petrochem Engineering
		Dye Stuff Technology
		Rubber Technology
		Rubber and Plastics Technology
		Dyestuff Technology
		Surface Coating Technology
Chemical Engineering	Oil and Paint Technology	Oil and Paint Technology
		Oil Technology
		Oils, Oleo Chemicals and Surfactants Technology
		Paint Technology
	Petrochemical Engineering	Petrochem and Petroleum Refinery Engineering
		Petrochemical Engineering
		Petrochemical Technology
		Petroleum Engineering
		Petroleum Technology

Dairy Engineering	Dairy Engineering	Dairy Engineering Dairy Technology
Electrical Engineering	Electrical Engineering	Electrical and Computer Engineering Electrical and Electronics (Power System) Electrical and Electronics Engineering Electrical Power Engineering Electrical and Instrumentation Engineering Electrical, Electronics and Power Engineering Electrical and Mechanical Engineering Electrical and Power Engineering Electrical Engineering Electrical Engineering (Electronics and Power) Electrical Engineering Industrial Control Electrical Instrumentation and Control Engineering Electrical, Electronics and Power Electronics and Computer Science Electronics and Electrical Engineering Electronics and Power Engineering
Energy Engineering	Energy Engineering	Energy and Environmental Management Smart and Sustainable Energy Energy Engineering
Electronics Engineering	Electronics Engineering	Biomedical Engineering Digital Techniques for Design and Planning Electrical and Electronics Engineering Electrical, Electronics and Power Electronic Engineering Electronic Science and Engineering Electronics Electronics and Computer Science Electronics and Computer Engineering Electronics and Control Systems Electronics and Electrical Engineering Electronics and Power Engineering Electronics Engineering (VLSI Design and Technology) Electronics Design Technology Electronics Instrument and Control Electronics Engineering Electronics System Engineering Electronics Technology Optics and Optoelectronics Power Electronics Power Electronics Engineering Radio Physics and Electronics

Electronics Engineering	Electronics and Communication Engineering	Advanced Communication and Information System
		Advanced Electronics and Communication Engineering
		Applied Electronics and Communications
		Electronics and Biomedical Engineering
		Biomedical Engineering
		Electronics and Communication Engineering (Bio-Medical Engineering)
		Electronics and Communication (Communication System Engineering)
		Communication Engineering
		Electronics and Communication Technology
		Electronics and Communication Engineering
		Electronics and Communication Engineering (Industry Integrated)
		Electronics and Tele-Communication Engineering
		Electronics and Telecommunication Engineering (Technologynician Electronic Radio)
		Electronics and Telecommunications Engineering
		Electronics and Telecommunication
		Electronics and Telecommunication Engineering
		Electronics and Telecommunication Engineering (Technologynician Electronic Radio)
		Electronics and Communication Engineering (Microwaves)
		Electronics Communication and Instrumentation Engineering
		Electronics and Telematics Engineering
		Telecommunication Engineering
Instrumentation Engineering	Instrumentation Engineering	Applied Electronics and Instrumentation Engineering
		Automation and Robotics
		Automation Engineering
		Biomedical Instrumentation
		Electrical Engineering Industrial Control
		Electrical Instrumentation and ControlEngineering
		Electronic Instrumentation and ControlEngineering
		Electronics and Instrumentation Engineering
		Applied Electronics and Instrumentation Engineering
		Electronics and Instrumentation Engineering
		Electronics Instrumentation and Control Engineering

		Power Electronics and Instrumentation Engineering
		Electronics and Control Systems
		Electronics Communication and Instrumentation Engineering
		Electronics Instrumentation and Control Engineering
		Instrument Technology
		Instrumentation
		Instrumentation and Control Engineering
		Instrumentation and Electronics
		Instrumentation Engineering
		Instrumentation Technology
		Power Electronics and Instrumentation Engineering
		Robotics and Automation
	Mechatronics Engineering	Advanced Mechatronics and Industrial Automation
		Mechatronics
		Mechatronics Engineering
	Medical Electronics	Medical Electronics Engineering
		Medical Electronics
		Medical Lab Technology
		Electronics and Biomedical Engineering
Mechanical Engineering	Mechanical Engineering	Electrical and Mechanical Engineering
		Mechanical Engineering (Industry Integrated)
		Additive Manufacturing
		Mechanical Engineering (Automobile)
		Mechanical Engineering (Welding Technology)
		Mechanical and Mechatronics Engineering (Additive Manufacturing)
		Mechanical Engineering (Manufacturing Engineering)
		Mechanical Engineering
		Mechanical Engineering Design
		Mechanical and Rail Engineering
		Mechanical Engineering (Repair and Maintenance)
		Power Engineering
	Production Engineering	Industrial and Production Engineering
		Machine Engineering
		Manufacturing Engineering
		Manufacturing Engineering and Automation
		Manufacturing Engineering and Technology
		Manufacturing Process and Automation Engineering
		Industrial Production Engineering
		Manufacturing Science and Engineering
		Manufacturing Technology
		Mechanical Engineering (Production)
		Precision Manufacturing
		Production and Industrial Engineering
		Production Engineering
		Tool Engineering

	Automobile Engineering	Automobile Engineering
		Automobile Maintenance Engineering
		Automotive Technology
		Mechanical Engineering (Automobile)
		Mechanical Engineering Automobile
	Industrial Engineering	Industrial and Production Engineering
		Industrial Production Engineering
		Industrial Engineering
		Industrial IoT
		Industrial Engineering and Management
	Mechatronics Engineering	Mechanical and Automation Engineering
		Mechanical and Mechatronics Engineering (Additive Manufacturing)
		Robotics and Artificial Intelligence
		Mechanical and Smart Manufacturing
		Mechatronics
		Mechatronics Engineering
Fire and Safety Engineering	Fire and Safety Engineering	Fire Technology and Safety
		Fire Engineering
		Fire and Life Safety
		Safety and Fire Engineering
Fisherier Engineering	Fisherier Engineering	Fisheries Engineering
	Food Engineering	Food Engineering and Technology
		Food Processing and Preservation
		Food Processing Technology
		Food Technology
		Food Technology and Management
Leather Technology	Leather Technology	Foot Wear Technology
		Footwear Technology
		Leather Technology
Marine Engineering	Marine Engineering	Naval Architecture and Ship Building Engineering
		Shipbuilding Engineering
		Marine Engineering
		Marine Technology
Metallurgy Engineering	Metallurgy Engineering	Material Science and Technology
		Metallurgical and Materials Engineering
		Metallurgical Engineering
		Metallurgy
		Metallurgy and Material Technology
Military Engineering	Military Engineering	Military Engineering
	Mining Engineering	Mine Engineering
		Mining Engineering
Nano Technology	Nano Technology	Nano Science and Technology
		Nano Technology
		Nano Technology and Robotics
Nuclear Science And Technology	Nuclear Science And Technology	Nuclear Science and Technology

Packaging Technology	Packaging Technology	Packaging Technology
		Printing and Packing Technology
Pharmaceutical Engineering	Pharmaceutical Engineering	Pharmaceuticals and Fine Chemical Technology
		Pharmaceutical Engineering
		Pharmaceutical Chemistry and Technology
Poultry Engineering	Poultry Engineering	Poultry Technology
Printing Engineering	Printing Engineering	Printing and Packing Technology
		Printing, Graphics and Packaging
		Printing Technology
Pulp Engineering	Pulp Engineering	Pulp Technology
Textile Engineering	Textile Engineering	Fibres and Textiles Processing Technology
Textile Engineering	Textile Engineering	Jute and Fibre Technology
		Man Made Fibre Technology
		Carpet and Textile Technology
		Man-Made Textile Technology
		Silk Technology
		Technical Textiles
		Handloom and Textile Technology
		Facilities and Services Planning
		Textile Engineering
		Textile Plant Engineering
		Textile Processing
		Textile Technology
	Fashion Technology	Fashion Technology
		Facilities and Services Planning
		Apparel and Production Management
		Fashion and Apparel Technology
		Fashion and Apparel Engineering
	Textile Chemistry	Textile Chemistry

ANNEXURE-7

Major Disciplines, their corresponding Courses and Relevant/ Appropriate Branch of Diploma in Engineering and Technology

Major Discipline	Corresponding Courses (if any)	Diploma Courses permissible for Merger
Aeronautical Engineering		Aero Space Engineering Aeronautical Engineering Aircraft Maintenance Engineering (Avionics) Aircraft Maintenance Engineering
Agriculture Engineering		Agricultural Engineering Agricultural Technology
Architecture		Architectural Assistantship Interior Decoration Interior Design
Biotechnology		Biotechnology
Ceramic Engineering		Ceramic Engineering and Technology Ceramic Technology Ceramics Engineering Glass and Ceramics Engineering
Chemical Engineering	Chemical Engineering	Chemical Engineering (Fertilizer) Chemical Engineering (Oil Technology) Chemical Engineering (Petro Chemical) Chemical Engineering (Plastic and Polymer) Chemical Engineering (Sugar Technology) Chemical Engineering Chemical Technology Chemical Technology (Paint Technology) Chemical Technology (Rubber and Plastic Technology) Chemical Technology Fertilizer Chemical Technology (Rubber/ Plastic) Surface Coating Technology Technical Chemistry
		Paint Technology
		Chemical Engineering (Oil Technology)
		Chemical Technology (Paint Technology)
		Petrochemical Refinery
		Petrochemical Technology
		Petroleum Engineering
		Petroleum Technology
		Chemical Engineering (Petro Chemical)
		Plastic and Mould Technology

	Plastic and Polymer Technology	Plastic and Polymer Engineering
		Plastic Engineering
		Plastic Mould Technology
		Plastic Technology
		Plastics Processing and Testing
		Polymer Engineering and Technology
		Polymer Technology
		Plastic Process and Testing
		Chemical Engineering (Plastic and Polymer)
		Civil and Rural Engineering
Civil Engineering	Civil Engineering	Civil (SFS Mode)
		Civil Draftsman
		Civil Engineering
		Civil Engineering and Planning
		Civil Engineering (Building Services Engineering)
		Civil Engineering (Construction Technology)
		Civil Engineering (Construction)
		Civil Engineering (Rural Engineering)
		Civil Technology
		Construction Engineering
Civil Engineering	Environment Engineering	Construction Technology
		Construction Technology and Management
		Geoinformatics and Surveying Technology
		Geographic Information System and Global Positioning System
		Quantity Surveying and Construction Management
		Survey Engineering
		Transportation Engineering
		Civil and Environmental Engineering
Civil Engineering	Water Resources Engineering	Civil (Public Health and Environment) Engineering
		Civil Engineering (Environment and Pollution Control)
		Civil Engineering (Environmental Engineering)
		Civil Engineering (Public Health Engineering)
		Civil Environmental Engineering
		Civil Environmental Engineering
		Environmental Engineering
		Water Resource Management
Computer Science and Engineering	Computer Science Engineering	Civil Engineering (Water Resource and Management)
		Water Technology and Health Science
		Advanced Computer Application
		Campus Wide Network Design and Maintenance
		Computer Hardware and Networking
		Computer Applications
		Computer Engineering
		Computer Engineering and Application
		Computer Hardware and Maintenance
		Computer Hardware and Networking
		Computer Networking

		Computer Science and Engineering
		Computer Science
		Computer Science and Technology
		Computer Science and Systems Engineering
		Computer Software Technology
		Computer Technology
		Computer Technology and Applications
		Cyber Forensics and Information Security
		Computer Applications
		Network Engineering
		Web Designing
		Web Technologies
		Electronics and Computer Engineering
		Computer Science and Information Technology
		Information and Communication Technology
		Information Engineering
		Information Science
		Information Science and Engineering
		Information Science and Technology
		Information Security Management
		Information Technology
		Information Technology and Engineering
		Information Technology Enabled Services and Management
		Advanced Communication and Information System
		I.T. (Courseware Engineering)
		Computer and Information Science
Dairy Engineering		Dairy Engineering
Electrical Engineering		Electrical and Electronics (Power System)
		Electrical and Electronics Engineering
		Electrical and Instrumentation Engineering
		Electrical and Mechanical Engineering
		Electrical and Power Engineering
		Electrical Energy Systems
		Electrical Engineering (Instrumentation and Control)
		Electrical Engineering
		Electrical Engineering (Electronics and Power)
		Electrical Engineering (Industrial Control)
		Electrical Machines
		Electrical Power Systems
		Power Systems Engineering
		Electronics and Electrical Engineering
Electronics and Communication Engineering	Electronics Engineering	Applied Electronics
		Digital Electronics
		Digital Electronics and Microprocessor
		Digital Systems
		Electrical and Electronics (Power System)

Electronics and Communication Engineering	Electrical and Electronics Engineering
	Electrical and Electronics Engineering
	Electrical Engineering (Electronics and Power)
	Electronic Engineering
	Electronic Science and Engineering
	Electronics
	Electronics and Avionics
	Electronics and Production
	Electronics and Video Engineering
	Electronics and Computer Engineering
	Electronics and Electrical Engineering
	Electronics Engineering
	Electronics Engineering (Industry Integrated)
	Electronics Engineering (Micro Electronics)
	Electronics Engineering (Modern Consumer Electronics)
	Electronics Engineering (Specialization in Consumer Electronics)
	Electronics Engineering With Microprocessor
	Electronics Production and Maintenance
	Electronics Technology
	Embedded Systems
	Industrial Electronics
	Micro Electronics
	Power Electronics
	Digital Electronics and Communication Engineering
	Electronics (Fiber Optics)
	Opto-Electronics Engineering
	Electronics and Communication Engineering
	Electronics and Communication Engineering (Industry Integrated)
	Electronics and Communication Technology
	Advanced Communication and Information System
	Advanced Electronics and Communication Engineering
	Electronics and Telecommunication Engineering
	Electronics and Telecommunication Engineering (Technology electronic Radio)
	Digital Communications
	Electronics and Communication Engineering (Microwaves)
	Electronics and Telecommunication Engineering (Radio and System)
	Electronics Communication and Instrumentation Engineering
	Telecommunication Engineering
	Telecommunication Technology
	TV and Sound Engineering
	Information and Communication Technology

	Instrumentation Engineering	Applied Electronics and Instrumentation Engineering Automation and Robotics Automation Engineering Control and Instrumentation Biomedical Instrumentation Electrical and Instrumentation Engineering Electrical Engineering (Instrumentation and Control) Electronic Instrumentation and Control Engineering Electronics and Instrumentation Engineering Electronics (Robotics) Electronics Communication and Instrumentation Engineering Electronics Robotics Industrial Electronics Instrument Technology Instrumentation Instrumentation and Control Engineering Instrumentation (E&C) Instrumentation Engineering Instrumentation Technology
	Medical Electronics Engineering	Bio Electronics Biomedical Engineering Medical Electronics Engineering Medical Electronics Biomedical Instrumentation
Fire and Safety Engineering		Fire Technology and Safety
Food Engineering		Food Processing and Preservation Food Processing Technology Food Technology
Leather Technology		Footwear Technology
		Leather and Fashion Technology Leather Goods and Footwear Tech Leather Technology Leather Technology (Footwear)
Leather Technology		Footwear Technology Leather and Fashion Technology Leather Goods and Footwear Tech Leather Technology Leather Technology (Footwear) Leather Technology Footwear Computer Aided Shoe Design Leather Technology Tanning Saddlery Technology and Export Management
Marine Engineering		Marine Engineering and Systems Marine Engineering Marine Engineering and Systems (Artificer Training) Marine Engineering and Systems
Mechanical Engineering	Automobile Engineering	Automobile Engineering Automobile Engineering (Automobile Fitter) Automotive Engineering Mechanical Engineering (Automobile)

	Mechanical Engineering Automobile
	Energy Systems Engineering
	Heat Power Engineering
	Maintenance Engineering
	Mechanical Engineering (Industry Integrated)
	Mechanical Engineering
	Mechanical Engineering (Maintenance)
	Mechanical Engineering (Refrigeration and Air Conditioning)
	Mechanical Engineering Power Plant Engineering
	Mechanical Engineering Tube Well Engineering
	Mechanical Engineering (Repair and Maintenance)
	Navy Entry Artificer/Diploma in Mechanical and Electrical
	Refrigeration and Air Conditioning
Production Engineering	CAD CAM
	Design and Drafting
	Fabrication Technology
	Fabrication Technology and Erection Engineering
	Foundry Technology
	Industrial and Production Engineering
	Industrial Engineering and Management
	Machine Engineering
	Machine Tools and Maintenance Engineering
	Machine Tools Technology
	Manufacturing Engineering
	Manufacturing Technology
	Material Management
	Mechanical (Computer Aided Design, Manufacture and Engineering)
	Mechanical CAD/CAM
	Mechanical Engineering (Automobile)
	Mechanical Engineering (Tool and Die) Mechanical Engineering Automobile
	Mechanical Engineering Production
	Mechanical Engineering Specialization in CAD
	Mechanical Engineering Tool Engineering
	Mechanical Engineering (CAD/CAM)
	Mechanical Engineering (Foundry)(SW)
	Mechanical Engineering (Machine Tool Maintenance and Repairs)
	Mechanical Welding and Sheet Metal Engineering
	Precision Manufacturing
	Production and Industrial Engineering
	Production Engineering
	Production Technology
	Tool and Die Making
	Tool and Die Engineering
	Tool and Die Under Mechanical Engineering
	Tool Die and Mould Making

	Mechatronics	Mechatronics
		Robotics and Mechatronics
Metallurgy Engineering		Metallurgical Engineering
		Metallurgy
		Metallurgy and Material Technology
Military Engineering		Artificer Training (Electronics)
		Artificer Training (Electrical)
		Artificer Training (Mechanical)
		Armament Engineering (GunFitter)
		Weapons Engineering
		Navy Entry Artificer/Diploma in Mechanical and Electrical
Mining Engineering		Mine Engineering
		Mine Surveying
		Mining and Mine Surveying
		Shipbuilding Engineering
		Drilling Engineering
		Drilling Technology
Packaging Technology		Packaging Technology
		Printing and Packing Technology
Pharmaceutical Engineering		Pharmaceutical Chemistry and Technology
Printing Engineering		Printing and Packing Technology
		Printing Technology
Pulp Technology		Pulp Technology
		Wood and Paper Technology
Textile Engineering		Apparel Design and Fabric
		Apparel Design and Fabrication Technology
		Apparel Design and Fashion Technology
		Apparel Manufacture and Design Apparel Technology
		Computer Aided Costume Design and Dress Making CostumerDesign and Dress Making
		Handloom and Textile Technology
		Textile Technology (Man Made Fibre Technology)
		Dress Designing and Garment Manufacturing
		Fashion and Clothing Technology

		Fashion and Design
		Fashion and Apparel Design
		Fashion Designing
		Fashion Designing and Garment Technology
		Fashion Technology
		Garment Technology
		Garment and Fashion Technology
		Garment Design and Fashion Technology
		Garment Fabrication
		Garment Manufacturing Technology
		Handloom and Textile Technology
		Knitting and Garment Technology
		Knitting Technology
		Textile Chemistry
		Textile Design
		Textile Designing
		Textile Designing Printing
		Textile Engineering
		Textile Manufactures
		Textile Manufacturing and Technology
		Textile Marketing and Management
		Textile Processing
		Textile Processing Technology
		Textile Technology
		Textile Technology (Textile Design and Weaving)
		Textile Technology (Manmade Fibre)
		CDDM (Costume Design and Dress Making)
Biomedical Engineering		Biomedical Engineering
		ECG Technology
		Health Care Technology
		Instruments and Medical Equipment
		Medical Laboratory Technology
		Ophthalmic Technology
		Technician X-Ray Technology
Multimedia Technology		3-D Animation and Graphics
		Animation and Multimedia Technology
		Multimedia Technology
Office Management/ Commercial Practice		Accounts and Audit
		Administration Services
		Computer Application and Business Management
		Finance Account and Auditing
		Modern Office Management
		Modern Office Management and Secretarial Practice
		Modern Office Practice
		Commercial and Computer Practice
		Commercial Practice
		Commercial Practice (KAN and ENG)
Rubber		Rubber Technology
		Chemical Technology (Rubber and Plastic Technology)
		Chemical Technology (Rubber/Plastic)

Cosmetology		Beauty and Hair Dressing
		Beauty Culture and Cosmetology
		Cosmetology and Health
Cinematography		Applied Videography
		Audiography and Sound Engineering
		Cinematography
		Direction Screen Play Writing and TV Production
		Film and Video Editing
		Film Editing and TV Production
		Film Technology and TV Production (Cinematography)
		Film Technology and TV Production (Film Processing)
		Film Technology and TV Production (Sound Recording and Sound Engineering)
		Film Technology (Animation and Visual Effects)
Hotel Management		Photography
		Sound Recording Engineering
Hotel Management		Hotel Management and Catering Technology
Journalism and Mass Communication		Mass Communication
Cement Technology		Cement Technology
Engineering Education		Engineering Education
Fisheries Technology		Fisheries Technology
Home Science		Home Science
Jewellery Design and Manufacture Technology		Jewellery Design and Manufacture Technology
Library and Information Science		Library and Information Science
Sugar Technology		Sugar Technology
Travel and Tourism		Travel and Tourism
Wood Technology		Wood Technology

ANNEXURE-8

State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Landuse Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
Central Region							
Chhattisgarh	Urban and Rural-Town and Country Planning	Urban and Rural - Sub Divisional Magistrate/ Diversion Office	Urban - Tahsilder; Rural-Patwari	Urban and Rural-Town and Country Planning	Urban and Rural-Town and Country Planning	Urban - Municipal Corporation; Rural-Town and Country Planning	Town and Country Planning, Municipal Corporation
Gujrat	Urban-Urban Development Authority/ Municipal Corporation; Rural-Town Planner and Valuation Department	Urban and Rural - Collector	Urban - Mamaltar/ Talati; Rural - Mamaltar/ Talaticum Mantri/ District Development Officer	Urban - Urban Development Authority; Rural- Mamaltar/Talati	Urban-Town Planner; Rural-Taluka Development Officer	Urban-Urban Development Authority/ Town Planner; Rural - Town Planner/Taluka Development Officer	Nagar Palika, Town Planner, Nagar Panchayat, Commissioner of Municipal Corporation, Collector
Madhya Pradesh	Urban and Rural-Town and Country Planning	Urban and Rural - Sub Divisional Magistrate/ Tahsildar	Urban - Tahsildar; Rural - Patwari/ Tahsildar	Urban-Collector/ NagarNigam/ Nagarpalika; Rural- GramPanchayat/Jila Panchayat	Urban and Rural-Town and Country Planning	Urban-Municipal Corporation/ Nagar Palik Nigam; Rural - Gram Panchayat/ JilaPanchayat	Nagar Palika, Town Planner, Nagar Panchayat, Commissioner of Municipal Corporation, Collector, Village Panchayat
Eastern Region							
Andaman and Nicobar	Chief Engineer, APWD for notified Area	SDM, Deputy Commissioner Office	SDM, Deputy Commissioner Office	Chief Engineer, APWD for Notified Area	Chief Engineer, APWD for notified Area	Rural - Panchayat Urban - Andaman Public Works Department for Govt. Institutions/ Port Blair Municipal Council for Private Institutions	Andaman Public Works Department

State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
Arunachal Pradesh	Deputy Commissioner, Govt. of Arunachal Pradesh	Department of Land Management, Govt. of Arunachal Pradesh	Deputy Commissioner, Govt. of Arunachal Pradesh	Deputy Commissioner, Govt. of Arunachal Pradesh	Prepared by various Engineering Departments and approved by the Directorate of Higher and Technical Education		The Deputy Commissioner of the respective Districts
Assam	Urban and Rural- Revenue Circle Office	Urban and Rural - Revenue Circle Office	Urban and Rural - Public Works Department (Building)	Urban and Rural- Revenue Circle Office	Urban and Rural - Public Works Department (Building)	Urban and Rural -Public Works Department (Building)	1. Guwahati Metro: GMDA or GMC 2. Other Urban: Municipal Corporation under whose jurisdiction the building is situated. 3. Rural: Panchayat
Jharkhand	Urban and Rural - Officer authorized by Deputy Commissioner	Not applicable in Jharkhand	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Rural-Panchayat/ circle Officer; Urban -Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Rural - Panchayat/ circle Officer; Urban - Local bodies i.e Nagar Panchayat, Nagar Parisad, Nagar Palika, Nagar Nigam/ Regional Development Authorities (as per their jurisdiction and government notification issued time to time)	Urban: Municipal Corporation under whose jurisdiction the Building is situated Rural: Panchayat
Manipur	Department of Settlement and Land Records, Govt. of Manipur	Department of Settlement and Land Records, Govt. of Manipur	Planning and Development Authority, Govt. of Manipur	District Commissioner	Engineering Department, Govt. of Manipur	Rural- Block Development Officer Urban- Municipality	District Settlement Officer, Department of Settlement and Land Records Government of Manipur, Lamphelpat,

State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
Meghalaya	Local Revenue/ Education Authority	-	PWD/Urban Development Authority	Urban Development Authority	PWD Building Division	PWD Building Division	Meghalaya Urban Development Authority
Mizoram	Aizawl Urban: Secretary, Land Revenue & Settlement Outside Aizwal: Secretary, Land Revenue & Settlement	All districts in the State : Settlement Officer of the Concerned District	Aizawl Urban: Aizwal Municipal Corporation Outside Aizwal: Head of the Concerned Department	Aizawl Urban: Secretary, Land Revenue and Settlement Outside Aizwal: Secretary, Land Revenue and Settlement	Aizawl Urban: Aizwal Municipal Corporation Outside Aizwal: Head of the Concerned Department	Aizawl Urban: Aizwal Municipal Corporation Outside Aizwal: Head of the Concerned Department	Aizawl Municipal Council
Nagaland	Local Revenue Authority	-	Local Revenue Authority	Local Revenue Authority	Executive Engineer, PWD Housing (EDN)	Architect, PWD/Housing (EDN)	Urban Development Department Nagaland, Kohima
Orissa	Revenue and Disaster Management Department, Govt. of Odisha	Revenue and Disaster Management Department, Govt. of Odisha	Revenue and Disaster Management Department, Govt. of Odisha	Revenue and Disaster Management Department, Govt. of Odisha	Rural- Block Development Officer Urban - Housing and Urban Development Department/Town Planning/ Development Authority	Rural-Block Development Officer Urban - Housing and Urban Development Department/ TownPlanning/ Development Authority	Rural – Panchayat Samiti Urban-Municipality

State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Landuse Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
Sikkim	Land Revenue Department of the District	Land Revenue Department of the District	District Collectorate of respective District	District Collectorate of respective District	Divisional Engineer of the HRDD of respective District	Divisional Engineer Building and Housing/Urban Development Department	Urban Development and Housing Department, Sikkim
Tripura	Local Revenue Authority	NA	Local Revenue Authority	Local Revenue Authority	Executive Engineer, PWD	Architect, PWD/ THCB	Agartala Municipal Council
West Bengal	Rural-BL and LRO Urban – ADM(Land &LR)Metro/ Mega-ADM (Land&LR)	Rural - BL and LRO Urban– ADM(Land & LR) Metro/Mega-ADM (Land&LR)	Rural - Gram Panchayet/ Panchayat Samiti/ Zilla Parishad/ DM and Executive Officer, Zilla Parishad Urban - Corporation/ Municipality/ Development Authority Metro/ Mega-Corporation/ Municipality/ Development Authority	Rural- BL and LRO Urban–ADM(Land & LR) Metro/ Mega – ADM (Land & LR)	Rural - Gram Panchayet/ Panchayat Samiti/ Zilla Parishad/ DM and Executive Officer, Zilla Parishad Urban - Corporation/ Municipality/ Development Authority Metro/ Mega – Corporation/Municipality/ Development Authority	Rural - Pradhan of the concerned Gram Panchayat with Registered ArchitectUrban,Mega/Metro -Corporation/ Municipality/ Development Authority/ RegisteredArchitect	
Northern Region							
Bihar	<p>For construction of state Government owned Institutions on Government Land, the State Government allocates Land through his cabinet decision, so Certificates, regarding Land use/conversion/ encumbrance and advocate Certificates are not required.</p> <p>In case of private Institutions, where Land is registered in the Name of the society/trust/company those Certificates are issued by the respective Circle Officer of the block.</p>						<p>Building of all Government owned Institutions are compulsorily designed and constructed by the Building Construction Department, Government of Bihar.</p> <p>The Senior Architect (Chief Architect I/C), Building Construction Department is Competent Authority to issue Certificates in all matters related to Buildings of Government owned Institutions.</p> <p>In the matter of private Institutions, the approval of Building design and its permission is given by the local bodies such as Gram Panchayat/ Nagar panchayat/ Municipal Corporation/ Regional Development Authority</p>

State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
Uttarakhand	Concerned SDM	Concerned SDM	Rural - Village Panchayat Officer/ Village Development Officer Urban - EP of Local Bodies i.e. Nagar Panchayat/ Nagar Parishad/ Nagar Palika/ Nagar Nigam as per their Jurisdiction	Rural - Village Panchayat Officer/ Village Development Officer Urban - EP of Local Bodies i.e. Nagar Panchayat/ Nagar Parishad/ Nagar Palika/ Nagar Nigam as per their Jurisdiction	Rural – Village Panchayat Officer/ Village Development Officer Urban - EP of Local Bodies i.e. Nagar Panchayat/ Nagar Parishad/ Nagar Palika/ Nagar Nigam as per their Jurisdiction	Concerned Construction Agency	For Self Finance/Private Institution Urban-Development Authority Rural - SubDivisional Magistrate/ Tehsildar For Government Institution Principal/ Director of Institution
Uttar Pradesh	Town and Country Planning Department/ Development Authority/ Municipal Authority/ Housingand Urban Planning Department	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Department/ Development Authority/ Revenue Authority	Town and Master Plan/ Development Authority/ State Revenue Authority	Development Authority/ Municipal Authority/ Zila Panchayat	Development Authority/ Municipal Authority/ Zila Panchayat	Chief Executive Officer/ Executive Officer or Nominated Officer by District Development Authority Chief Executive Officer/ Executive Officer or Nominated Officer by District Municipal Corporation, Nagar Palika Parishad/ Jila Panchayat Nagar Panchayat
North Western Region							
Chandigarh	Town and Country Planning Department/ Development Authority/ Municipal Authority	Revenue Authority/ Development Authority/ Municipal Authority	Town and Country Planning Department/ Development Authority/ Revenue Authority	Town and Country Planning Department/ Development Authority/ State Revenue Authority	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat	Chief Administrator, Commissioner, Department of Town & Country Planning

State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

Haryana	Competent Authority for grant of CLU permissions for setting up of Educational Institutions in the state of Haryana. Such CLU permissions are required to be obtained only for the sites, which are located within controlled area declared under the provision of act 41 of 1963. The part of the controlled area, which falls within urbanizable zone of development Plan can be classified area, whereas, part of the controlled area falling within the agriculture zone may be classified as rural area. The Change of Land use permission for setting up of Educational Institutions in the confirming zone of urban areas is granted by Director, Town & County Planning Haryana, whereas in the agricultural zone such permission are granted by the Govt. after relaxing the zoning regulation of respective development Plans (there is no provision in the zoning regulation to grant CLU permission for setting up of Educational Institutions in agriculture zone). It is also worth mentioned here that powers to grant permission for the areas falling within the Municipal limits, vests with Director, Urban Local Bodies, Haryana Panchkula. The Competent Authority for sanction of Building Plans for such CLU granted sites is respective District Town Planner, Senior Town Planner and Director Town & Country Planning, depending upon on the site in question						The Director General, Technical Education Department, Govt. of Haryana, Panchkula, Haryana
Himachal Pradesh	Town & Country Planning Department/ Development Authority/ Municipal Authority of Concerned area	Revenue Authority/ Development Authority/ Municipal Authority of Concerned area	Town & Country Planning Department/ Development Authority/ State Revenue Authority of Concerned area	Town & Country Planning Department/ Development Authority/ State Revenue Authority of Concerned area	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat of Concerned area	Development Authority/ Revenue Authority/ Municipal Authority/ Zila Panchayat of Concerned area	The Director, Directorate of Technical Education, Govt. of Himachal Pradesh, Sundernagar, District Mandi, Himachal Pradesh Executive Officer in Municipal Committees or Nagar Panchayat and Member Secretary in Special Area Development Authority and in Urban Areas like Municipal Corporation Architect Planner on behalf Commissioner, Municipal Corporation
J&K/ LADAKH	Urban- Municipality Rural-Assistant Commissioner Revenue	Urban- Deputy Commissioner Rural - Assistant Commissioner Revenue	Urban-Assistant Commissioner Revenue Rural- Assistant Commissioner Revenue	Urban- Municipality Rural - Assistant Commissioner Revenue	Urban - Prepared by Architect and approved by Municipal Authority/ Revenue Authority Rural - Prepared by Architect & approved by Revenue Authority/ BDO	Urban – Prepared by Architect and approved by Municipal Authority/ Revenue Authority Rural - Prepared by Architect & approved by Revenue Authority/ BDO	Urban- Municipality Rural- Deputy Commissioner

State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Landuse Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
						Revenue Authority/ BDO	
New Delhi	Commissioner of DDA/Municipal Corporationof Delhi	Commissioner of DDA/ Municipal Corporation of Delhi	Commissioner of DDA/ Municipal Corporation of Delhi	Commissioner of DDA/ Municipal Corporationof Delhi	Commissioner of DDA/ Municipal Corporation of Delhi	Commissioner of DDA/ Municipal Corporation of Delhi	Joint Director (Planning), DTTE
Punjab	Respective DistrictTown Planner of Department, Town and Country Planning	Respective Senior Town Planner of Department Town and Country Planning, Punjab for a project measuring an area of 25 acres, if the site falls within notified Master Plan. For a project measuring an area up to 25 acres, if site falls within the draft Master Plan/ Notified Local Planning Area - Government. For a project measuring an area above 25 acre - Government	Respective District Town Planner of Department, Town and Country Planning	Respective District Town Planner of Department, Town and Country Planning	Respective Senior Town Planner of Department, Town and Country Planning, for an area of Building measuring upto 5000 m ² Chief Town Planner, Punjab for an area of Building above 5000m ²	Respective Senior Town Planner of Department, Town and Country Planning, for an area of the Building measuring up to 5000m ² Chief Town Planner, Punjab for an area of the Building above 5000 m ²	In rural area Tehsildar of the concerned area and in urban area Municipal Corporation/ Municipal Committee/ Development Authority (if Land purchased from Development Authority) of the Concerned area

1. Government Institute

State	Type of Area	Land Use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Classification of Land (Urban/Rural)	Site Plan	Building Plan	Land Unit	Conversion to sq.m	Occupancy Certificate
Rajasthan	In case of Urban Area	Land Allotment letter by District Administration Collector / SDM/ADM	Not require, as land is allotted by Govt.	Collector/ Town planner	State Govt. Deptt	Chief Architect or Chief Engineer XEN of PWD/ RSRDC/AVS	1 acre – 4046 sq.m = 0.4 hectare 1 bigha = 1618 sq.m	1 acre – 4046 sq.m = 0.4 hectare 1 bigha = 1618 sq.m	1 acre – 4046 sq.m = 0.4 hectare 1 bigha = 1618 sq.m	Nagar Nigam / Municipal Corporation/ Municipality/ Principal of the Institute
	In case of Rural Area	Land Allotment letter by District Administration Collector / SDM/ADM	Not require, as land is allotted by Govt	Local Authority	State Govt. Deptt.	Chief Architect or Chief Engineer XEN of PWD/ RSRDC/AVS	1 acre – 4046 sq.m = 0.4 hectare 1 bigha = 1618 sq.m	1 acre – 4046 sq.m = 0.4 hectare 1 bigha = 1618 sq.m	1 acre – 4046 sq.m = 0.4 hectare 1 bigha = 1618 sq.m	Nagar Nigam / Municipal Corporation/ Municipality/ Principal of the Institute

2. Private Institute

State	Type of Area	Land Use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Classification of Land (Urban/Rural)	Site Plan	Building Plan	Land Unit	Conversion to sq.m	Occupancy Certificate
Rajasthan	In case of Urban Area	Collector/ SDO/ StateGovt. (Depending in land area)	Collector/SDO/ StateGovt. (Depending in landarea)	Collector/ Town Planner	State Govt. Deptt	Nagar Nigam/ Nagar Parishad/ Nagar Palika/UIT/ Local Development Authority	1 acre – 4046 sq.m = 0.4 hectare 1 bigha = 1618 sq.m	1 acre – 4046 sq.m = 0.4 hectare 1 bigha = 1618 sq.m	1 acre – 4046 sq.m = 0.4 hectare 1 bigha = 1618 sq.m	NagarNigam/ Municipal Corporation/ Municipality
	In case of Rural Area	Collector/ SDO/ StateGovt. (Depending in land area)	Collector/SDO/ StateGovt. (Depending in landarea)	Local Authority	State Govt. Deptt	Nagar Nigam/ Nagar Parishad/ Nagar Palika/UIT/ Local Development Authority	1 acre – 4046 sq.m = 0.4 hectare 1 bigha = 1618 sq.m	1 acre – 4046 sq.m = 0.4 hectare 1 bigha = 1618 sq.m	1 acre – 4046 sq.m = 0.4 hectare 1 bigha = 1618 sq.m	NagarNigam/ Municipal Corporation/ Municipality

State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Land use Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
South Central Region							
Andhra Pradesh	DTCP /UDA/ Municipal Corporation/ RDO/ MRO Remarks: Wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GRP Schemes proposals in other areas	RDO Remarks: Conversion of Agricultural Land to other Land. (Not applicable to Government Land))	DTCP/ UDA/ Municipal Council Remarks: wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GTPS schemes proposals in other areas	DTCP/MRO Remarks: as per Census	Local Authority (Council and Executive Officer) 1. DTCP 2. AMRDA/ Urban Local Bodies	Executive (Council and Executive Officer) 1. Commissioner in Municipal Corporation area 2. Vice Chairman in UDA 3. DTCP	Local bodies such as Commissioner of Municipal Corporation / Municipality/ Director, Directorate of Town and Country Planning is the Competent Authority for other areas
Telangana	DTCP RDO (MRO) Remarks: Wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GRP Schemes proposals in other areas	RDO Remarks: Conversion of Agricultural Land to other Land. (Not applicable to Government Land)	DTCP Municipal Council Remarks: Wherever sanctioned General Town Planning scheme (Master Plan) and Area covered by GTP Schemes proposals in other areas	DTCP Remarks: as per Census	Local Executive Authority (Council and Executive Officer) 1. DTCP 2. HMDA/ Urban local bodies 3. Remarks: Municipal/ Gram Panchayat/ Local Executive authority. Where sanctioned GTP Schemes Respective Commissioner/ Chairman of Local bodies	Commissioner in GHMC area Vice Chairman in UDA Local body/ Executive Authority of Gram Panchayat Remarks: Municipal Commissioner for GHMC area wherever Urban Development Authority Gram Panchayat (Gram Panchayat is not applicable to Government Building, subject to the conditions laid down by Andhra Pradesh (Andhra area Town Planning Act issued on 7th September 1920 is applicable for both Andhra and Telangana)	Commissioner for Hyderabad, Warangal (UA) and Director, Directorate of Town and Country Planning for areas other than Hyderabad

State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Landuse Certificate	Land Conversion Certificate	Khasra Plan/ Master Plan	Land Classification (Urban/Rural)	Site Plan	Building Plan	Occupation Certificate
Southern Region							
Pondicherry	Revenue Divisional Officer/ Tahsildar	Revenue Divisional Officer/ Tahsildar	Village Administrative Officer	Tahsildar	Department of Townand Country Planning	Department of TownandCountry Planning	Townand CountryPlanning Department– Pondicherry,Karaikal, Yanamand Mahe
Tamil Nadu	Revenue Divisional Officer/ Tahsildar	Revenue Divisional Officer/ Tahsildar	Village Administrative Officer	Tahsildar	Department of Townand Country Planning	Department of TownandCountry Planning	MemberSecretary, CMDAfor Chennai andDirectorateof TownandCountry Planningforareas otherthanChennai
South Western Region							
Karnataka	Urban -Urban Development Authority/ Planning Authority/ Municipal Planning Authority Rural - Urban Development Authority/ Planning Authority/ Municipal Planning Authority. Govt Land to be exempted.	Urban-Revenue Department Rural-Revenue Department. Govt. Land to be exempted.	Urban - Urban Development Authority/Planning Authority/Municipal Planning Authority Rural - Urban Development Authority/Planning Authority/Municipal Planning Authority. Concerned Local body	Urban - Urban Development Authority/ Planning Authority/ Municipal Planning Authority Rural:Urban Development Authority/ Planning Authority/ Municipal Planning Authority. ConcernedLocal body	Urban-Urban DevelopmentAuthority/ PlanningAuthority/ MunicipalPlanning Authority Rural-PlanningAuthority/ MunicipalPlanning Authority. Concerned Local body	Urban-UrbanLocal Body/RuralLocal Body Rural:Urban LocalBody/Gram Panchayat. ConcernedLocal body	Urban-Urban Local Body/ RuralLocal Body Local-Gram Panchayat (Building Completion Certificate) ConcernedLocal body/ LocalGram Panchayat
Kerala	Tahsildar	District Collector	Head, Local Body	TownPlanning Officer/ Local Body	Head, Local Body	Head, Local Body/ TownPlanning	Secretary of the ConcernedLocal Body
Western Region							
Daman and Diu	Deputy Collector, Daman	Mamlatdar, Daman	Associate Town Planner, Daman		Associate Town Planner, Daman	Associate Town Planner, Daman	
Goa	Town & Country Planning Department	Collector of respective District	Land Survey Department/ Town &	Planning Development Authority/Town &Country	Town&Country Planning Department Office of concerned area	Town&Country Planning Department	Municipality/ Village Panchayatof concernedarea

State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building

State	Landuse Certificate	Land Conversion Certificate	Khasra Plan Master Plan	Land Classification (Urban/ Rural)	Site Plan	Building Plan	Occupation Certificate
			CountryPlanning Department	Planning Department		Office of concerned area	
Maharashtra-Metro	Collector/Municipal Corporation/ Metropolitan Regional Development Authority	Collector/Municipal Corporation/ Metropolitan Regional Development Authority	MunicipalCorporation/ MetropolitanRegional DevelopmentAuthority	Municipal Corporation/ MetropolitanRegional Development Authority	Municipal Corporation/ MetropolitanRegional Development Authority	Municipal Corporation/ MetropolitanRegional Development Authority	Municipal Corporation/ Metropolitan Regional Development Authority
Maharashtra –Urban and RuralArea	Collector/Muni Corporation/Nagar Palika/Nagar Panchayat	Collector/ Municipal Corporation/ Nagar Palika/ Nagar Panchayat	MunicipalCorporation/ NagarPalika/Nagar Panchayat/Tahsildar/ TownPlanning Department	MunicipalCorporation/ NagarPalika/Nagar Panchayat	Municipal Corporation/ Nagar Palika/ Nagar Panchayat	MunicipalCorporation/ NagarPalika/Nagar Panchayat/Gram Panchayat	MunicipalCorporation/ Nagar Palika/Nagar Panchayat
DTCP Directorate of Town and Country Planning Officer; RDO Revenue Divisional Officer; MRO Mandal Revenue Officer							
HMDA Hyderabad Metropolitan Development Authority; UDA Urban Development Authority; GHMC Greater Hyderabad Municipal Corporation							
NOTE: In case of Zila Panchayat, copy of the Govt. Order (GO) must be produced by the Applicant before the Committee							

NOTE: The above list of Competent Authorities is compiled in the Approval Process Handbook to the best of the information available/obtained from the State authorities. If there is any change in the Competent Authority, an authorization letter from the Principal Secretary of the concerned State shall have to be producedfor the same.

Conversion Metrics
1 Hectare = 10000 m²; 1 Acre = 4046.86 m²; 1 Bigha = 1338 m²; 1 Pari = 10117.14 m².

ANNEXURE-9

Guidelines for the Appointment of Adjunct Faculty/ Resource Persons from Industry in AICTE approved Technical Institutions

1. INTRODUCTION: To improve the employability of students, industrial exposure shall be provided by appointing Adjunct Faculty/ Resource persons in Technical Institutions. However, for computing the Faculty deficiency only regular Faculty shall be counted.
2. OBJECTIVE: The key objective of these guidelines is to develop a useful and viable collaboration between the Educational Institutions and Industry. The guidelines seek to enhance quality of Education and skills by the involvement of academicians, scholars, practitioners, policymakers in teaching, training, research, and related services on a regular basis and to attract distinguished individuals who have excelled in their field of specialization.
3. DEFINITION: Adjunct Faculty is hired by an Institution to teach but is not a full member of the Faculty. Adjunct Faculty is a Part Time or contingent instructor. There are academicians, professionals whose primary employment activity is outside the Institution and who are not interested in seeking full-time appointment with the Institution, but shall contribute to teaching in the Technical Institutions/ academic Programmes. The Adjunct Faculty shall be an eminent Professional/ Scientist/ Engineer / Professor of Practice / Industry Expert having recognition at the national/ international Level and having outstanding published work.
4. QUALIFICATIONS AND EXPERIENCE: An Adjunct Faculty/ Resource person / Professor of Practice / Industry Expert shall be a Faculty retired from Technical Institution or a person of eminence, with or without a Post Graduate or Ph.D. qualifications having 10 to 15 years of experience from Industry/ Organization. There shall be no upper age limit for Adjunct Faculty/ Resource Person as long as he/ she add value to the Education and academic activities of the Institution. He/ She shall satisfy the following norms:
 - Teaching and research Organizations of State/ Central government Institutions/ Universities
 - Central and State Public Sector Undertakings (PSUs)
 - Reputed Industries
 - Civil servants (IAS/ IPS/ Officials from Central and Provincial Services) and Professionals and Officials from professional Councils
 - NRIs working with reputed overseas academic, research and industrial Organizations or having demonstrated interest in Indian issues.
5. LIMITATION: Following are the restrictions for engaging the Adjunct Faculty.

In an Academic Year, an Adjunct Faculty shall work in 2 Institutions (maximum). The weightage of the Adjunct Faculty in each Institution shall be in proportion to the number of Institutions he/ she is working in. For example, if an Adjunct Faculty is working in 2 Institutions simultaneously, his/ her weightage in each Institution shall be 50%.

At the time of engagement as Adjunct Faculty in any of the Institution, the resource person has to submit a declaration on the number of Institutions he/ she has been appointed as Adjunct Faculty in the current Academic Year.

Any resource person receiving grants under “Adjunct Faculty Scheme” from AICTE cannot work as Adjunct Faculty in other Institutions.

- 6.** STRENGTH OF ADJUNCT FACULTY: In case of Planning-30% and Design-20%, Adjunct Faculty/Resource Persons are permissible, since the Programme requires exhaustive practical field exposure. In all other Programmes, ONLY under exigent conditions such as relieving/retirement of Faculty membersInstitutions may avail the services of Adjunct Faculty/ Resource Persons up to a maximum of 10% ofthe Faculty members as per the required faculty student ratio for the “Approved Intake”, for a period not exceeding one Academic Session provided such adjunct faculty member visits the institute for a minimum 50 - 60 hours per semester. Further, Government / AICTE strives to have work force whichreflects gender balance and encourages women candidates to be employed.
- 7.** FUNCTIONS: Functions of Adjunct Faculty/ Resource person from Industry are:
- 7.1 Teaching Technical Course(s): Adjunct Faculty shall be expected to teach Course(s) directly related to his/her specific expertise and professional experience or the areas of his/ her specialization. He/ She shall also contribute to the Institution’s activities like counselling of students, developing new Course(s) and pedagogical improvements.
- 7.2 Participation in service-related activities: Adjunct Faculty is also expected to actively participate inservice- related activities, such as sitting on Departmental Committees, serving as advisors to Facultyand/ or Under Graduate and Post Graduate students, helping students network and active collaboration with the Industry/ Employer providing internship and job opportunities.
- 8.** TA/ DA AND HONORARIUM: The Adjunct Faculty shall work at the host Institution for a minimum of 02days per visit. TA/ DA, Honorarium, and other facilities provided to Adjunct Faculty, as per UGC guidelines,shall be:
- 9.** Travel cost, as per entitlement, from place of stay to Institution and back, maximum 6 times per Academic Year. No accommodation would be permissible, however, free lodging and boarding in the guest house.
- 10.** An honorarium of ₹1000/- only (Rupees One Thousand Only) per lecture up to a maximum of ₹4000/- (Rupees Four Thousand only) per day of service, subject to a maximum ceiling of ₹80000/- (Rupees Eighty Thousand only) per month.
- 11.** Other facilities such as Office Room, Secretarial Services, depending on their involvement in academic activities, shall be considered.
- 12.** APPOINTMENT: Their appointment shall be made by a Competent Authority, based on the recommendations of a Committee. The period of their empanelment shall vary between six months to three years.
- 13.** MONITORING: The performance of every Adjunct Faculty shall be monitored at the end of the assignmentbased on the “Performance Report” submitted to the host Institution for continuation/ renewal of tenure..

ANNEXURE-10

Mandatory Disclosures

The following information shall be given in the information Brochure besides being hosted on the Institution's official **Website**.

The onus of the authenticity of the information lies with the Institution ONLY and not on AICTE.

1. Name of the Institution

- Address including Telephone, Mobile, E-Mail

2. Name and address of the Trust/Society/Company and the Trustees

- Address including Telephone, Mobile, E-Mail

3. Name and Address of the Vice Chancellor/Principal/Director

- Address including Telephone, Mobile, E-Mail

4. Name of the affiliating University

5. Governance

- Organizational chart
- Grievance Redressal mechanism for Faculty, staff and students
- Establishment of Anti Ragging Committee
- Establishment of Online Grievance Redressal Mechanism
- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University
- Establishment of Internal Committee (IC)
- Establishment of Committee for SC/ST
- Internal Quality Assurance Cell

6. Programmes

- Name of Programmes approved by AICTE
- Name of Programmes Accredited by NBA
- Status of Accreditation of the Courses
- Total number of Courses
- No. of Courses for which applied for Accreditation
- For each Programme the following details are to be given (Preferably in Tabular form):
 - a. Name
 - b. Number of seats
 - c. Duration
 - d. Cut off marks/rank of admission during the last years

- Fee (as approved by the state government)
- Campus placement in last year with minimum salary, maximum salary and average salary
- Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details, if any:
 - a. Details of the Foreign University, if any
 - b. Name of the University
 - c. Address
 - d. Website
 - e. Accreditation status of the University in its Home Country
 - f. Ranking of the University in the Home Country
 - g. Whether the degree offered is equivalent to an Indian Degree? If yes, the name of the agency which has approved equivalence. If no, implications for students in terms of pursuit of higher studies in India and abroad and job both within and outside the country
- Nature of Collaboration
- Conditions of Collaboration
- Complete details of payment a student has to make to get the full benefit of Collaboration
- For each Programme Collaborated provide the following:
- Programme Focus
- Number of seats
- Admission Procedure
- Fee (as approved by the state government)
- Placement Records for last year with minimum salary, maximum salary and average salary
- Whether the Collaboration Programme is approved by AICTE? If not whether the Domestic/Foreign University has applied to AICTE for approval

7. *Faculty*

- Course/Branch wise list Faculty members:
- Permanent Faculty
- Adjunct Faculty
- Permanent Faculty: Student Ratio

8. *Profile of Vice Chancellor/Director/Principal/Faculty*

- Name
- Date of Birth
- Unique ID

- Education Qualifications
- Work Experience
- Teaching
- Research
- Industry
- Others
- Area of Specialization
- Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level
- Research guidance (Number of Students)
- No. of papers published in National/International Journals/Conferences
- Master (Completed/Ongoing)
- Ph.D. (Completed/Ongoing)
- Projects Carried out
- Patents (Filed & Granted)
- Technology Transfer
- Research Publications (No. of papers published in National/International Journals/Conferences)
- No. of Books published with details (Name of the book, Publisher with ISBN, year of publication, etc.)

9. *Fee*

- No. of Fee waivers granted with amount and name of students
- Number of scholarship offered by the Institution, duration and amount

10. *Admission*

- Number of seats sanctioned with the year of approval
- Number of Students admitted under various categories each year in the last three years
- Number of applications received during last year for admission under Management Quota and number admitted

11. *Admission Procedure*

- Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL (website)
- Number of seats allotted to different Test Qualified candidate separately (AIEEE//JEE/ CET (State conducted test/ University tests/ CMAT)/ Association conducted test etc.)
- Calendar for admission against Management quota seats:
- Last date of request for applications
- Last date of submission of applications

- Dates for announcing final results
- Release of admission list (main list and waiting list shall be announced on the same day)
- Date for acceptance by the candidate (time given shall innocease be less than 15 days)
- Last date for closing of admission
- Starting of the Academic session
- The waiting list shall be activated only on the expiry of date of main list
- The policy of refund of the Fee, in case of withdrawal, shall be clearly notified

12. *Criteria and Weightages for Admission*

- Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.
- Mention the minimum Level of acceptance, if any
- Mention the cut-off Levels of percentage and percentile score of the candidates in the admission test for the last three years
- Display marks scored in Testetc. and in aggregate for all candidates who were admitted

13. *List of Applicants*

- List of candidate whose applications have been received along with percentile/percentagescore for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats (merit wise)

14. *Results of Admission Under Management seats/Vacant seats*

- Composition of selection team for admission under Management Quota
- List of candidate who have been offered admission
- Waiting list of the candidate in order of merit to be operative from the last date of joining of thefirst list candidate

15. *Information of Infrastructure and Other Resources Available*

- Number of Class Rooms and size of each
- Number of Tutorial rooms and size of each
- Number of Labor a tories and size of each
- Number of Drawing Halls with capacity of each
- Number of Computer Centres with capacity of each
- Central Examination Facility, Number of rooms and capacity of each
- Online examination facility (Number of Nodes, Internet band width, etc.)
- Barrier Free Built Environment for disabled and elderly persons
- Fire and Safety Certificate
- Hostel Facilities
- Library

- Number of Library books/ebooks/Titles/Journals available (Programme-wise)
- List of online National/International Journals subscribed
- National Digital Library (NDL) subscription details
- List of Major Equipment/Facilities in each Laboratory/Workshop
- List of Experimental Setup in each Laboratory/Workshop
- Innovation Cell
- Social Media Cell
- Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments
- To upload the respective short video (1 - 2 min) of Infrastructure and facilities available w.r.t the courses in the website
- Games and Sports Facilities
- Teaching Learning Process
- For each Post Graduate Courses give the following:
 - Title of the Course
 - Laboratory facilities exclusive to the Post Graduate Course

16. *Enrolment and placement details of students in the last 3years*

17. *List of Research Projects/Consultancy Works*

- MoUs with Industries

NOTE: Suppression and/or misrepresentation of information shall invite appropriate penal action. The Website shall be dynamically updated with regard to Mandatory Disclosures

Important Instructions:

- LoA/EoA letters (since inception) should form part of the mandatory disclosure and complete mandatory disclosure document should be converted into a single PDF file and the URL (web-link) to be entered in the AICTE portal (under attachments tab).
- The mandatory disclosure should be available freely to view/download to the public without any restrictions.

ANNEXURE-11

Undertaking to be submitted by the Applicant on Institute / University Letter head for Student Induction Program, Examination reforms & Internship Policy

I, <Name>, Director / Principal / Registrar of the Institution / University, State and declare as under:

1. That the information given by<Name(s)>in the application made to AICTE is true and complete.
2. That the Institution / University has adopted AICTE Induction Program for Faculty / Student.
3. That the Institution / University has trained some of the Faculty members in Examination reforms.
4. That the Institution / University has implemented AICTE Internship Policy for the benefit of Students.
5. Institution's Innovation Council (IIC) for students.

Date:

Signature with Name & Designation(Seal –
Institution / University)

ANNEXURE-12

Land Requirement as Specified in the Approval Process Handbook Norms during the Previous Years

DEGREE LEVEL INSTITUTIONS

Year	Engineering and Technology			Architecture/ Planning/ Hotel Management and Catering Technology			Applied Arts and Crafts			Pharmacy			Management			MCA		
	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural
3x plinth area for Buildings + playground + allowance for future development																		
1995		20	20															
1997	2	4	10															
1999-2003	5	10	25	2	5	10	0.5	2.5	5	0.5	2.5	5	0.5	1.25	2.5	0.5	1.5	2.5
2004-2005	5	10	10	2	5	5	0.5	2.5	2.5	0.5	2.5	2.5	0.5	1.25	1.25	0.5	1.25	1.25

Year	Engineering and Technology			*Architecture/ Planning/ Hotel Management and Catering Technology			Applied Arts and Crafts			Pharmacy			Management			MCA		
	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban	Mega/ Metro	Urban	Non-Urban
2006-09	3	5	10	1	1.5	2.5	0.70	1	2	0.75	1.25	2	0.5	0.5	1	0.5	0.75	1.5
2010-11	2.5	4	10	1	1.5	2.5	0.75	1	2	0.75	1.25	2	0.5	0.5	1	0.5	0.75	1.5
2011-15	2.5	10	1	2.5	0.75	2	0.75	2	0.75	0.5	1	0.5	0.5	1	0.5	1.5	0.5	
2016-17	1.5	2.5	7.5	1	1	2.5	0.75	0.75	2	0.75	0.75	2	0.5	0.5	1	0.5	0.5	1.5
2017-18	1.5	2.5	7.5	1	1	2.5	0.5	0.5	1.5	0.75	0.75	2	0.5	0.5	1	0.5	0.5	1
2018-19	#	2.5	7.5	#	1	2	#	0.5	1.5	#	0.75	2	#	0.5	1	#	0.5	1
2019-20	#	2.5	7.5	#	1	2	#	0.5	1.5	#	0.75	2	#	0.5	1	#	0.5	1
2020-21	#	2.5	7.5	#	1	2	#	0.5	1.5	#	0.75	2	#	0.5	1	#	0.5	1
2021-23	#	2.5	7.5	#	1	2	#	0.5	1.5	As per PCI Norms			#	0.5	1	#	0.5	1

#As per FSI/FAR

*As per CoA Norms

DIPLOMA LEVEL INSTITUTIONS

Year	Engineering and Technology			Architecture/ Planning			Applied Arts and Crafts			Pharmacy			Hotel Management and Catering Technology (Degree and Diploma)			Hotel Management and Catering Technology		
	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corporation	Dist. HQ	Rural	Metro/ Corpo- ration	Dist. HQ	Rural	Metro/ Corpo- ration	Dist. HQ	Rural	Metro/ Corpo- ration	Dist. HQ	Rural
1985-1990	3 x plinth area for Buildings + playground + allowance for future development																	
1997	2	4	8															
1999-2003	5	10	20	0.5	1.5	3	0.5	1.5	2.5	-	-	-	0.5	2.5	5	0.5	1.5	3
2004-06	5	10	10	2	5	5	0.5	2.5	2.5	0.5	2.5	2.5	0.5	2.5	2.5	0.5	1.5	1.5

Year	Engineering and Technology			Architecture*/ Planning/ Hotel Management and Catering Technology			Applied Arts and Crafts			Pharmacy			Hotel Management and Catering Technology (Degree and Diploma)			Hotel Management and Catering Technology		
	Mega/ Metro	Urban	Non- Urban	Mega/ Metro	Urban	Non- Urban	Mega/ Metro	Urban	Non- Urban	Mega/ Metro	Urban	Non- Urban	Mega/ Metro	Urban	Non- Urban	Mega/ Metro	Urban	Non- Urban
2007-10	1.5	2.5	5	1.5	2.5	5	1.5	2.5	5	1.5	2.5	5	-	-	-	1.5	2.5	5
2011-15	1.5	5	1	2.5	0.75	2	0.75	2	0.75	2	-	-	-	-	-	1	2.5	
2016-17	1.5	1.5	4	1.0	1	2.5	0.75	0.75	2	0.75	0.75	2	-	-	-	1	1	2.5
2017-18	1.5	1.5	4	1	1	2.5	0.5	0.5	1.5	0.75	0.75	2				1	1	2.5
2018-19	#	1.5	4	#	1	2	#	0.5	1.5	#	0.75	2	-	-	-	#	1	2
2020-21	#	1.5	4	#	1	2	#	0.5	1.5	#	0.75	2	-	-	-	#	1	2
2021-23	#	1.5	4	#	1	2	#	0.5	1.5	As per PCI Norms			-	-	-	#	1	2

#As per FSI/FAR

*As per CoA Norms

INSTITUTIONS OFFERING ONLY POST GRADUATE COURSES

Year	Engineering and Technology			Arch/ Planning/ Hotel Management and Catering Technology			Applied Arts and Crafts			Pharmacy			Management			MCA		
	Mega	Metro/ State capital	Others	Mega	Metro/ State capital	Others	Mega	Metro/ State capital	Others	Mega	Metro/ State Capital	Others	Mega	Metro/ State capital	Others	Mega	Metro/ State capital	Others
2011-15	2.5	10	1	2.5	0.75	2	0.75	2	0.75	2	0.5	1	0.5	1	0.5	1.5	0.5	1.5

Discontinued after 2015

Note: The above Table consolidates the extent of the Land for the previous years, for other conditions/details, respective Approval Process Handbook shall be verified. Unit for Land is in Acres for all the years, except for 1997, it is Hectare

ANNEXURE-13

Documents to be submitted to Scrutiny Committee/ Expert Visit Committee Setting up of New Institutes & (Change of Site, Diploma to Degree, Women to Co-ed, Merger of Institutes, New Programme) in Existing Institutes

13.1 Scrutiny Committee

13.1.1 Original Documents for Verification by Academic Expert

Sl.No.	Documents	Compliance document to be submitted in case of Deficiencies
1	Proof of availability of Nomenclature of Course(s) applied by the Applicant in the affiliating University/Board	Documents showing the Approved Nomenclature of the University/Board for the Courses Applied
2	Audited statement of accounts of Applicant organization for last three years (Not applicable for new Trust/Society/Company)	Audited statement of accounts of Applicant organization for last three years
3	Proof of working capital (funds) (Refer Approval Process Handbook)	Funds (as specified in the Approval Process Handbook) in Fixed Deposits or Liquid funds available in the Bank in the Name of the Trust
4	Certificate issued by Bank Manager regarding financial status of the Applicant (Refer Approval Process Handbook)	Certificate issued by Bank Manager regarding financial status of the said Trust/Society/ Company
5	Hard Copy of the Application as uploaded in AICTE Web-Portal.	Application Part I and Part II (if applicable) downloaded from AICTE Web Portal
6	Receipt from an authorized signatory with seal from the State Government as proof of submission of the application.	Receipt from an authorized signatory as proof of submission of the application with seal from the State Government
7	Receipt from an authorized signatory and seal of the affiliating body as proof of submission of the application. (Not Applicable for standalone PGDM Institutions)	Receipt from an authorized signatory and seal of the affiliating body as proof of submission of the Application
8	Detailed Project Report (DPR)	Detailed Project Report
9	Details of Board of Governors (BoG)/Board of Management (BoM) as specified in the Approval Process Handbook (standalone PGDM Institutions)	Document mentioning the formation of Board of Governors (BoG)/Board of Management (BoM) along with the name of the Members

NOTE: Since the Council has introduced and encouraged ONLINE Scrutiny/Re-Scrutiny/EVC; it is desired that the Institution should be prepared with legible/readable scanned copies of the required documents. In the event of ONLINE interaction of the Institute with the committee connectivity issues should be addressed well in advance. Any failure in this regard on the day of the committee shall be the sole responsibility of the Institution. No future representation in this regard shall be entertained.

13.1.2 Original Documents for Verification by Advocate

Sl. No.	Documents	Compliance document to be submitted in case of Deficiencies
1	Affidavit (Refer Approval Process Handbook)	Affidavit (Refer Approval Process Handbook)
2	A Registration document of the Society/Trust/ Company under Section 8/ PPP/ BOT indicating its members, objectives and Memorandum of Associations and Rules, duly attested/certified by the concerned Authority	Trust/Society/Company Deed along with Amendments if any mentioning all the Bye-Laws approved/registered by the Competent Authority
3	Resolution by the Applicant organization for starting the new Technical Institution and allocation of Land/ Building/Funds for the proposed activities as specified in the Approval Process Handbook	Resolution by the Applicant as applicable as specified in the Approval Process Handbook
4	Certificate regarding Minority Status, if applicable at the time of application	Concerned State Government GO indicating Minority status of the Applicant
5	Certificate issued by an Advocate in a format as prescribed	Certificate issued by an Advocate as specified in the Approval Process Handbook
6	Classification of Land (Mega/Metro/Urban/Rural) Certificate by the Competent Authority	Classification of Land (Mega/Metro/Urban/Rural) Certificate by the Competent Authority
7	Documents showing possession of the Land in the Name of the Trust/Society/Company	Khasara - Khatauni/ Patta/ Chitta/143 and Registered Document for the said Land in the Name of the Trust/ Society/Company or lease agreement
8	Land Conversion Certificate	Land Conversion Certificate issued by the Competent Authority of the concerned State Government
9	Land Use Certificate	Land Use Certificate issued by the Competent Authority of the concerned State Government
10	Khasra Plan (Master Plan) Demarcating the entire Land area to show that the Land is contiguous, issued by the Competent Authority	Khasra Plan (Master Plan) Demarcating the entire Land area issued by the Competent Authority

13.1.3 Original Documents for Verification by Architect/Civil Engineer

Sl. No.	Documents	Compliance document to be submitted incase of Deficiencies
1	Site Plan of the proposed Technical Institution prepared by an Architect registered with Council of Architecture (CoA)/ Licensed Surveyor and duly approved by the Competent Plan Sanctioning Authority of the concerned State Government/ UT	Site Plan of the proposed Technical Institution approved by the Competent Plan Sanctioning Authority of the concerned State Government/UT
2	Complete Building Plan of the proposed Technical Institution prepared by an Architect registered with Council of Architecture (CoA)/ Licensed Surveyor and duly approved by the Competent Plan Sanctioning Authority of the concerned State Government/UT (Plans shall be verified for the entire duration of the Course).	Complete Building Plan of the proposed Technical Institution approved by the Competent Plan Sanctioning Authority of the concerned State Government/UT
3	Floor Plans, sections and elevations of all proposed/ existing Buildings exclusively intended for use of the proposed Campus at the permanent site with able clearly mentioning all rooms, with carpet area of each in m ² , as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the CoA. (Plans shall be verified for the entire duration of the Course)	Floor Plans, sections and elevations of all proposed/ existing Buildings exclusively intended for use of the proposed Campus approved by the Competent Plan Sanctioning Authority of the concerned State Government/UT

4	Phase-wise Plan of construction to achieve total carpet and buildup area as required for the conduct of all applied Courses from the first to final year. This shall be certified by an Architect registered with the CoA	Phase-wise Plan of construction to achieve total carpet and built up area as required for the conduct of all applied Courses from the first to final year. This shall be certified by an Architect registered with the CoA
5	Certificate issued by an Architect regarding approved Building Plans. (Refer Approval Process Handbook)	Certificate issued by an Architect as specified in the Approval Process Handbook
6	FSI/FAR Certificate obtained from the Competent Authority as designated by the concerned Municipal Corporation or the local authority that approves Building Plans, or the State Government/UT	FSI/FAR Certificate obtained from the Competent Authority
7	FSI/FAR applicable as on date	FSI/FAR Certificate obtained from the Competent Authority
8	Total construction permissible as per FSI/FAR	To be calculated by the Expert
9	Total Built-Up area approved as per approved Plan in m ²	To be calculated by the Expert from the Building Plan
10	Total buildup area required as per applied intake in m ² (to be updated by the application submitted by the Trust/Society/ Company)	To be calculated by the Expert
11	Whether any River, Canals, Rail Tracks, Highways or any other such entity hampering continuity of Land is passing through the Land. (Y/N). If Yes, mention the details/Whether High Tension Transmission line is passing through the Land (Y/N). If Yes, mention the details	Khasra Plan/Site Plan
12	Occupancy Certificate from the Competent Authority clearly stating that the Building(s) is/are fully developed and ready in all aspects for the intended use considering the total Built-Up area as required to run the Programme and the Divisions/Departments for the First Year of the Course	Occupancy Certificate From the Competent Authority

13.2 Expert Visit Committee

Sl. No.	Documents	Compliance document to be submitted in case of Deficiencies
1	Documents related to Land (possession of Land, Land use Certificate, Land conversion Certificate, Khasra Plan etc.)	Concerned Documents/ Certificate issued by the Competent Authority of the concerned State Government and duly attested by the Chairperson/ Secretary of the Trust/ Society/ Company or lease agreement duly attested by the Chairperson
2	Whether any River, Canals, Rail Tracks, Highways or any other such entity hampering continuity of Land is passing through the Land. (Y/N). If Yes, mention the details	Khasra Plan/ Site Plan Certificate issued by the Competent Authority of the concerned State Government duly attested by the Chairman/Secretary of the Trust/ Society/ Company
3	Whether High Tension Transmission line is passing through the Land (Y/N). If Yes, mention the details	Khasra Plan/Site Plan Certificate issued by the Competent Authority of the concerned State Government duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
4	Details of all other educational Institutions run by the same Trust/ Society/ Company or management or by another management to which the Chairman of the Applicant Trust/Society/Company is a member. (In case of existing Institutions in the same location simultaneous verification of the document and inspection for both existing and new Technical Institution shall be done)	Affidavit to the effect shall be given
5	Copy of the advertisement in atleast one National Daily, for recruitment of Principal/ Director and Faculty members	Copy of the advertisement in atleast one National Daily, for recruitment of Principal/ Director and Faculty members
6	Stock registers of Laboratory/ Workshop equipment (First Year Laboratories)/ Stock registers of Computers, System software, Application software, Printers/ Stock registers of office equipment	Copy of the stock register(s) with entry regarding Laboratory equipment/ Computers/ Software/ Office equipment
7	Barrier free built environment and toilets created for physically challenged. (Ramp or Working Lift etc.)	Compliance has to be verified physically only, however the Applicant can submit photographs duly attested by the Chairman/Secretary of the Trust/Society/ Company. Also an Affidavit to the effect be submitted
8	Language Laboratory	Compliance has to be verified physically only, however the Applicant can submit photographs duly attested by the Chairman/Secretary of the Trust/Society/ Company and shall also produce the bills for purchasing equipment for Language Laboratory. Copy of the Stock register after making necessary entry to be produced duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
9	Principal/ Director's Office/ Boardroom/ Office all-inclusive/ Departmental Office/ Cabin for HoDs/ Faculty Room/ Central Store/ Examination Control Office/ Class Rooms/ Tutorial Room/ Drawing Hall/ Seminar Hall/ Library and Reading Room/ Computer Center/ Boys Common Room/ Girls Common Room/ Stationery Store/ First aid cum Sick Room/ Toilets/ Training and Placement Office/ Maintenance/ Housekeeping/ Pantry/ Common Room/ Cafeteria	Compliance has to be verified physically only. (However the Applicant can submit photographs duly attested by the Chairman/Secretary of the Trust/Society/ Company and also submit an Architect's Certificate to that effect)

10	Laboratories/ Workshops	Compliance has to be verified physically only. (However the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/Society/ Company and also submit an Architect's Certificate to that effect in case of completion of infrastructure and a Certificate from the Principal for the possession of the equipment) Tools and Equipment shall be available as per the norms of the affiliating body, proof of purchasing the same (Bills and proof of payment) and stock register(s) entry has to be submitted
11	Internet Band width	Certificate of the service provider and proof of payment. Bill paid for the last month shall also be submitted
12	Printers/ A1size Colour Printers/ Legal Application Software/ Legal System Software/ Library Management Software/ PCs to Student ratio/ Multi Media PC/ Provision of backup power supply	The Applicant can submit the bills for purchasing Printers/ Software/ Computer/ Backup power supply and the same shall be certified by the Applicant. Copy of the Stock registers after making necessary entry to be produced
13	Volumes/ Books/ Titles/ National Journals	The Applicant can submit the bills for purchasing Books/ Titles/ National Journals, duly certified by the Applicant. Copy of the Accession register after making necessary entry to be produced
14	Safety provisions, including fire and other calamities	The Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and shall also produce the bills for purchasing fire safety equipment
15	General Insurance provided for assets against fire, burglary and other calamities	Copy of General Insurance with the Policy number
16	Details and proof about medical facility and counselling arrangements	MoU with a nearby Hospital or Clinic or Appointment of a Doctor and a Nurse in the Campus and proof for Compliance of first aids
17	Sanction of electrical load by electric supply provider company	Sanction order from Electricity Office and proof for paying the amount towards the bill
18	Availability of Potable water supply	The Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and shall also produce the bills for purchasing potable water supplying equipment
19	A Certificate by an Architect giving details of sewage disposal system	Compliance has to be verified physically only, however, a Certificate by an Architect giving details of sewage disposal system
20	Vehicle Parking/ Display board within the premises as well as in the website of the Institution indicating the feedback facility of students and Faculty available in AICTE Web-Portal	Compliance has to be verified physically only, however the Applicant can submit photographs duly attested by the Chairman/Secretary of the Trust/Society/ Company
21	All weather motorable approach roads/ General and Departmental notice boards	Compliance has to be verified physically only, however the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
22	Institution website	Printout of the first page and other relevant pages of the Institution website
23	Details and proof of telephone connections available at the proposed Technical Institution	Proof for paying the amount towards bill
24	Stock register	Copy of the Stock registers duly attested by the Chairman/ Secretary of the Trust/ Society/ Company after making all necessary entry to be produced

13.3 Expert Visit Committee for Break in EoA/ Restoration/ OCI/FN/ Before First Batch Pass out for Existing Institutions (Documents needed in addition to the ones mentioned in Clause 13.2 for Expert Visit Committee)

Sl. No.	Deficiencies as per EVC	Compliance document to be submitted
1	Whether any other Institution (AICTE approved/ not under AICTE ambit) are being run/ proposed to be run in the same patch of Lands known for the present Institution. Also, no other Programmes such as BBA/ BCA/B.Sc. (S/W Engineering)/ M.Sc. (S/W Engineering) etc. are being run/ sharing in the premises (Land and Building) of the present Institution	An Affidavit to the effect shall be obtained
2	Occupancy Certificate/ Completion Certificate/Form D/ Structural Stability Certificate	Concerned Certificate issued by the Competent Authority
3	Complete Institution Building Plan of proposed Technical	Copy of Complete Building Plan of the Technical Institution approved by the Competent Plan Sanctioning Authority of the concerned State Government/ UT
4	Whether Laboratories and Workshops possess relevant equipments as per the University syllabus/ Whether equipment procured are at the operational stage	Compliance has to be verified physically only. (However the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and also submit an Architect's Certificate to that effect in case of completion of infrastructure and Certificate from the Principal for the possession of the equipment) Tools and Equipment shall be available as per the norms of the affiliating body, proof of purchasing the same (Bills and proof of payment) and stock register(s) entry has to be submitted
5	Appointment of Student Counsellor/ Establishment of Anti Ragging Committee/ Establishment of Committee for SC/ ST/ Establishment of Internal Committee (IC) Committee as per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013/ Institution Industry Cell/ Innovation Cell	Documents/ Minutes of Board of Governors (BoG)/ Board of Management (BoM) for the constitution of Student Counsellor/ Committee/ Cell duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
6	Establishment of Grievance Redressal Committee in the Institution and the Appointment of OMBUDSMAN by the University	Documents/ Minutes of Board of Governors (BoG)/ Board of Management (BoM) for the constitution of the committee along with the list of nominated members duly attested by the Chairman/ Secretary of the Trust/ Society/ Company. In case of OMBUDSMAN, an order from the concerned University for appointment
7	Establishment Mechanism of online Grievance Redressal	Printout from the Institution website for the establishment of the Grievance Redressal Mechanism duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
8	Number of Faculty	TDS Certificate for the previous year/ copy of selection minutes for the appointment of Faculty/ acquaintance register/ Audited Bank Statement for the payment of salaries for the past 6 months through Nationalized banks

9	Whether the salary for all the Faculty members are paid as per sixth pay commission recommendations/ Whether the payment of salaries is through RTGS/ NEFT/Online	Digital Payment for payment of salaries
10	Whether hostel facilities are available for accommodating students of FN/OCI category	Compliance has to be verified physically only. (However the Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and also submit an Architect's Certificate to that effect)
11	Implementation of Food Safety and Standards Act,2006 in the Institution	Certificate from Food Corporation of India
12	Digital Payment for all Financial Transactions as per MOE Directives	Proof for payment of salaries and other transactions for procurement of equipment through banks
13	Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the website of the Institution	Copies of AICTE approvals for all the years to be submitted
14	CCTV Installation at prominent locations	The Applicant can submit photographs duly attested by the Chairman/ Secretary of the Trust/ Society/ Company and shall also produce the bills for purchasing CCTV
15	Provision to watch MOOCs Courses through SWAYAM& SWAYAMPRAHA	Documents obtained from the University
16	National Academic Depository (NAD) as per MOE directives (Applicable only for Standalone PGDM and University departments)	Documents showing the registration with NAD
17	General insurance provided for assets against fire, burglary and other calamities/Group Accident Policy/ Students safety Insurance	Copy of the Insurance from the Insurance Agency duly attested by the Chairman/ Secretary of the Trust/ Society/ Company
18	Availability of vouchers and payment receipts indicating proof of purchase	Digital Payment for all Financial Transactions to be submitted

ANNEXURE-14

MBA/PGDM in Innovation, Entrepreneurship and Venture Development (IEV)

About the Course

MBA/PGDM in Innovation, Entrepreneurship and Venture Development (IEV) is a two years PG level management programme can be offered by higher educational institutions. This is an action oriented and outcome based programme will admit students with innovative ideas and problem solving mind set with access to pre-incubation and incubation support at the institute to convert ideas to business model, traverse path of entrepreneurship and practice venture as part of academic curriculum to obtain the master degree.

Conditions, Requirements and Eligibility

The existing and new institutions shall apply for PG level management course MBA/PGDM in Innovation, Entrepreneurship and Venture Development (IEV), provided they satisfy following conditions along with the eligibility requirements as mentioned in **Clause 2.15**

- a. Institute with a functional incubation unit and pre-incubation facilities, co-working space, innovation lab facilities. The incubation unit should be established as Special Purpose Vehicle(SPV) preferable a registered entity and minimum three years of operation.
- b. Existence and empanelment of competent, trained personals (in-house and external) at the incubation unit and institute with teaching and learning resources to train, mentor the student innovators/entrepreneurs.
- c. Existence of funding schemes at the incubation unit and institute to support student innovators and entrepreneurs for the idea development, prototype development, business model and startup development.
- d. Institute/incubation unit's competency and capability to manage and support a batch of 30 student innovators and potential entrepreneurs per year starting from idea generation to venture Development and startup growth stage.

Procedure

In additions to the procedures mentioned in the **Clause 2.15**, additional submission and scrutiny process for approving the MBA/PGDM in IEV course are as follows.

- a. The Institution shall apply on AICTE Web-Portal along with the additional documents as per **Appendix 17** of the Approval Process Handbook.
- b. Scrutiny Committee constituted at AICTE office shall verify the additional documents as per **Appendix 17** of the Approval Process Handbook submitted for MBA/PGDM in IEV course.
- c. A special scrutiny committee constituted at the AICTE HQ level shall verify **Appendix 17** and if required, AICTE will invite institutions to present their case in front of the committee to demonstrate their competency and capability to run the MBA/PGDM in IEV course.

APPENDIX-1

Norms for Duration, Entry Level Qualifications and Statutory Reservations of the Technical Programmes

- i) To make the students employable after every exit, the skill component with progressive enhancement in skills in respective disciplines may be introduced in the curriculum right from the 1st year of the program by the concerned regulatory body/ University/ Technical Board, as the case may be.

While allowing exit at the end of first year, institutes may prescribe mandatory skill course module on Technical Communication and Computer Proficiency (Data Entry etc.), Civil / Mechanical Draftsmanship, Electrical maintenance etc.

Sr. No	Academic Level	Entry Level Qualifications	Qualifications at Exit	NCrF Level
1	10 th Std.		10 th Standard	3.0
2	11 th Std. /1 st yr.of Diploma	10 th Completed	A candidate exits with 10+1 year of Diploma; Certificate of Vocation (C. Voc.)	3.5
3a	12 th Std.	Passed 11 th std.	12 th Standard	4.0
3b	2 nd yr. of Diploma	A candidate completing 10+1 year of Diploma (C. Voc.) or equivalent vocational training with level 3.5 or passed 12 th std.	A candidate exits with 10+2 years with Diploma of Vocation	4.0
4a	Third yr. of Diploma	A candidate completing 10+2 years with Diploma of Vocation or equivalent vocational training with level 4	Diploma Engg.	4.5
4b	1 st yr. of UG Degree	A candidate completing 10+2 years with Diploma of Vocation or passed 12 th std. or equivalent vocational training with level 4	UG Certificate	4.5
5	2 nd yr. of UG Degree	A candidate with Diploma in appropriate branch of Engineering/ UG Certificate/ Equivalent Vocational or Technical Program level 4.5	UG Diploma (Engg.)	5.0
6	3 rd yr. of UG Degree	A candidate with 10+3+1/12+2/ UG Diploma (Engg.) in appropriate domain with level 5	B.Voc./ B.Sc (Engg.)/ UG Degree	5.5
7	Final yr. of UG Degree	A candidate with 3 yrs. Bachelor degree in Vocation / B.Sc (Engg.)/ UG Degree with level 5.5	B.E./B. Tech./ UG Degree (Hons.)	6.0
8	1 st yr. of PG Degree	A candidate with 4 yrs. Bachelor(level 6.00)	PG Diploma / M.Voc	6.5
9	Final Year of PG Degree	1 year of PG Degree/ PG Diploma/ M.Voc(Level 6.5) in appropriate domain	M Tech/ PG Degree (Engg.)/ PG Degree	7.0
10	Ph.D/ Fellow Program	B.Tech. with 75% Marks or equivalent CGPA/ PG		8.0

National Credit Framework(NCrF) for UG & PG Courses in Engineering Students who exit after 2nd year of B.Tech. course must undergo skill modules on IT/Hardware Networking / METLAB or Branch specific skill module.

Course structure at 3rd year and 4th year of B.Tech. is already Engineering specific, students who exit after 3-years may be awarded UG Degree/ B.Voc/ B.Sc(Engg.).

ii) For Diploma students who exit after 1st year, Certificate of Vocation (C.Voc.) and who exit after 2nd year Industrial Training Certificate(ITC)/ Diploma of Vocation may be awarded.

At each entry level, Institution/ University has to identify the educational gaps/ skill gaps and suitable bridgecourses may be offered.

Diploma Course:

Sl. No.	Programme	Duration	Eligibility	NCrF Level
I	Engineering and Technology	3 -years	Passed 10th Std./ SSC examination	3.0
Ii	Applied Arts and Crafts	3 Years	Passed 10th Std./ SSC examination	3.0
Iii	Design	3 years	Passed 10th Std./ SSC examination	3.0
Iv	Hotel Management and Catering Technology	3 years	Passed 10+2 examination	4.0
		5 years	Passed 10th Std./ SSC examination	3.0
V	All Programmes (Lateral Entry to Second Year Diploma)	2years	Passed 10+2 examination with Physics/ Mathematics / Chemistry/ Computer Science/ Electronics/Information Technology/ Biology/ Informatics Practices/ Biotechnology/Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship as per table 1.3(a). Or 10th + 2 year ITI shall be eligible for admission to Second Year Diploma Course(s) in Any branch of Engineering and Technology. (The Affiliating Body will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)	4.0

1.2 PostDiploma

Sl. No.	Programme	Duration	Eligibility
1	Engineering and Technology	18 Months or 2 years	Passed Diploma examination with at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

1.3 Under Graduate Degree

Sl. No.	Programme	Duration	Eligibility	NCrf Level
i	Engineering and Technology#	4 years	<p>Passed 10+2 examination with Physics/ Mathematics/ Chemistry/ Computer Science/ Electronics/ Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/ Entrepreneurship as per table1.3(a)</p> <p>Agriculture stream (for Agriculture Engineering)</p> <p>Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.</p> <p style="text-align: center;">OR</p> <p>Passed D.Voc. Stream in the same or allied sector.</p> <p>(The Universities will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing etc, for the students coming from diverse backgrounds to prepare Level playing field and desired learning outcomes of the programme)</p>	4.0
ii	Planning	4 years	<p>Passed 10+2 examination with eligibility as per table1.3(a)</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.</p> <p style="text-align: center;">OR</p> <p>Passed D.Voc. Stream in the same or allied sector.</p>	4.0
iii	Applied Arts and Crafts	4 years	<p>Passed 10+2 examination</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.</p> <p style="text-align: center;">OR</p> <p>Passed D.Voc. Stream in the same or allied sector.</p>	4.0
iv	Design	4 years	<p>Passed 10+2 examination</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.</p> <p style="text-align: center;">OR</p> <p>Passed D.Voc. Stream in the same or allied sector.</p>	4.0
V	Hotel Management and Catering Technology	4 years	<p>Passed 10+2 examination</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.</p> <p style="text-align: center;">OR</p> <p>Passed D.Voc. Stream in the same or allied sector.</p>	4.0

Vi	Engineering and Technology (Lateral Entry to Second year)	3 years	<p>Passed Minimum 3-years / 2-Years (Lateral Entry) Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category).</p> <p>OR</p> <p>Passed B.Sc. Degree from a recognized University asdefined by UGC, with at least 45% marks (40% marks in case of candidatesbelonging to reserved category) and passed 10+2 examinationwith Mathematics as a subject.</p> <p>(The Universities will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc, for the students coming from diverse backgrounds to achieve desired learningoutcomes of the program)</p> <p>Refer table 1.10 of Appendix-1</p>	4.5
Vii	Engineering and Technology (LateralEntry to Third year) #	2 years	UG Diploma in Engg.	5.0
Viii	Engineering and Technology (Lateral Entry to Final year) #	1 year	B.Voc. in relevant discipline	5.5
ix	All Programmes Other than Engineering and Technology/ Planning/ Design	Lateral Entry to Second year	Passed Minimum 3-years / 2-years (Lateral Entry) Diploma examination in a Programme with at least 45% marks (40%marks in case of candidates belonging to reserved category) in appropriate Programme.	4.5
X	Under Graduate Courses in Computer Application(BCA)	3/4 years	<p>Passed 10+2 examination with eligibility as per the affiliating University admission policy.</p> <p>Or</p> <p>A pass in diploma in Commercial Practice or equivalent</p>	4.0
Xi	Under Graduate Courses in Management(BBA /BMS/BBM etc.)	3/4 years	Passed 10+2 examination with eligibility as per the affiliating University admission policy.	4.0

NOTE: Admission of B.Tech/B E graduates, in other branches of Engineering as an additional degree through Lateral Entry will be facilitated by the respective Technical Universities by allowing them to take admission at appropriate level of B.Tech/B.E. discipline/branch of Engineering. [Refer AICTE circular No. F.No. AICTE/P&AP/ Misc/2020 dated 09.08.2021]

1.3(a)Post Graduate Diploma / Post Graduate Degree / Post Graduate Certificate

Sl. No.	Programme	Duration	Eligibility	NCrf Level
I	Engineering and Technology	2 years	Passed Bachelor's Degree or equivalent. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	6.0
ii	Engineering and Technology (Certificate)	1 year	Passed Bachelor's Degree or equivalent. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	6.0
iii	Planning	2 years	Passed Bachelor Degree in Planning/ Architecture/ Civil Engineering OR Passed Master Degree of Geography/ Economics/ Social Sciences or equivalent Degree.	6.0
iv	Applied Arts and Crafts	2 years	Passed Bachelor Degree in Fine Arts or equivalent Degree. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	6.0
v	Design	2 years	Passed Bachelor Degree of minimum 4 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	6.0
vi	Hotel Management and Catering Technology	2 years	Passed Bachelor Degree in Hotel Management and Catering Technology/ Hotel Management of minimum 4 years duration or equivalent Degree. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	6.0
vii	Computer Application (MCA 1st Year)	2 years	Passed any graduation degree (e.g.: B.E. / B.Tech./ B.Sc / B.Com. / B.A./ B. Voc./ BCA etc.,) preferably with Mathematics at 10+2 level or at Graduation level Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination. (for students having no Mathematics background compulsory bridge course will be framed by the respective University/ Institution and additional bridge courses related to computer subjects as per the norms of the concerned University).	5.5

viiia	Computer Application [MCA Second Year (Lateral Entry)]	1 year	B Tech/B.E. (CSE/IT) subject to availability of seats	6.0
viii	Management (MBA/MMS)	2 years	Passed Bachelor Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	5.5
ix	Management (PGCM)	1 year	Passed Bachelor's Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of Candidates belonging to reserved category) in the qualifying examination.	5.5
x	Management (PGDM)	2 years*	Passed any Bachelors Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	5.5
		18 months	Passed any Bachelors Degree of minimum 3 years duration and a minimum of 3 years relevant managerial/ supervisory experience. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	5.5

*(With exit option of PGCM after completion of 1st year subject to fulfilling the required credits) refer table 1.10 od appendix 1

1.4 Diploma/Under Graduate Engineering Entry level qualification 10+2 level

Sr. No.	Major Disciplines	Mandatory Courses at 10+2 Level	Other relevant Course(s) for this discipline	
1	Aeronautical Engineering	Phy, Chem, Maths	NA	
2	Agriculture Engineering**	Phy, Chem OR Agriculture stream	Maths/Biology/Biotechnology/Agriculture/ Agriculture stream	
3	Architecture	As per Norms of Council of Architecture (CoA)		
4	Planning	Maths	For remaining two courses select any courses out of 14#	
5	Biotechnology**	Phy, Chem	Select any one from Bio/Biotechnology/Maths	
6	Ceramic Engineering	Phy, Chem, Maths	NA	
7	Civil Engineering	Phy, Chem, Maths	NA	
8	Computer Science and Engineering	Phy, Maths	For remaining single course select any courses out of 14#	
9	Chemical Engineering	Phy, Chem, Maths	NA	
10	Dairy Engineering	Phy, Chem, Maths	NA	
11	Electrical Engineering	Phy, Maths	For remaining single course select any courses out of 14#	
12	Energy Engineering	Phy, Chem, Maths	NA	
13	Electronics Engineering	Phy, Maths	For remaining single course select any courses out of 14#	
14	Mechanical Engineering	Phy, Chem, Maths	NA	
15	Fire and Safety Engineering	Phy, Chem, Maths	NA	
16	Food Engineering	Chem	For remaining two courses select any courses out of 14#	
17	Leather Technology	Chem	For remaining two courses select any courses out of 14#	
18	Marine Engineering	Phy, Chem, Maths	NA	
19	Metallurgy Engineering	Phy, Chem, Maths	NA	
20	Military Engineering	Phy, Chem, Maths	NA	
21	Mining Engineering	Phy, Chem, Maths	NA	
22	Nano Technology	Phy, Chem, Maths	NA	
23	Nuclear Science and Technology	Phy, Chem, Maths	NA	
24	Packaging Technology	Nil	Select any courses out of 14#	
25	Pharmaceutical Engineering**	Phy, Chem	Select any one from Bio/Biotechnology/Maths	
26	Printing Engineering**	Phy, Chem	For remaining single course select any courses out of 14#	
27	Textile Engineering	Phy, Chem, Maths	NA	
28	Fashion Technology	Nil	Select any courses out of 14#	
29	Textile Chemistry	Chem	For remaining two courses select any courses out of 14#	

** First one or two Semesters may be so designed that students with Biology/Biotechnology background have adequate courses on Maths and Vice Versa and then the class is at level studying field for the rest of the semesters.

#Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship

1.5 Integrated / Dual Degree Courses

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	5 years	<p>Passed 10+2 examination with Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/ Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship as per table 1.3(a)</p> <p>Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.</p> <p style="text-align: center;">OR</p> <p>Passed min. 3 years Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.</p> <p>(The Universities will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme).</p>
ii	Planning	5 years	<p>Passed 10+2 examination with eligibility as per table 1.3(a)</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying examination.</p>
iii	Hotel Management and Catering Technology	5 years	<p>Passed 10+2 examination.</p> <p>Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the qualifying examination.</p>
iv	Computer Application (MCA)	4 years	<p>Passed 10+2 examination with Mathematics/ Statistics/ Accountancy as compulsory subjects.</p> <p>Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.</p>
v	Management (MBA)	4 years	<p>Passed 10+2 examination.</p> <p>Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the qualifying examination.</p>

1.6 Fellow Programme

Sl. No.	Programme	Duration	Eligibility
i	Fellow Programme in Management	Minimum 3 years but shall not exceed 5 years	Master's Degree or equivalent in Engineering and Technology/ Management/ Economics/ Social Science/Biological Science/ Pure Science/ Commerce/ Humanities with FIRST CLASS

- 1.7 Reservation Policy of the Central Government (Including EWS) / Respective State Government/ UT as the case shall be applicable to all the above Programmes (1.1 to 1.6)**
- 1.8 The concerned State Government/ UT Admission authority shall decide Modalities of Admission**
- a) The admission for Integrated/Dual Degree Course in Management shall be effected on the basis of separate merit lists of students passed in various streams at 12th Std.as,
- Science stream: 20 seats
 - Commerce stream: 20 seats
 - Arts Stream: 20 seats
- In case of non – availability of students from one stream, remaining seats in that stream shall be allotted to students from other two streams on an equal basis. In case of non-availability of students from two streams, remaining seats in those streams shall be allotted to students from third-stream.
- b) In case of Integrated Hotel Management and Catering Technology, selection of the students for this Course shall be done at the start of the Second year of Bachelor's Degree. Students selected for this Course shall take additional Course in Management along with the Third Semester of the Regular Course.
- c) For integrating vocational and conventional education, the Skill Assessment Matrix for Vocational Advancement of Youth (SAMVAY) had been launched by MoE in November, 2014. The credit framework (as per the following) is now in operation which allows lateral and vertical mobility within the vocational educational system and between current education systems. It defines the rules for credit allotment and follows the National Skills Qualification Framework.

The detailed SAMVAY document is available at: https://www.aicteindia.org/sites/default/files/SAMVAY_1_.pdf

1.9 Open Distance Learning / Online Learning Courses

The Duration and Entry Level Qualifications for the ODL/OL Courses shall be the same as specified by UGC on the subject from time-to-time.

- 1.9.1 Preference shall be given to candidates qualified from any one of the six All India tests, i.e; CAT, XAT, CMAT, ATMA, MAT, GMAT or the common entrance examinations (if any) conducted by the respective State Governments for all Institutions for Admission to MBA/PGDM courses offered through ODL/OL mode.
- 1.9.2 Preference shall be given to candidates qualified from any of the common Entrance examinations conducted by the respective State Governments/Central Government organization for Admission to MCA course offered through ODL/OL mode.

APPENDIX-2

Approved Nomenclature of Courses

2.1 Diploma in Engineering and Technology

Sl.No	Course Name	Sl.No	Course Name
1	3-D Animation and Graphics	37	Ceramic Engineering and Technology
2	Administration Services	38	Ceramic Technology
3	Advanced Electronics and Communication Engineering	39	Ceramics
4	Aeronautical Engineering	40	Ceramics Engineering
5	Agricultural Engineering	41	Chemical Engineering
6	Agricultural Technology	42	Chemical Engineering (Fertilizer)
7	Agriculture Engineering	43	Chemical Engineering (Oil Technology)
8	Aircraft Maintenance Engineering	44	Chemical Engineering (Petro Chemical)
9	Aircraft Maintenance Engineering (Avionics)	45	Chemical Engineering (Petrochemical)
10	Aircraft Maintenance Engineering (Helicopter and Power Plants)	46	Chemical Engineering (Plastic and Polymer)
11	Alternate Energy Technologies	47	Chemical Engineering (Sugar Technology)
12	Animation and Multimedia Technology	48	Chemical Engineering Specialization in Petrochemicals
13	Apparel Design and Fabric	49	Chemical Technology
14	Apparel Design and Fabrication Technology	50	Chemical Technology (Paint Technology)
15	Apparel Design and Fashion Technology	51	Chemical Technology (Rubber and Plastic Technology)
16	Apparel Manufacture and Design	52	Chemical Technology (Rubber/Plastic)
17	Apparel Technology	53	Chemical Technology Fertilizer
18	Applied Electronics and instrumentation Engineering	54	Cinematography
19	Applied Videography	55	Civil (Construction)
20	Armament Engineering (Gun Fitter)	56	Civil (Public Health and Environment) Engineering
21	Artificer Training (Electrical)	57	Civil and Environmental Engineering
22	Artificer Training (Electronics)	58	Civil and Rural Engineering
23	Artificer Training (Mechanical)	59	Civil Engineering
24	Artificial Intelligence (AI) and Machine Learning	60	Civil Engineering (Construction Technology)
25	Audiography and Sound Engineering	61	Civil Engineering (Environment and Pollution Control)
26	Automation and Robotics	62	Civil Engineering (Environmental and Pollution Control)
27	Automobile Engineering	63	Civil Engineering (Environmental Engineering)
28	Automobile Engineering (Automobile Fitter)	64	Civil Engineering (Public Health Engineering)
29	Beauty Culture and Cosmetology	65	Civil Engineering (Rural Engineering)
30	Biomedical Electronics	66	Civil Engineering Environment and Pollution Control
31	Biomedical Engineering	67	Civil Environmental Engineering
32	Biotechnology	68	Civil Technology
33	CAD CAM	69	Combat Armament and Weapon Technology
34	Carpet Technology	70	Combat Driving and Maintenance Technology
35	CDDM	71	Cloud Computing and Big Data
36	Cement Technology	72	Combat Radio and Communication Technology

73	Commercial and Computer Practice	108	Direction Screen PlayWriting and TV Production
74	Commercial Practice	109	Dress Designing and Garment Manufacturing
75	Commercial Practice (KAN and ENG)	110	Drilling Engineering
76	Communication and Computer Networking	111	Electrical and Electronics (Power System)
77	Computer Aided Costume Design and Dress Making	112	Electrical and Electronics Engineering
78	Computer Application and Business Management	113	Electrical and instrumentation Engineering
79	Computer Applications	114	Electrical and Mechanical Engineering
80	Computer Engineering	115	Electrical Engineering
81	Computer Engineering and Application	116	Electrical Engineering (Electronics and Power)
82	Computer Engineering and IoT	117	Electrical Engineering (Industrial Control)
83	Computer Hardware and Maintenance	118	Electrical Engineering (Instrumentation and Control)
84	Computer Hardware and Networking	119	Electrical Engineering and Electric Vehicle Technology
85	Computer Hardware Engineering	120	Electrical Engineering industrial Control
86	Computer Networking	121	Electrical Power System
87	Computer Science	122	Electrical Power Systems
88	Computer Science and Engineering	123	Electronic instrumentation and Control Engineering
89	Computer Science and information Technology	124	Electronic Science and Engineering
90	Computer Science and Technology	125	Electronics Engineering
91	Computer Software Technology	126	Electronics (Fiber Optics)
92	Computer Technology	127	Electronics (Robotics)
93	Construction Automation	128	Electronics and Communication Engineering
94	Construction Engineering	129	Electronics and Communication Engineering(Industry Integrated)
95	Construction Technology	130	Electronics and Communication Engineering (Microwaves)
96	Construction Technology and Management	131	Electronics and Communication Technology
97	Control and instrumentation	132	Electronics and Communications Engineering
98	Cosmetology and Health	133	Electronics and Computer Engineering
99	Costumer Design and Dress Making	134	Electronics and Electrical Engineering
100	Cyber Forensics and information Security	135	Electronics and instrumentation Engineering
101	Cyber Physical Systems and Security	136	Electronics and Telecommunication
102	Cyber System and Information Security	137	Electronics and Telecommunication Engineering
103	Dairy Engineering	138	Electronics and Tele-Communication Engineering
104	Design and Drafting Technology	139	Electronics and Telecommunication Engineering(Radio and System)
105	Digital Electronics	140	Electronics and Telecommunication Engineering (Technologynician Electronic Radio)
106	Digital Electronics and Microprocessor	141	Electronics and Telecommunications Engineering
107	Digital Manufacturing Technologies	142	Electronics and Video Engineering

143	Electronics Communication and instrumentation Engineering	183	Geographic information System (G.I.S.) and Global Positioning System
144	Electronics Engineering	184	Geoinformatics
145	Electronics Engineering (Digital Electronics)	185	Glass and Ceramics Engineering
146	Electronics Engineering (Industry integrated)	186	Handloom and Textile Technology
147	Electronics Engineering (Micro Electronics)	187	Heat Power Engineering
148	Electronics Engineering (Specialization in Consumer Electronics)	188	Home Science
149	Electronics Engineering Modern Consumer Electronics	189	Hotel Management and Catering Technology
150	Electronics Engineering with Microprocessor	190	IC Manufacturing
151	Electronics instrument and Control	191	Industrial and Production Engineering
152	Electronics instrumentation and Control Engineering	192	Industrial Electronics
153	Electronics Production and Maintenance	193	Industrial Production Engineering
154	Electronics Robotics	194	Information and Communication Technology
155	Electronics Technology	195	Information Engineering
156	Electronics Tele Communication	196	Information Science
157	Embedded Systems	197	Information Science and Engineering
158	Environmental Engineering	198	Information Science and Technology
159	Fabrication Technology	199	Information Technology
160	Fabrication Technology and Erection Engineering	200	Information Technology and Engineering
161	Fashion and Apparel Design	201	Information Technology Enabled Services and Management
162	Fashion and Clothing Technology	202	Instrument Technology
163	Fashion and Design	203	Instrumentation and Control Engineering
164	Fashion Designing	204	Instrumentation and Process Control
165	Fashion Designing and Garment Technology	205	Instrumentation Engineering
166	Fashion Technology	206	Instrumentation Technology
167	Film and Video Editing	207	Instruments and Medical Equipment
168	Film Technology and TV Production (Cinematography)	208	Integrated Circuit (IC) Design and Fabrication
169	Film Technology and TV Production (Digital Intermediate)*	209	Interior Decoration
170	Finance Account and Auditing	210	Interior Design
171	Fire Technology and Safety	211	Jewellery Design and Manufacture Technology
172	Fisheries Technology	212	Knitting and Garment Technology
173	Food Processing and Preservation	213	Knitting Technology
174	Food Processing Technology	214	Leather and Fashion Technology
175	Food Technology	215	Leather Goods and Footwear Tech
176	Footwear Technology	216	Leather Technology
177	Foundry Technology	217	Leather Technology Footwear Computer Aided Shoe Design
178	Gaming and Animation	218	Leather Technology Tanning
179	Garment and Fashion Technology	219	Library and Information Science
180	Garment Fabrication	220	Logistics Technology
181	Garment Manufacturing Technology	221	Machine Engineering
182	Garment Technology	222	Machine Tools and Maintenance Engineering

223	Machine Tools Technology	259	Micro Electronics
224	Maintenance Engineering	260	Mine Engineering
225	Manufacturing Engineering	261	Mine Surveying
226	Manufacturing Technology	262	Mining and Mine Surveying
227	Marine Engineering	263	Mining Engineering
228	Marine Engineering and Systems	264	Multimedia Technology
229	Marine Engineering and Systems (Artificer Training)	265	Navy Entry Artificer/ Diploma in Mechanical and Electrical
230	Mass Communication	266	Network Engineering
231	Material Management	267	Office Management and Computer Application
232	Mechanical CAD/CAM	268	Ophthalmic Technology
233	Mechanical Engineering	269	Opto-Electronics Engineering
234	Mechanical Engineering (Production)	270	Packaging Technology
235	Mechanical Engineering (Automobile)	271	Paint Technology
236	Mechanical Engineering (CAD/CAM)	272	Paper Technology
237	Mechanical Engineering (Foundry)	273	Paper and Pulp Technology
238	Mechanical Engineering (Industry Integrated)	274	Petrochemical Engineering
239	Mechanical Engineering (Machine Tool Maintenance and Repairs)	275	Petrochemical Refinery
240	Mechanical Engineering (Maintenance)	276	Petrochemical Technology
241	Mechanical Engineering (Refrigeration and Air Conditioning)	277	Petroleum Engineering
242	Mechanical Engineering (Repair and Maintenance)	278	Petroleum Technology
243	Mechanical Engineering (Tool and Die)	279	Photography
244	Mechanical Engineering Automobile	280	Plastic and Mould Technology
245	Mechanical Engineering Power Plant Engineering	281	Plastic and Polymer Engineering
246	Mechanical Engineering Production	282	Plastic Engineering
247	Mechanical Engineering, Refrigeration and Air Conditioning	283	Plastic Mould Technology
248	Mechanical Engineering (CAD)	284	Plastic Technology
249	Mechanical Engineering Tool Engineering	285	Plastics Engineering
250	Mechanical Engineering Tube Well Engineering	286	Plastics Mould Technology
251	Mechanical Welding and Sheet Metal	287	Plastics Processing and Testing
252	Mechanical Welding and Sheet Metal Engineering	288	Plastics Technology
253	Mechanical Engineering Computer Aided Design/Computer Aided Manufacturing	289	Polymer Technology
254	Mechatronics	290	Post Plastic Process and Testing
255	Medical Electronics Engineering	291	Power Electronics
256	Medical Laboratory Technology	292	Precision Manufacturing
257	Metallurgical Engineering	293	Printing and Packing Technology
258	Metallurgy	294	Printing Technology

295	Production and Industrial Engineering	319	Textile Engineering
296	Production Engineering	320	Textile Manufactures
297	Quantity Surveying and Construction Management	321	Textile Manufacturing and Technology
298	Robotics and Mechatronics	322	Textile Manufacturing Technology
299	Robotic Process Automation	323	Textile Marketing and Management
300	Refrigeration and Air Conditioning	324	Textile Processing
301	Renewable Energy	325	Textile Processing Technology
302	Rubber Technology	326	Textile Technology
303	Saddlery Technology and Export Management	327	Textile Technology (Manmade Fibre)
304	Shipbuilding Engineering	328	Textile Technology (Textile Design and Weaving)
305	Small Arms Engineering	329	Tool and Die Engineering
306	Smart Agritech	330	Tool and Die Making
307	Smart and Sustainable Transportation	331	Tool Die and Mould Making
308	Sound Recording and Engineering	332	Transportation Engineering
309	Sugar Technology	333	Transportation Engineering and Management
310	Surface Coating Technology	334	Travel and Tourism
311	Survey Engineering	335	TV and Sound Engineering
312	Technician X-Ray Technology	336	Virtual and Augmented Reality
313	Telecommunication Engineering	337	Water Technology and Health Science
314	Telecommunication Technology	338	Weapons Engineering
315	Textile Chemistry	339	Web Designing
316	Textile Design	340	Wood and Paper Technology
317	Textile Designing	341	Wood Technology
318	Textile Designing Printing		

2.2 Post Diploma in Engineering and Technology

Sl. No	Course Name	Sl. No	Course Name
1	Acoustic Survey	26	Knitting and Garment Technology
2	Advanced Die and Mould Making	27	Mechanical Engineering
3	Advanced Electrical Power System	28	Medical Electronics
4	Advanced Electronics and Communication Engineering	29	Petrochemical Engineering
5	Advanced Mechatronics and Industrial Automation	30	Plant Engineering
6	Advanced Refrigeration and AirConditioning	31	Plastic Mould Design
7	Automobile Engineering	32	Plastic Mould Design (CAD/CAM)
8	Biotechnology Tissue Culture	33	Plastic Mould Technology
9	CAD/CAM	34	Plastic Technology
10	Computer Aided Design and Manufacture	35	Plastics Processing and Testing
11	Computer Aided Design Manufacture and Engineering	36	Polymer Science and Rubber Technology
12	Computer Applications	37	Post Plastic Mould Design
13	Computer Hardware and Networking	38	Post Plastic Process and Testing
14	Computer Hardware Maintenance and Networking	39	Power Plant Engineering and EnergyManagement
15	Electrical Engineering	40	Production Engineering SystemTechnology
16	Electronics Communication andInstrumentation Engineering	41	Refrigeration and Air Conditioning
17	Environmental Engineering	42	Rubber Technology
18	Fire Technology and Safety	43	Software Testing
19	Food Technology	44	Textile Processing
20	Forge Technology	45	Thermal Power Engineering
21	Foundry Technology	46	Tool and Die Engineering
22	Geographic information System (G.I.S.)and Global Positioning System	47	Tool Design
23	Industrial Safety	48	Town Planning and Architecture
24	Industrial Safety and Engineering	49	Web Designing
25	Information Technology		

2.3 Under Graduate Courses in Engineering and Technology

Sl. No	Course Name	Sl. No	Course Name
1	3-D Animation and Graphics	41	Chemical Engineering
2	Additive Manufacturing	42	Chemical Engineering (Plastic and Polymer)
3	Advanced Mechatronics and industrial Automation	43	ChemicalTechnology
4	Aero Space Engineering	44	Civiland Environmental Engineering
5	Aeronautical Engineering	45	Civil and infrastructure Engineering
6	Aerospace Engineering	46	Civiland Rural Engineering
7	Agricultural Engineering	47	Civil Engineering (Environmental Engineering)
8	AgriculturalTechnology	48	Civil Engineering and Planning
9	Agriculture Engineering	49	CivilEngineering Environmentand Pollution Control
10	Aircraft Maintenance Engineering	50	Civil and Water Management Engineering
11	Airline Management	51	Civil Engineering
12	Apparel and Production Management	52	Civil Engineeringwith Computer Application
13	Applied Electronics and Communications	53	Civil Engineering (ConstructionTechnology)
14	Applied Electronics and instrumentation Engineering	54	Civil Environmental Engineering
15	Architectural Assistantship	55	CivilTechnology
16	Architecture and Interior Decoration	56	Computer and Communication Engineering
17	Artificial Intelligence (AI) and Data Science	57	Computer Engineering
18	Artificial Intelligence and Machine Learning	58	Computer Engineering (Software Engineering)
19	Automation Engineering	59	Computer Engineering and Application
20	Automobile Engineering	60	Computer Networking
21	Automobile Maintenance Engineering	61	Computer Science and Applied Mathematics
22	Automation and Robotics	62	Computer Science and Biosciences
23	AutomotiveTechnology	63	Computer Science and Design*
24	Biomedical and Robotic Engineering	64	Computer Science and Business Systems
25	Biochemical Engineering	65	ComputerScience and Engineering(Cyber Security)
26	Bioelectronics Engineering	66	Computer Science and Engineering
27	Bioinformatics	67	Computer Science and Engineering (Artificial Intelligence)
28	Biomedical Engineering	68	Computer Science and Engineering (Artificial Intelligenceand Machine Learning)
29	Biomedical instrumentation	69	Computer Science and Engineering (Data Science)
30	Biotechnology	70	Computer Science and Engineering (Internet of Things and Cyber Security Including Block Chain Technology)
31	Biotechnology and Biochemical Engineering	71	ComputerScience and Engineering (Internet of Things)
32	Building and Construction Technology	72	Computer Science and Engineering (Networks)
33	Carpet and Textile Technology	73	Computer Science and Engineering and Business Systems
34	Cement and CeramicTechnology	74	Computer Science and informationTechnology
35	Ceramic Engineering andTechnology	75	Computer Science and Medical Engineering
36	CeramicTechnology	76	Computer Science and Social Sciences
37	Ceramics Engineering	77	Computer Science and Systems Engineering
38	Chemical Engineering (Desalination andWaterTreatment)	78	Computer Science andTechnology
39	Chemical and BiochemicalEngineering	79	ComputerTechnology
40	Chemical and Electro Chemical Engineering	80	Computing in Multimedia

81	Computing in Software	124	Electronics Communication and Instrumentation Engineering
82	Construction Automation	125	Electronics Design Technology
83	Construction Engineering	126	Electronics Engineering (VLSI Design and Technology)
84	Construction Engineering and Management	127	Electronics Engineering
85	Construction Technology	128	Electronics Instrument and Control
86	ConstructionTechnology and Management	129	Electronics Instrumentation and Control Engineering
87	Cyber Physical Systems	130	Electronics System Engineering
88	Dairy Engineering	131	Electronics Technology
89	Dairy Technology	132	Energy and Environmental Management
90	Digital Techniques For Design and Planning	133	Energy Engineering
91	Dyestuff Technology	134	Environment Engineering
92	Electrical and Computer Engineering	135	Environmental Engineering
93	Electrical and Electronics (Power System)	136	Environmental Science and Engineering
94	Electrical and Electronics Engineering	137	Environmental Science and Technology
95	Electrical and instrumentation Engineering	138	Facilities and Services Planning
96	Electrical and Power Engineering	139	Fashion and Apparel Engineering
97	Electrical Engineering	140	FashionTechnology
98	Electrical Engineering (Electronics and Power)	141	Fibres andTextiles ProcessingTechnology
99	Electrical instrumentation and Control Engineering	142	Fire and Life Safety
100	Electrical Power Engineering	143	Fire Engineering
101	Electrical, Electronics and Power Engineering	144	FireTechnology and Safety
102	Electronic Engineering	145	Fisheries Engineering
103	Electronic Instrumentation and ControlEngineering	146	Food Engineering andTechnology
104	Electronic Science and Engineering	147	Food Processing and Preservation
105	Electronics and Biomedical Engineering	148	Food ProcessingTechnology
106	Electronics and Communication (Communication System Engineering)	149	FoodTechnology
107	Electronics and Communication Engineering	150	FoodTechnology and Management
108	Electronics and Communication Engineering(Bio-Medical Engineering)	151	FootwearTechnology
109	Electronics and Communication Engineering (Industry Integrated)	152	Geo informatics
110	Electronics and Communication Engineering (Microwaves)	153	GeospatialTechnology and Geoinformatics
111	Electronics and Communication Technology	154	Handloom andTextile Technology
112	Electronics and Computer Engineering	155	Industrial and Production Engineering
113	Electronics and Computer Science	156	Industrial Biotechnology
114	Electronics and Control Systems	157	Industrial Engineering
115	Electronics and Electrical Engineering	158	Industrial Engineering and Management
116	Electronics and Instrumentation Engineering	159	Industrial IoT
117	Electronics and Power Engineering	160	Industrial Production Engineering
118	Electronics andTelecommunication	161	Information and Communication Technology
119	Electronics and Telecommunication Engineering	162	Information Engineering
120	Electronics and Tele-CommunicationEngineering	163	Information Science and Engineering
121	Electronics andTelecommunication Engineering (Technologynician Electronic Radio)	164	InformationTechnology
122	Electronics and Telecommunications Engineering	165	Information Science and Technology

123	Electronics and Telematics Engineering	166	Information Technology and Engineering
167	Instrument Technology	207	Naval Architecture and Ship Building Engineering
168	Instrumentation and Control Engineering	208	Nuclear Science and Technology
169	Instrumentation and Electronics	209	Oil and Paint Technology
170	Instrumentation Engineering	210	Oil Technology
171	Instrumentation Technology	211	Oils, Oleochemicals and Surfactants Technology
172	Jute and Fibre Technology	212	Optics and Optoelectronics
173	Leather Technology	213	Packaging Technology
174	Man Made Fibre Technology	214	Paint Technology
175	Man-Made Textile Technology	215	Petrochem and Petroleum Refinery Engineering
176	Manufacturing Engineering	216	Petrochem Engineering
177	Manufacturing Engineering and Technology	217	Petrochemical Engineering
178	Manufacturing Process and Automation Engineering	218	Petrochemical Technology
179	Manufacturing Science and Engineering	219	Petroleum Engineering
180	Manufacturing Technology	220	Petroleum Technology
181	Marine Engineering	221	Pharmaceutical Engineering
182	Marine Technology	222	Pharmaceuticals and Fine Chemical Technology
183	Material Science and Technology	223	Pharmaceutical Chemistry and Technology
184	Mechanical and Automation Engineering	224	Plastic and Polymer Engineering
185	Mechanical and Mechatronics Engineering (Additive Manufacturing)	225	Plastic Technology
186	Mechanical and Rail Engineering	226	Plastics Engineering
187	Mechanical and Smart Manufacturing	227	Polymer Engineering
188	Mechanical Engineering	228	Polymer Engineering and Technology
189	Mechanical Engineering (Automobile)	229	Polymer Science and Chemical Technology
190	Mechanical Engineering (Industry Integrated)	230	Polymer Science and Technology
191	Mechanical Engineering (Manufacturing Engineering)	231	Polymer Technology
192	Mechanical Engineering (Production)	232	Poultry Technology
193	Mechanical Engineering (Welding Technology)	233	Power Electronics
194	Mechanical Engineering Automobile	234	Power Electronics and Instrumentation Engineering
195	Mechanical Engineering Design	235	Power Electronics Engineering
196	Mechatronics Engineering	236	Power Engineering
197	Medical Electronics Engineering	237	Precision Manufacturing
198	Medical Lab Technology	238	Printing and Packing Technology
199	Metallurgical and Materials Engineering	240	Printing Technology
200	Metallurgical Engineering	241	Printing, Graphics and Packaging
201	Metallurgy	242	Production and Industrial Engineering
202	Metallurgy and Material Technology	243	Production Engineering
203	Mine Engineering	244	Pulp Technology
204	Mining Engineering	245	Radio Physics and Electronics
205	Nano Science and Technology	246	Robotics and Artificial Intelligence
206	Nano Technology	247	Robotics and Automation

248	Rubber and Plastics Technology	257	Surface Coating Technology
249	Rubber Technology	258	Technical Textiles
250	Safety and Fire Engineering	259	Telecommunication Engineering
251	Shipbuilding Engineering	260	Textile Chemistry
252	Silk Technology	261	Textile Engineering
253	Smart Agritech	262	Textile Plant Engineering
254	Smart and Sustainable Energy	263	Textile Processing
255	Software Engineering	264	Textile Technology
256	Structural Engineering	265	Tool Engineering

2.4 (A) Post Graduate Diploma in Engineering and Technology

Sl. No	Course Name	Sl. No	Course Name
1	Cement Technology	7	Industrial Engineering
2	Chemical Engineering (Sugar Technology)	8	Mechanical Engineering (Production)
3	Computer Applications	9	Networking
4	Computer Engineering and Application	10	Plastics Processing and Testing
5	Computer Hardware and Networking	11	Sugar Technology
6	Food, Drug and Cosmetics	12	Web Designing

2.4 (B) Post Graduate Certificate in Engineering and Technology

Sl. No	Name of the Course
1	Acoustic Survey
2	Artificial Intelligence and Data Science

2.5 Post Graduate Degree in Engineering and Technology

Sl.No	Course Name	Sl.No.	Course Name
1	Advanced Communication and information System	43	Biochemical Engineering
2	Advanced Computer Aided Design	44	Biochemical Engineering and Biotechnology
3	Advanced Design and Manufacturing	45	Bioinformatics
4	Advanced Electrical Power System	46	Biomedical Electronics
5	Advanced Electronics	47	Biomedical Engineering
6	Advanced Electronics and Communication Engineering	48	Biomedical Instrumentation
7	Advanced Manufacturing and Mechanical SystemsDesign	49	Biomedical Instrumentation and SignalProcessing
8	Advanced Manufacturing Systems	50	Biomedical Signal Processing and instrumentation
9	Advanced ManufacturingTechnology	51	Biometrics and Cyber Security
10	Advanced MaterialsTechnology	52	Bioprocess Engineering
11	Advanced Production Systems	53	BioprocessTechnology
12	Aero Dynamic Engineering	54	Biotechnology
13	Aero Space Engineering	55	Biotechnology and Biochemical Engineering
14	AeroSpaceTechnology	56	Bridge and Tunnel Engineering
15	Aeronautical Engineering	57	Building ConstructionTechnology
16	AgriculturalEngineering	58	CAD/CAM
17	Agricultural Science andTechnology	59	CAD/CAM Engineering
18	Air Armament	60	CAD/CAM/CAE
19	ApparelTechnology	61	CAD/CAM Robotics
20	Applied Electronics	62	Ceramic Engineering andTechnology
21	Applied Electronics and Communication System	63	Ceramics Engineering
22	Applied Electronics and Communications	64	Chemical and Biotechnology
23	Applied Electronics and Instrumentation Engineering	65	Civil and EnvironmentalTechnology
24	Applied instrumentation	66	Chemical Engineering
25	Applied Mechanics	67	Chemical Processing in Textiles
26	Armament Engineering (GunFitter)	68	Chemical Reaction Engineering
27	# Artificial Intelligence	69	Chemical ScienceandTechnology
28	Artificial Intelligence and Data Science	70	ChemicalTechnology
29	AtmosphericScience	71	Chemical Technology (Rubber/ Plastic)
30	Automated Manufacturing Systems	72	Civil(ConstructionEngineering andManagement)
31	Automation	73	Civil (Public Health and Environment) Engineering
32	Automation and Control Power Systems	74	Civil (Structural Engineering)
33	Automation and Robotics	75	Civil(Water Resource Engineering)
34	Automobile Engineering	76	CivilEngineering
35	AutomobileTechnology	77	Civil Engineering (Computer Aided StructuralEngineering)
36	Automotive Electronics	78	Civil Engineering (ConstructionTechnology)
37	Automotive Engineering	79	Civil Engineering (Environmental andPollution Control)
38	Automotive Systems	80	Civil Engineering (Environmental Engineering)
39	AutomotiveTechnology	81	CivilEngineering(Transportation Engineering)
40	Avionics	82	CivilEngineering (Water Management)
41	AviationTechnology	83	Civil Environmental Engineering
42	Bio Electronics	84	Cloud Computing

85	Combat Equipment Technology	122	Computer Hardware and Networking
86	Combat Vehicles (Mechanical Engineering)	123	Computer integrated Manufacturing
87	Communication and Information Systems	124	Computer Network Engineering
88	Communication and Networking	125	Computer Networking
89	Communication and Signal Process	126	Computer Networking and Engineering
90	Communication Control and Networking	127	Computer Networks
91	Communication Engineering	128	Computer Networks and information Security
92	Communication Engineering and Signal Processing	129	Computer Networks and internet Security
93	Communication Networks	130	Computer Science
94	Communication Systems	131	Computer Science and Engineering
95	Communication Technology and Management	132	Computer Science and Engineering (Artificial Intelligence and Machine Learning)
96	Communications Engineering	133	Computer Science and Engineering (Cyber Security)
97	Computational Analysis in Mechanical Science	134	Computer Science and Engineering (Networks)
98	Computational Biology	135	Computer Science and Engineering (Operations Research)
99	Computational Engineering and Networking (Data Science)	136	Computer Science and Information Security
100	Computational Mechanics	137	Computer Science and Information System
101	Computational Mechanics (Mechanical Engineering)	138	Computer Science and Information Technology
102	Computer Aided Analysis and Design	139	Computer Science and Systems Engineering
103	Computer Aided Design	140	Computer Science and Technology
104	Computer Aided Design and Computer Aided Manufacture	141	Computer Systems and Technology
105	Computer Aided Design and Manufacture	142	Computer Science Engineering (Big Data Analytics)
106	Computer Aided Design Manufacture and Automation	143	Computer Technology
107	Computer Aided Design Manufacture and Engineering	144	Computer Technology and Applications
108	Computer Aided Design of Structures	145	Computer Vision and Image Processing
109	Computer Aided Process Design	146	Computing in Computing
110	Computer Aided Structural Analysis and Design	147	Construction and Project Management
111	Computer Aided Structural Engineering	148	Construction Engineering
112	Computer and Communication	149	Construction Engineering and Management
113	Computer and Communication Engineering	150	Construction Management
114	Computer and information Science	151	Construction Planning and Management
115	Computer and Information Technology	152	Construction Project Management
116	Computer Applications	153	Construction Technology
117	Computer Applications in Industrial Drives	154	Construction Technology and Management
118	Computer Cognition and Technology	155	Control and Instrument
119	Computer Engineering	156	Control and Instrumentation
120	Computer Engineering (Software Engineering)	157	Control Engineering
121	Computer Engineering and Application	158	Control System Engineering
121	Computer Engineering and Networking	159	Control Systems

160	Cryogenic Engineering	203	Electrical Devices and Power Systems
161	Cyber Forensics	204	Electrical Drives and Control
162	Cyber Forensics and information Security	205	Electrical Energy Systems
163	Cyber Security	206	Electrical Engineering
164	CyberSecuritySystems and Networks	207	Electrical Engineering (Electronics and Power)
165	Data Engineering	208	Electrical Engineering (Instrumentation and Control)
166	DairyTechnology	209	Electrical instrumentation and Control Engineering
167	DataSciences	210	Electrical Machines
168	DefenceTechnology	211	Electrical Machines and Drives
169	Design and Production	212	Electrical Power Engineering
170	Design and Thermal Engineering	213	Electrical Power System
171	Design Engineering	214	Electronic Circuits and System Design
172	Design for Manufacturing	215	Electronic Engineering
173	Design of Mechanical Equipment	216	Electronic instrumentation and Control Engineering
174	Design of Mechanical Systems	217	Electronics and Communication (Communication System Engineering)
175	Digital Communication	218	Electronics and Communication (Signal Processing and Communication)
176	Digital Communication Engineering	219	Electronics and Communication (Signal Processing and VLSI Technology)
177	Digital Communications	220	Electronics and Communication (VLSI Design)
178	Digital Communications and Networking	221	Electronics and Communication (VLSI System Design)
179	Digital Electronics	222	Electronics and Communication (Wireless Communication Systems and Networks)
180	Digital Electronics and Communication	223	Electronics and Communication (Wireless Communication Technology)
181	Digital Electronics and Communication Engineering	224	Electronics and Communication Engineering
182	Digital Electronics and Communication Systems	225	Electronics and Communication Engineering (Industry integrated)
183	Digital Electronics Engineering	226	Electronics and Electrical Technology
184	Digital Image Processing	227	Electronics and instrumentation Engineering
185	Digital Instrumentation	228	Electronics and Tele-Communication Engineering
186	Digital Signal Processing	229	Electronics and Telecommunication Engineering (Radio and System)
187	Digital Systems	230	Electronics and Telecommunication Engineering (Technologynician Electronic Radio)
188	Digital Systems and Communications Engineering	231	Electronics and Telecommunications Engineering
189	Digital Systems and Computer Electronics	232	Electronics Communication and Instrumentation Engineering
190	Digital Techniques and instrumentation	233	Electronics Design and Technology
191	Distributed and Mobile Computing	234	Electronics Design Technology
192	Distributed Computing Systems	235	Electronics Engineering
193	Distributed Systems	236	Electronics Product Design and Technology
194	Drugs and Pharmaceuticals	237	Electronics Systems and Communication
195	Dyestuff Technology	238	Electronics Technology
196	Earthquake Engineering	239	Electronics Tele Communication
197	E-Learning Technologies	240	Electric Vehicle Technology
198	Electric Power System	241	Embedded and RealTime Systems
199	Electrical and Electronics (PowerSystem)	242	Embedded Control and Automation
200	Electrical and Electronics Engineering	243	Embedded Control Systems
201	Electrical and Mechanical Engineering	244	Embedded System and Computing
202	Electrical and Power Engineering	245	Embedded System and VLSI

246	Embedded System and VLSI Design	294	GasTurbineTechnology
247	Embedded Systems	295	GeoInformatics
248	Embedded SystemsTechnologies	296	Geoinformatics and Earth Observation
249	Energetic Materials and Polymers	297	Geo Informatics and SurveyingTechnology
250	Energy and Environmental Engineering	298	Geomachines and Structures
251	Energy and Environmental Management	299	GeomechanicsandStructures
252	Energy Engineering	300	Geotechnical andGeoenvironmental Energy
253	Energy Management	301	GeotechnicalEarthquake Engineering
254	Energy Science andTechnology	302	Geotechnical Engineering
255	EnergySystems	303	Geotechnology
256	Energy Systems Analysis and Design	304	Green EnergyTechnology
257	Energy Systems and Management	305	GreenTechnology
258	Energy Systems Engineering	306	Guidance and Navigation Control
259	EnergyTechnology	307	Guided Missiles
260	Energy Technology and Management	308	Health Science andWater Engineering
261	Engineering Analysis and Design	309	Heatand Power
262	Engineering and Management	310	Heat Power and Thermal Engineering
263	Engineering Design	311	Heat Power Engineering
264	Engineering Education	312	Heat Ventilation and Air Conditioning
265	Engineering Statistics	313	High Voltage and Power Systems Engineering
266	Environment andWater Resource Engineering	314	High Voltage Engineering
267	Environment Engineering	315	Highway Engineering
268	Environmental Biotechnology	316	HighwayTechnology
269	Environmental Engineering	317	Hill Area Development Engineering
270	Environmental Engineering and Management	318	Hydraulics andFlood Control
271	Environmental Management	319	Hydraulics Engineering
272	Environmental Science and Engineering	320	Hydrology andWater Resources Engineering
273	Environmental Science andTechnology	321	Industrial Intelligent Systems
274	E-Security	322	I.T. (Courseware Engineering)
275	Farm Machinery	323	Illumination Engineering
276	Fashion and Apparel Engineering	324	IlluminationTechnology and Design
277	FashionTechnology	325	Image Processing
278	Financial Engineering	326	Industrial and Production Engineering
279	Food Biotechnology	327	Industrial Automation and RF Engineering
280	Food Engineering andTechnology	328	Industrial Automation and Robotics
281	Food Plant Operations Management	329	Industrial Biotechnology
282	Food Process Engineering and Management	330	Industrial Catalysis
283	Food ProcessingTechnology	331	Industrial Design
284	Food Safety and Quality Management	332	Industrial Drives and Control
285	Food Supply Chain Management	333	Industrial Electronics
286	FoodTechnology	334	Industrial Engineering
287	Food Technology and Management	335	Industrial Engineering and Management
288	Footwear Science and Engineering	336	Industrial Instrumentation and Control
289	Foundation Engineering	337	Industrial Mathematics
290	Foundry and ForgeTechnology	338	Industrial Metallurgy
291	Fracture Mechanics	339	Industrial Pollution Control
292	Fuel and Combustion	340	Industrial Power Control andDrives
293	Future Studies and Planning	341	Industrial Refrigeration and Cryogenics

342	Industrial Safety	388	Manufacturing Engineering
343	Industrial Safety and Engineering	389	Manufacturing Engineering and Automation
344	Industrial Structures	390	Manufacturing Engineering and Management
345	Industrial System and Drives	391	Manufacturing Engineering and Technology
346	Industrial Systems Engineering	392	Manufacturing Process
347	Information and Communication Technology	393	Manufacturing Process and Automation Engineering
348	Information Engineering	394	Manufacturing Science and Engineering
349	Information Science and Technology	395	Manufacturing Systems and Management
350	Information Security	396	Manufacturing Systems Engineering
351	Information Security Management	397	Manufacturing Technology
352	Information Systems	398	Manufacturing Technology and Automation
353	Information Technology	399	Marine Engineering
354	Information Technology (Artificial Intelligence and Robotics)	400	Marine Technology
355	Information Technology (Information and Cyber Warfare)	401	Material Engineering
356	Information Technology (Multimedia)	402	Material Engineering (Nanotechnology)
357	Information Technology and Engineering	403	Material Handling
358	Infrastructure Engineering	404	Material Science and Chemical Technology
359	Infrastructure Engineering and Management	405	Material Science and Engineering
360	Infrastructure Engineering and Technology	406	Material Science and Technology
361	Infrastructure Management	407	Materials Engineering
362	Instrumentation and Control (Applied Instrumentation)	408	Measurement and Control
363	Instrumentation and Control Engineering	409	Mechanical (Computer Aided Design, Manufacture and Engineering)
364	Instrumentation and Electronics	410	Mechanical (Computer Integrated Manufacturing)
365	Instrumentation Engineering	411	Mechanical (I.C. Engine and Automobile Engineering)
366	Instrumentation Technology	412	Mechanical and Automation Engineering
367	Integrated Circuits Technology	413	Mechanical and Materials Technology
368	Integrated Power Systems	414	Mechanical Engineering
369	Integrated Water Resources Management	415	Mechanical Engineering (CAD/CAM)
370	Intelligent Systems	416	Mechanical Engineering (Cyber Physical Systems)
371	Internal Combustion and Automobiles	417	Mechanical Engineering (Energy System and Management)
372	Internal Combustion Engineering	418	Mechanical Engineering (Industry Integrated)
373	Internal Combustion Engines and Turbo Machinery	419	Mechanical Engineering (Manufacturing Technology)
374	Internet of Things	420	Mechanical Engineering (Production)
375	IoT and Sensor Systems	421	Mechanical Engineering (Thermal Engineering)
376	Irrigation and Drainage Engineering	422	Mechanical Engineering Automobile
377	Irrigation Engineering	423	Mechanical Engineering Design
378	Irrigation Water Management	424	Mechanical Engineering Production
379	Laser and Electro Optics	425	Mechanical Engineering (CAD)
380	Laser Technology	426	Mechanical Engineering-Product Design and Development
381	Lean Manufacturing Engineering	427	Mechanical-Product Life Cycle Management
382	Leather Technology	428	Mechanical System Design
383	Machine Design	429	Mechanical Welding and Sheet Metal Engineering
384	Machine Design and Robotics	430	Mechanical-Manufacturing Engineering
385	Maintenance Engineering	431	Mechatronics
386	Man-Made Textile Technology	432	Medical Electronics
387	Manufacturing and Automation	433	Metallurgical and Materials Engineering

434 Metallurgical Engineering	480	Opto-Electronics Engineering
435 Metallurgy	481	Opto-Electronics-Optical Communication
436 Metallurgy and Material Technology	482	Packaging Technology
437 Micro and Nano Electronics	483	Paint Technology
438 Micro Electronics	484	Parallel Distributed Systems
439 Micro Electronics and Control Systems	485	Perfumery and Flavour Technology
440 MicroElectronics and VLSI Design	486	Pervasive Computing Technology
441 Micro Electronics and VLSI Technology	487	Petrochemical and Petroleum Refinery Engineering
442 Micro Electronics Engineering	488	Petrochemical Engineering
443 Microelectronics and VLSI Design	489	Petrochemical Technology
444 Microwave and Communication Engineering	490	Petroleum Engineering
445 Microwave and Millimeter Engineering	491	Petroleum Refining and Petrochemicals
446 Microwave and Optical Communication	492	Petroleum Technology
447 Microwave and Radar Engineering	493	Pharmaceutical Biotechnology
448 Microwave and TV Engineering	494	Pharmaceuticals and Fine Chemical Technology
449 Microwave Engineering	495	Pharmaceutical Chemistry and Technology
450 Microwaves	496	Physical Metallurgy
451 Mining Engineering	497	Plant Design
452 Mobile Communication and Network Technology	498	Plastic Engineering
453 Mobile Computing	499	Plastics Engineering
454 Mobile Computing Technology	500	Plastics Processing and Testing
455 Mobile Technology	501	Plastics Technology
456 Modeling and Simulation	502	Polymer Engineering
457 Modern Communication Engineering	503	Polymer Nanotechnology
458 Multimedia and Software Engineering	504	Polymer Science and Engineering
459 Multimedia Technology	505	Polymer Science and Technology
460 Nano Science and Technology	506	Polymer Technology
461 NanoTechnology	507	Power and Energy Engineering
462 Network Engineering	508	Power and Energy System
463 Network Infrastructure Management	509	Power and Industrial Drives
464 Network Security and Management	510	Power Control and Drives
465 Networking	511	Power Electronics
466 Networking and Internet Engineering	512	Power Electronics and Control
467 Neural Networks	513	Power Electronics and Drives
468 New Material Process and Technology	514	Power Electronics and Drives in Electrical Engineering
469 Non-Sewered Sanitation	515	Power Electronics and Electrical Drives
470 Nuclear Engineering	516	Power Electronics and Machine Drives
471 Nuclear Science and Technology	517	Power Electronics and Power Systems
472 Ocean Technology	518	Power Electronics and Systems
473 Oil Technology	519	Power Electronics Engineering
474 Oils, Oleo chemicals and Surfactants Technology	520	Power Engineering
475 Optical Engineering	521	Power Engineering and Energy Systems
476 Optics and Optoelectronics	522	Power Plant Engineering and Energy Management
477 Opto-Electronics and Communication Systems	523	Power System and Control
478 Opto-Electronics and Communication	524	Power System and Control Automation
479 Optoelectronics and Laser Technology	525	Power System Control and Automation

526	Power System with Emphasis H.V. Engineering	570	Rocket Propulsion
527	Power Systems	571	Rubber Technology
528	Power Systems and Automation	572	Robotics and Artificial Intelligence
529	Power Systems and Power Electronics	573	Rural Technology
530	Power Systems and Renewable Energy	574	Science in Software Engineering
531	Power Systems Control and Automation Engineering	575	Scientific Computing
532	Power Systems Engineering	576	Seismic Design and Earthquake Engineering
533	Pre Stressed Concrete	577	Sensor Technology
534	Printing Engineering and Graphics Communication	578	Signal Processing
535	Printing Technology	589	Signal Processing and Communications
536	Process and Food Engineering	580	Signal Processing and Embedded Systems
537	Process Control	581	Smart Sensing Communication and Networking Technologies
538	Printing and packaging Technology	582	Software Engineering
539	Process Control instrumentation	583	Software Systems
540	Process Dynamics and Control	584	Soil and Water Conservation Engineering
541	Process instrumentation	585	Soil Mechanics
542	Process Metallurgy	586	Soil Mechanics and Foundation Engineering
543	Product Design	587	Solar Energy
544	Product Design and Commerce	588	Solar Power Systems
545	Product Design and Development	589	Spatial Information Technology
546	Product Design and Manufacturing	590	Sports Technology
547	Production and Industrial Engineering	591	Structural and Construction Engineering
548	Production Design and Manufacturing	592	Structural and Foundation Engineering
549	Production Engineering	593	Structural Design
550	Production Engineering and Engineering Design	594	Structural Dynamics and Earthquake Engineering
551	Production Engineering System Technology	595	Structural Engineering
552	Production Management	596	Structural Engineering and Construction
553	Production Technology	597	Structural Engineering and Construction Management
554	Production Technology and Management	598	Surface Coating Technology
555	Project Management	599	System and Network Security
556	Propulsion Engineering	600	System Management
557	Public Health Engineering	601	System Software
558	Quality Engineering and Management	602	Systems and Signal Processing
559	Radar and Communication	603	Technical Textile
560	Radio Frequency and Microwave Engineering	604	Technology Management
561	Radio Physics and Electronics	605	Telecommunication Engineering
562	Refrigeration and Air Conditioning	606	Telematics
563	Reliability Engineering	607	Textile Chemistry
564	Remote Sensing	608	Textile Engineering
565	Remote Sensing and GIS	609	Textile Processing
566	Remote Sensing and Wireless Sensor Networks	610	Textile Processing Technology
567	Renewable Energy	611	Textile Technology
568	Robotics and Automation	612	Textile Technology (Design and Manufacturing)
569	Robotics and Mechatronics	613	Thermal and Fluid Engineering

614	Thermal Engineering	637	VLSI Design
615	Thermal Engineering (Refrigeration and Air Conditioning)	638	VLSI Design and Embedded Systems
616	Thermal Power Engineering	639	VLSI Design and Signal Processing
617	Thermal Science Engineering	640	VLSI Design and Testing
618	Thermal Sciences and Energy Systems	641	VLSI System Design
619	Thermal Systems and Design	642	VLSI Systems
620	Tool Design	643	Waste Water Management, Health and Safety Engineering
621	Tool Engineering	644	Water and Environmental Technology
622	Town and Country Planning	645	Water Engineering and Management
623	Traffic and Transporting Engineering	646	Water Resource Engineering
624	Transport Science and Technology	647	Water Resource Management
625	Transportation Engineering	648	Water Resources and Environmental Engineering
626	Translational Engineering	649	Water Resources and Hydraulic Engineering
627	Transportation Engineering and Management	650	Water Resources and Hydroinformatics
628	Transportation System Engineering	651	Weapons Engineering
629	Tribology and Maintenance	652	Web Technologies
630	Turbo Machinery	653	Wired and Wireless Communication
631	Urban Engineering	654	Wireless and Mobile Communications
632	Virtual Prototyping and Digital Manufacturing	655	Wireless Communication and Computing
633	VLSI	656	Wireless Communication Technology
634	VLSI and Embedded Systems	657	Wireless Communications
635	VLSI and Embedded Systems Design	658	Wireless Networks and Applications
636	VLSI and Microelectronics	659	Wireless Technology

#Only as a Collaborative Course in association with DRDO. More details about this Course and similar courses which can be offered in collaborative mode is available at www.aicte-india.org.

NOTE: All PG programs being specialized and Emerging in the respective engineering branches, are permitted as Emerging/Multidisciplinary areas. Institutions/Universities are expected to revise the curricula regularly for being industry relevant in line with NEP 2020.

2.6 Under Graduate Degree in Planning

Sl. No.	Name of the Course
1	Planning

2.7 Post Graduate Degree in Planning

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	City and Regional Planning and Management	14	Regional Planning
2	City Planning	15	Rural Planning and Development
3	City Planning and Management	16	Rural Planning and Management
4	Community Planning	17	Town and Country Planning
5	Conservation Planning	18	Town Planning
6	Environmental Planning	19	Transport Planning and Management
7	Environmental Planning and Management	20	Transportation Planning
8	Housing	21	Urban and Regional Planning
9	Industrial Area Planning and Management	22	Urban and Rural Planning
10	Infrastructure Planning	23	Urban Design
11	Infrastructure Planning and Management	24	Urban Development
12	Land-Use Planning	25	Urban Planning
13	Regional and Rural Development Planning		

2.8 Diploma in Applied Arts & Crafts and Design

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	Apparel Design and FabricationTechnology	13	Fashion Design and GarmentTechnology
2	Apparel Design and Fashion Technology	14	Fashion Designing
3	Art for DrawingTeacher	15	FashionTechnology
4	Beauty and Hair Dressing	16	Fine Arts
5	Beauty Culture	17	GarmentTechnology
6	Beauty Culture and Cosmetology	18	Home Science
7	Commercial Art	19	Interior Decoration
8	Cosmetology	20	Interior Design
9	Costume Design and Dress Making	21	Textile Design
10	Costume Design and GarmentTechnology	22	Textile Designing
11	Craft Technology	23	Travel and Tourism
12	Fashion and Apparel Design		

2.9 Post Diploma in Applied Arts and Crafts

S. No.	Name of the Course
1	Fine Arts
2	Textile Designing

2.10 Under Graduate Degree in Applied Arts and Crafts

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	Accessory Design	17	Fine Art (Animation)
2	Animation	18	Fine Art (Ceramics)
3	Applied Arts	19	Fine Art (Metal Craft)
4	Applied Arts and Crafts (Fashion and Apparel Design)	20	Fine Art (Photography)
5	AR and CR for Films	21	Gaming Technology
6	Audiography	22	Media Production Management
7	Cinematography	23	Painting
8	Commercial Art	24	Product Design
9	Digital Imaging	25	Screen Acting
10	Fashion and Apparel Design	26	Script Writing
11	Film and Media	27	Sound Recording and Sound Design
12	Film and Television	28	Television
13	Film Direction	29	Textile Design
14	Film Editing	30	Visual Effects
15	Fine Arts	31	Virtual Production
16	Fine Art (Sculpture)		

2.11 Post Graduate Degree in Applied Arts and Craft

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	Advertisement and Public Relation	12	Film Studies
2	Applied Arts	13	Fine Art (Painting)
3	Applied Art (Visual Communication Design)	14	Fine Art (Mural)
4	Applied Art (Communication Design)	15	Fine Art (Sculpture)
5	Applied Art (Illustration)	16	Fine Art (Photography and Media Communication)
6	Customer Service Management	17	Fine Arts
7	Direction	18	Painting Mural
8	Electronic Cinematography	19	Sound Recording and Television Engineering
9	Fashion Technology	20	Video Editing
10	Feature Film Screenplay Writing	21	Visual Communication and Communication Design
11	Film Archiving		

2.12 Diploma in Design

Sl. No.	Name of the Course
1	Design

2.13 Under Graduate Degree in Design

Sl. No.	Name of the Course
1	Communication Design
2	Design
3	Industrial Design
4	Interaction Design
5	Textile Design

2.14 Post Graduate Degree in Design

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	Animation Design	22	Graphic Design
2	Animation Film Design	23	Heritage Design
3	Apparel Design	24	Human Centered Design
4	Business Design	25	Immersive Media Design
5	Business Services and System Design	26	Industrial Arts and Design Practices
6	Ceramic and Glass Design	27	Information Arts and Information Design Practice
7	Creative and Applied Computation	28	Information Design
8	Communication Design	29	Interaction Design
9	Design Computation	30	Lifestyle Accessory Design
10	Design Education	31	Media Arts
11	Design for Retail Experience	32	New Media Design
12	Design Led Innovation	33	Photography Design
13	Design Management	34	Product Design
14	Digital Game Design	35	Public Space Design
15	Digital Humanities	36	Social Design
16	Earth Education and Communication	37	Textile Design
17	Exhibition Design	38	Toy and Game Design
18	Experimental Media Arts	39	Transportation and Mobility Design
19	Fashion Management and Marketing	40	Universal Design
20	Film and Video Communication	41	User Experience Design
21	Film and Video Design	42	Visual Communication and Strategic Branding

2.15 Diploma in Hotel Management and Catering Technology

Sl. No.	Name of the Course
1	Food Technology
2	Hospitality and Tourism Administration
3	Hotel Management
4	Hotel Management and Catering Technology
5	Travel and Tourism

2.16 Under Graduate Degree in Hotel Management and Catering Technology

Sl. No.	Name of the Course
1	Culinary Arts
2	Hospitality and Tourism Administration
3	Hotel Management
4	Hotel Management and Catering Technology

2.17 Post Graduate Degree in Hotel Management and Catering Technology

Sl. No.	Name of the Course
1	Food and Beverage Management
2	Hospitality and Tourism Administration
3	Hotel Management

2.18 Post Graduate Degree in Computer Applications

Sl. No.	Name of the Course
1	Computer Applications

2.19 Post Graduate Certificate/ Post Graduate Diploma/ Post Graduate Degree/Fellow Programme in Management

Sl. No.	Name of the Course	Sl. No.	Name of the Course
1	Advertising and Marketing Communication	24	Corporate Communication and Event Management
2	Advertising and Public Relation		
3	Agribusiness and Plantation Management	25	Corporate Social Responsibility
4	Agribusiness Management	26	Cyber Law
5	Agricultural Export and Business Management	27	Design Thinking
6	Airport Management	28	Dietetics
7	Analytics	29	Digital Marketing
8	Apparels	30	Digital Media and Marketing Communications
9	Artificial Intelligence and Data Science	31	Disaster Management
10	Aviation and Airport Management	32	Digital Media and Online Journalism
11	Aviation Management	33	E-Business Management
12	Banking and Finance Management	34	Energy Management
13	Banking and Financial Services	35	Entrepreneurship
14	Big Data Analytics	36	Environmental Management
15	Biotechnology	37	Event Management
16	Business Administration	38	Export and Import Management
17	Business Analytics	39	Family Managed Business
18	Business and Corporate Law	40	Fashion Technology
19	Business Design and Innovation	41	Finance Marketing and Human Resource Management
20	Business Economics		
21	Business Management	42	Financial Administration
22	Communications	43	Financial Management
23	Consultancy Management	44	Financial Services

45	Fintech	76	Logistics and Supply Chain Management
46	Food Processing and Business Management	77	Management
47	Foreign Trade	78	Manufacturing Management
48	Forestry Management	79	Marketing and Finance
49	GeoSpatialTechnology Application in Rural Development	80	Marketing and Sales Management
		81	Marketing Management
50	Government Accounting and Internal Audit	82	Mass Communication
51	Health Care Administration	83	Materials Management
52	Health Care and Hospital Management	84	Media and Entertainment
53	Healthcare Management	85	Operations Management
54	Heritage Management	86	Personnel Administration
55	Home Textiles	86	Pharmaceutical Management
56	Hospital Administration	87	Project Management
57	Hospital and Health Care Management	88	Public Policy and Management
58	Hospital Management	89	Public Systems
59	Hospitality Management	90	Real Estate Management
60	Human Resource Development	91	Retail Management
61	Human Resource Development and Management	92	Rural Management
		93	Securities Market
62	Human Resource Management	94	Services Management
63	Industrial Safety and Environmental Management	95	Shipping and Logistics Management
		96	Social Enterprise Management
		97	Sports Management
65	Information Management	98	Sustainability Management
66	Information Technology	99	Technology Management
67	Information Technology and Systems Management	100	Telecom Management
		101	Television and Radio Journalism / Production
68	Infrastructure Management	102	Technical Textile Management
69	Innovation, Entrepreneurship and Venture Development (IEV)*	103	Textile Management
		104	Tourism Management
70	Insurance and Risk Management	105	Transport and Logistics Management
71	International Business	106	Transport Economics and Management
72	International Trade Management	107	Travel and Tourism
73	Jute Technology and Management	108	Water and River Management
74	Law	109	Tribal Development
75	Land Governance	110	Waste Management and Social Entrepreneurship

PGDM / MBA without any specialization in bracket refers general management ONLY. Hence, the GENERAL nomenclature will not be available for PGDM / MBA. However, MBA institutions can opt if their affiliating University has already granted this nomenclature. Institutions should use/name the course as PGDM/MBA and put specialized nomenclature as approved in brackets for all practical purposes/communication.

*Approval shall be based on the fulfilment of eligibility criteria specified by the MoE's Innovation Cell

APPENDIX-4

Norms for Land and Built-up Area Requirements of the Technical Institutions

4.1 Land Requirements for the Technical Institutions

For establishing an Institution offering Diploma/UG/PG Level courses in technical Programmes, the built-up area requirement will be calculated based on the approved intake and duration of the course per programme. The land required for the same will be based on prevailing FSI/FAR norms applicable for that location as declared by the respective competent authority to house the required built-up area as per norms. The same shall be applicable for the Institutions to be established/ already established in Mega/Metro/Urban/Rural areas.

For the Land area requirements, the following conditions need to be adhered:

- a) Institute shall have sufficient built up area to cover all the requirements of ALL the programs/ levels conducted as per the provisions of Approval Process Handbook.
- b) The Built-up area requirements as specified in the Approval Process Handbook (which is in-force) are adhered to.
- c) The Built-up area, achieved has to be approved by the concerned Development Authority as per the latest Building Bye-Laws (Development Controls) in that City/Town. Copy of the approved Plan along with the Completion Certificate/ Occupancy certificate issued by the concerned State Government authority needs to be provided. In case of partial/ provisional Occupancy Certificate issued by the State Government authority, the same shall be considered only for 2 consecutive Academic Years.
- d) Fire and life Safety Certificate from Fire Department of the concerned State Government authority is to be taken before submitting the application at AICTE.
- e) Additional Course(s)/Programme(s), in future can be allowed subject to the availability of Built-up areas as per FSI (FAR). However, if the additional construction is to be undertaken in the existing Building, then Structural Stability Certificate and Certificate of Safe Foundation to be provided by a Structural Engineer having a Master's Degree with specialization in Structural Engineering.
- f) The total Built-up area is to be calculated for the entire duration of the Course with mandatory prior sanctions and approvals from Competent Authority for the entire proposal.
- g) The Land area required shall be in a maximum of TWO plots. The Academic, Instructional, Administrative and Amenities area shall be in one plot. The distance between the plots shall not exceed 2 km. The remaining Land shall only be utilized for sporting Infrastructure/ Hostel/ Staff accommodation and related educational activities of the Institution. In such cases, adequate commutation facility between the plots shall be provided for the students and staff members.
- h) Considering the hilly nature of Land in North Eastern States and the hilly regions of States such as Himachal Pradesh, Uttarakhand and Jammu & Kashmir and Ladakh's UT or any area in any State declared as hilly by the concerned Government, Land shall be made available in 3 pieces which are not away from each other by more than 2 km. In such cases, adequate commutation facility between the plots shall be provided for the students and staff members.
- i) 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.

NOTE:

- a) Starting other educational Course(s)/ Institutions (Technical/Non-Technical) in the surplus Land/Built-up area arising out of the prevailing/ reduced norms of Land requirement is permissible. Further such surplus Land shall be used as per the Land Use Certificate given to the Trust/ Society/Company by the concerned authority, subject to such Course(s)/ Institution sharing their own facilities to conduct such Programmes without sharing the essential facilities, such as Class Room, Laboratory etc. with the already approved Technical Institution. However, Common Amenities such as Administrative infrastructure, Canteen, Auditorium, Playground, Parking, etc. may be shared, provided it caters to all the students of all the Programmes.
- b) For Change of Site/ Location or to start new Programme/ Level in the existing Institutions, mortgage of land is acceptable.
- c) There is no separate Land required for existing Non-Technical Institutions offering Under Graduate/Post Graduate Programme/Courses in Computer Application/Management.

Minimum Built-up Area Requirements

- a) The Institution area is divided into, Instructional area (INA, carpet area in m²), Administrative area (ADA, carpet area in m²). Amenities area (AMA, carpet area in m²).

4.2.1 Instructional Area

Particulars	Minimum Number of Rooms required	Carpet Area in Sq.mper Room
A. Engineering and Technology (Diploma/Under Graduate/ Post Graduate Degree/ Integrated/Dual Degree) Institutions		
Class Rooms	Total Number of Divisions per year x Total Duration of course in years x 0.5	66(For a division of 60) 33(For a division of 30)
Tutorial Rooms ⁺	25% of total Class Room	33
Laboratory for First Year	4 (which includes 2 Laboratories for Basic sciences) : Upto an intake of 600	66
Laboratory other than First Year	2 per Course per Year upto an intake of 120 per course	66
Laboratory for Post Graduate Courses	1per Course 1 Research Laboratory	66 66
Workshop	1 (Upto an intake of 600) +1 for an intake of 601-1200	200
Additional Laboratory/Workshop for "X" Category Courses	1	200 (For UG) 150(For Diploma)
CAD Centre/Drawing Hall#\$	1(Upto an intake of 600) +1 for an intake of 601-1200	132
Computer Centre	1(Upto an intake of 600) +1 for an intake of 601-1200	150
Seminar Hall	1	132
Library ⁺⁺	1	400
Language Laboratory ⁺	1	33
<ul style="list-style-type: none"> ➤ For Courses having more than 2 Divisions, additional Laboratories equivalent to the required number on pro rata basis for the said Courses shall be created. ➤ "X" Category Courses such as Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and Allied Courses shall require an Additional Laboratory/ Workshop. ➤ Infrastructure Requirement shall be calculated on prorata basis for institutions having "Approved Intake" greater than 1200. 		

- c) Total Built-up area in m² is equal to (INA+ADA+AMA) + (ACA).
- d) In case of allied branches in Engineering and Technology, a maximum of 50% of Laboratories may be shared.
- e) For Post Graduate Programmes, Administrative area of Under Graduate Programmes may be shared.
- f) Institutions shall have the Barrier free environment and Sports facilities as specified in the Chapter VII of the Approval Process Handbook

B. Planning (Under Graduate/ Post Graduate Degree/ Integrated Degree) Institution (Upto an intake of 120)		
Class Rooms	Total Number of Divisions per year x Total Duration of course in years x 0.5	60 (For UG) 30 (For PG)
Resource Centre	1	80
Computer Laboratory (for First Year)	1	60
Studio (other than First Year)	1 per Course per Year	120
Post Graduate Studio	2	60

Model making and Carpentry Workshop	1	120
Art Court	1	100
Multi-Purpose Hall	1	150
Research Laboratory*	1	60
Computer Centre	1	75
Seminar Hall	1 per Under Graduate Institution	132
	1 per Diploma Institution	132
Library++	1	150
Language Laboratory#	1	30

**C. Applied Arts and Crafts (Diploma/ Under Graduate/ Post Diploma/ Post Graduate Degree) Institution
(Upto an intake of 90)**

Class Rooms	1 Room per Division per Year	66 (For Diploma & UG) 33 (For PG)
Tutorial Rooms ⁺	25% of total Class Room	33
Workshop/Studio	1 per Course per Year	66
Common Workshop/Studio	1	90
Workshop/Studio (Post Graduate Courses)	1 per specialization	66
Studio/Display Room	1	132
Craft Centre	1	66
Computer Centre	1	75
Theatre/Seminar Hall	1	100
Library++	1	150
Language Laboratory+	1	33

**D. Design (Diploma/ Under Graduate/ Post Graduate Degree) Institution
(Upto an intake of 150)**

Class Rooms/Studio	1 per Division per Year	100 (For Diploma & UG) 66 (For PG)
Tutorial Rooms**	1 per Year	33
Laboratory/Workshop	1 per Division per Year	66
Photography Laboratory	1	66
Computer Laboratory	1	75
Seminar Hall	1	100
Library++	1	150
Language/Audio Visual Laboratory	1	33

E. Hotel Management and Catering Technology (Diploma/Under Graduate/Post Graduate Degree/ Integrated Degree) Institution (Upto an intake of 180)

Class Rooms	Total Number of Divisions per year x Total Duration of course in years x 0.5	66 (For Diploma & UG) 33 (For PG)
Tutorial Rooms**	25% of total Class Room	33
Laboratory (GuestRoom/House Keeping/Front Office/ Kitchen)for First Year	3	66
Laboratory (Guest Room/ House Keeping/Front Office/ Kitchen)other than	2 per Course per Year	66

First Year		
Laboratory/ Guest Room for PostGraduateProgramme	1 per Specialization	66
Kitchen with Dining Hall	1	132
Restaurant	2	66
Computer Centre	1	75
Seminar Hall	1	132
Library ⁺⁺	1	150
Language Laboratory	1	33

**F. Computer Applications UG/PG/ Integrated Degree Institution
(Upto an intake of 300)**

Class Rooms	1 per Division per Year	66
Tutorial Rooms	25% of total Class Room	33
Computer Laboratory*	1	66
Computer Centre	1	150
Seminar Hall	1	132
Library ⁺⁺	1	100

**G. Management (UG/PG/ Integrated Degree) Institution
(Upto an intake of 360)**

Class Rooms	1 per Division per Year	66
Tutorial Rooms	25% of total Class Room	33
Computer Centre	1	150
Seminar Hall	1	132
Library ⁺⁺	1	100

Note:

1. It is desirable that an institution shall possess carpet area of 1.1 Sq.m per student to be utilized for teaching and learning purpose (class rooms and tutorial rooms). (Ref:NBCC)
2. Additional Laboratories to be created (if required) as per Curriculum of the concerned affiliating University.
3. + Language Laboratory shall have a minimum of 20 Computers with appropriate Software. Additional Number of Computers shall be increased on prorata basis for approved intake greater than 300 ie 0 -300 : 20 Computers, 301-600 :40 Computers, 601-900 :60 Computers etc
4. ++ Additional Library area of 50 m² per 60 Students beyond 420 “Approved Intake”.
5. * Applicable only for Post Graduate Courses
6. ** Not Applicable for Post Graduate Courses.
7. \$ Not applicable for DMLT.
8. Diploma Laboratories, if shared with the Under Graduate Degree Courses shall be upgraded to meet requirements of the Under Graduate Curriculum.
9. Under Graduate Laboratories, if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum.
10. The Institution shall have minimum one Smart Class Room/ Course with LCD projector, Smart Board, InternetConnection, etc.
11. Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system etc.

12. Institutions shall have MOOCs Facility Centre and Innovation/ Fab Laboratory/ Idea Implementation Centre/ Tinkering Laboratory/ Innovation Centre.
13. There are many nomenclatures common to Engineering Diploma and Applied Arts/ Crafts Diploma.Hence in all such multidisciplinary type of programs, actual requirements shall be evaluated by respective Boards.

4.2.2 *Administrative Area (Carpet Area) in m²*

An institution should possess a total administrative area of minimum 750 sq.m. for an approved intake upto 300. The particulars under administrative area includes Principal/Director Room, Board room (30 seater), Office all inclusive, Cabin for head of department and department office, Faculty cabins, Meeting room(15 seater),Central store, Maintenance room, Security cabin, Housekeeping room, Pantry for staff, Placement office etc. It is desirable that for an institutions having more than one program, the area for office all-inclusive shall be doubled.

4.2.3 *Amenities Area (Carpet Area) in m²*

An institution should possess a total administrative area of minimum 500 sq.m. for an approved intake up to 300. The particulars under administrative area includes Toilets (adequate number for ladies and gents), boys common room, girls common room, cafeteria, stationary store and reprography, first aid cum sick room. In addition to the same, it is also desired that the institutions shall possess additional amenities area such as guest house, sports club, auditorium, hostels (boys and girls), faculty and staff quarter's etc.

NOTE

- 1: The institutions shall satisfy the total of Amenities &Administrative area as mentioned in clause 4.2.2 & 4.2.3. However, the individual areas per particular mentioned above shall be decided by the institution.
- 2: Adequate Number of Toilets shall be provided for Ladies and Gents based on the total students and staff members available in the campus and the same shall be maintained hygienically

4.2.4

Access and Circulation area (ACA) of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walkways, staircases and entrance lobby.

APPENDIX-5

Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment of the Technical Institutions

5.1 Computers, Software, Internet and Printers

Programme		Number of PCs/ Laptop to student ratio (Minimum 20 PCs)
Engineering and Technology	Diploma	1:10
	Under Graduate	1:10
	Post Graduate	1:4
Planning	Under Graduate	1:6
	Post Graduate	1:4
Applied Arts and Crafts	Diploma	1:6
	Under Graduate	1:6
	Post Graduate	1:4
Design	Under Graduate	1:6
	Post Graduate	1:4
Hotel Management and Catering Technology	Diploma	1:6
	Under Graduate	1:6
MCA	Post Graduate	1:4
Management	Post Graduate	1:6

Note:

1. The institution shall possess adequate number of Systems Software and Application software including plagiarism checking software with a valid license
2. All PC's/ Laptops shall be connected through LAN/Wifi
3. The institutions shall possess printers upto a minimum 5% of the total number of PCs/Laptops
4. At least one printer to be A1 Size Color Printer/ Plotter s required for the programme Planning.
5. The Institution shall possess an Internet bandwidth based on the approved intake. For Intake upto 300: 100Mbps, 301-600 : 300Mbps, 601-900 :500Mbps, > 900 : 1Gbps.
6. Utilization of Open Source Software shall be encouraged.
7. Secured Wi-Fi facility with reliable hardware is highly recommended
8. Library, Administrative Offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to students' ratio.
9. PC shall also include Laptop in the inventory of the Institution
10. Every Department shall have separate Computer Laboratory with at least 20 Computers
11. Effective utilization of ICT / Research / Other academic related facilities extended by agencies / organizations through MoU with AICTE is highly recommended (<https://www.aicte-india.org/education/collaborations>).

5.2 Laboratory Equipment and Experiments

The Laboratories shall have appropriate and adequate number of equipment's as envisaged by the affiliating University/ Board's Curriculum for the effective conduct of laboratories.

5.3 Books and Library Facilities

Programme	Total Number of Divisions	Titles	Volumes	Reading Room Seating Capacity % of Total Students
		Number	Number	
Diploma				

Engineering and Technology/ Applied Arts and Crafts/ Hotel Management and Catering Technology	B	50# (First Year)	5xNo.of TitlesxB	15 % (Max. 150)
		50#	5xNo.of TitlesxB	
		50* Per Course from 2 nd Year Onwards		
Under Graduate				
Engineering and Technology	B	100#(First Year)	5xNo.of TitlesxB	15 % (Max. 150)
		50* per Course from 2 nd Year to 4 th Year	5xNo.of TitlesxB	
Management & Computer Application	B	50# Per Year	5xNo.of TitlesxB	
Planning	B	100# (First Year)	5xNo.of TitlesxB	
		50* Per Year from 2 nd Year to 4 th Year	5xNo.of TitlesxB	
Applied Arts and Crafts/ Design	B	100# (First Year)	5xNo.of TitlesxB	
		50*Per year from 2 nd Year to 4 th Year	5xNo.of TitlesxB	
Hotel Management and Catering Technology	B	100# (First Year)	5xNo.of TitlesxB	
		50* Per Year from 2 nd Year to 4 th Year	5xNo.of TitlesxB	
Post Graduate				
Engineering and Technology/ Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology	B	50 Per Course	4xNo.of TitlesxB	25 % (Max. 100)
MCA/ PGDM/ MBA	B	100#	5xNo.of TitlesxB	
		50*	5xNo.of TitlesxB	

B - Number of Divisions at First year

Book Titles and Volumes required at the time of starting a new Technical Institution equally distributed per subject.

* Annual Increment equally distributed per subject.

- | | |
|---|--|
| 1 | Total number of Titles and Volumes shall be increased in continuation till 10 years from the starting of the course(s), which shall be the minimum stock of Books. After 10 years as per the Affiliating Body Curriculum and Syllabus, the Older Edition Books shall be replaced with latest edition by 5% of the total minimum Books required for that Programme. |
| 2 | Books shall also include subjects of Sciences, Humanities, Management and Social Sciences as per the requirements of the Curriculum and Syllabus. |
| 3 | The reading room shall possess Multimedia PC's for Digital Library/ Internet surfing to cater upto 10% of total students (Maximum ltd to 30 PC's) |
| 4 | It is desired that the Library shall be kept functional for the students and faculty members for a minimum of 16 hrs per day on working days and 12 hrs on non-working days |
| 5 | Reprographic center including scanning facility in the Library is essential. |
| 6 | Facilities to access the Online Courses is essential. |

7	Library automation software including Bar coding is desirable.
8	Upto 66% of the total number of Titles and Volumes may be in the form of e-books with intranet access mandatory in case of Post Graduate Level Programme(s) and shall be desirable in case of UG/ Diploma Programme(s). Member in NDL/ Indian National Digital Library in Engineering Sciences and Technology (INDEST) or any other National Consortium is permissible for e-books.
9	The Institution shall be a member of National Digital Library(NDL) and shall encourage faculty members and students to secure membership. Aggregators may also be used.

Subscription of Journals

Programme	Total Number of Courses (N)	Journals indexed by Scopus/ Web of Science/ Medline
Diploma		
Engineering and Technology Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology		Adequate Number of Journals /Periodicals / Magazines Providing Exposure to New Products/Ideas/Concepts etc.
Under Graduate & Post Graduate		
Engineering and Technology/ Planning/ Applied Arts and Crafts/ Design Hotel Management and Catering Technology/ Management /Computer Applications		6x N (For each Level)

NOTE:

1. All the Journals in the Library are to be “subscribed” and are to be indexed
2. Subscription may NOT necessarily mean Individual Procurements, but can be part of University /State /Group of Institutes in a “Consortium”.
3. The e-Shodh Sindhu is providing support in negotiating the prices of e-resources to AICTE approved Technical Institutions. The same shall be explored by the Institutions.
4. Journals shall also include subjects of Science, Humanities, Management and Social Science.

APPENDIX-7

Norms for Faculty Requirements and Cadre Ratio of the Technical Institutions

7.1 Diploma/ Post Diploma Certificate Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Head of the Department	Faculty	Total
		A	B	C	D = A+B+C
Engineering and Technology/ Applied Arts and Crafts Design/ Hotel Management and Catering Technology	1:25	1	1 per Department	(S/ 25) – 1	S/25

7.2 Under Graduate Degree Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
Engineering and Technology	1:20	1	$\frac{S}{20xR}$ 1	$\frac{S}{20xR} x^2$	$\frac{S}{20xR} x 6$	$\frac{S}{20}$
Planning	1:16	1	$\frac{S}{16xR}$ 1	$\frac{S}{16xR} x^2$	$\frac{S}{16xR} x 6$	$\frac{S}{16}$
Applied Arts and Crafts	1:15	1	$\frac{S}{15xR}$ 1	$\frac{S}{15xR} x 2^{15xR}$	$\frac{S}{15xR} x 6$	$\frac{S}{15}$
Design	1:15	1	$\frac{S}{15xR}$ 1	$\frac{S}{15xR} x^2$	$\frac{S}{15xR} x 6$	$\frac{S}{15}$
Hotel Management and Catering Technology	1:20	1	$\frac{S}{20xR}$ 1	$\frac{S}{20xR} x^2$	$\frac{S}{20xR} x 6$	$\frac{S}{20}$

7.3 Post Graduate Degree Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
*Engineering and Technology	1:15	-	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15}$
Planning	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
Applied Arts and Crafts	1:15	-	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15}$
Design	1:15	-	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15}$
*Hotel Management and Catering Technology	1:12	-	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
#Computer Application (MCA)	1:20	1	$\frac{S}{20xR}$ 1	$\frac{S}{20xR}$ x 2	$\frac{S}{20xR}$ x 6	$\frac{S}{20}$
#Management MBA/ PGDM	1:20	1	$\frac{S}{20xR}$ 1	$\frac{S}{20xR}$ x 2	$\frac{S}{20xR}$ x 6	$\frac{S}{20}$
S - Sum of the number of students as per "Approved Intake" for all years In case of non-availability of qualified Professor, an Associate Professor may be considered.						
$*R = (1+1+1); #R = (1+2+6)$						

In case of the average admission during last 3 years is less than or equal to 50% of the average sanction intake, the requirement of faculty members shall be reduced by 25% on account of the number of batches of students going to laboratory/ project work/ seminars/workshops etc. The same is illustrated below.

Sanctioned Intake during last 3 academic years.	Average admissions during last three academic years	Duration of course in years	Faculty required as per norms	Faculty required as per recommendations
300	175 (Above 50 %)	4	60	60
300	130 (Below 50 %)	4	60	45 (60 X 0.75)##

In case of non-availability of qualified Professor, an Associate Professor may be considered.

In Integrated Planning Course, Faculty requirement is 1:16 for the first three years and 1:10 for the next two years.

Cadre Ratio shall be 1:2:6 (Not applicable to Diploma Level).

Considering the time required to complete the procedure for recruitment of Faculty, receiving Block grants from the concerned State Government, etc., all such Institutions shall have to create the necessary Faculty, Infrastructure and other facilities WITHIN 1 YEAR (AY 2023-2024) to fulfil the norms and an Affidavit for the same shall have to be submitted to AICTE.

APPENDIX-9

Norms for PGDM/PGCM Courses

- 9.1 The duration of the Post Graduate Diploma in Management (PGDM) Course shall be 2 years.
- 9.2 Post Graduate Certificate in Management (PGCM) Course shall be of 1 year duration.
- 9.3 PGDM Programme shall be of duration of 18 Months for working professionals having a minimum of 3 years relevant managerial/supervisory experience.
- 9.4 The Academic calendar for admission of students shall be followed as prescribed by AICTE. The admission shall be started from 1st March (subject to the grant of EoA for the current Academic Year by the Council) and end by 30th June every year.
- 9.5 Admission to PGDM Courses shall be made only from the candidates qualified from any one of the six All India tests, i.e.; CAT, XAT, CMAT, ATMA, MAT, GMAT or the common entrance examinations (if any) conducted by the respective State Governments for all Institutions other than Minority Institutions.

The candidates shall be short listed on the basis of the overall rank computed taking into account of the following components and their weights:

- Score in the Common Admission test - 35 to 60%
- Score for academic performance in X Std., XII Std., Under Graduate Degree/ Post Graduate Degree - 5 to 25%
- Group discussion/ interview - 20 to 45%
- Weightage for participation in Sports, Extra-Curricular activities, Academic diversity and Gender diversity - 5 to 20%

- 9.6 PGDM Institutions shall publish the information regarding the name of the Common Admission test, from which the candidates are selected for admission, the percentage of scores of the above components on its website and admission Brochure well before the admission process initiated and inform the Applicants through specific communications.
- 9.7 The Institution shall clearly display and inform AICTE (through URL under attachment tab in web portal) and clearly display on the Institution Web site the eligibility criteria, selection procedure and the merit list of the candidates who have applied for the Programme. The selection of the students shall be strictly on the basis of merit only.
- 9.8 Institutions shall upload PGCM/ PGDM students' enrolment data in the prescribed format on AICTE Web-Portal within one month from the last date as prescribed by AICTE for admission every year. If it is not uploaded, the Council shall not permit such institutions to apply for approval for the next Academic Year.
- 9.9 The Institutions shall mandatorily mention the enrolment number allotted to each student by AICTE in their Diploma Certificate and mark sheets as per the format available in AICTE Portal.
- 9.10 Institutions may devise their own Curriculum for PGCM/ PGDM Courses, however it shall be in conformity with the Model Curriculum developed by AICTE and incorporates significant part of academic components in their Curriculum. To introduce any new Course, the nomenclature and Syllabus of the same shall be submitted to the Policy and Academic Planning Bureau, AICTE for approval of the concerned Board.
- 9.11 Board of Governors (BoG)/Board of Management (BoM) is to be constituted as per **Appendix 18** of the Approval Process Handbook for Standalone PGDM Institutions. The minutes of the meetings of the Board of Governors (BoG)/ Board of Management (BoM) shall be uploaded periodically in the website of the Institutions.

- 9.12** PGDM Institutions shall refund the Fee collected, after deducting an amount of ₹1000/- (One Thousand only) as processing Fee and return the Certificates to the students with drawing the admission before the last date of admission, irrespective of the reasons for withdrawal of admission. The last date for withdrawal of admission for the purpose of refund of Fee shall be 30th June of every year.
- 9.13** PGDM Institutions shall publish the Fee being charged in its web site and admission Brochure well before the admission process is initiated and inform the Applicants through specific communications.
- 9.14** PGDM Institutions shall follow norms and standards and conditions prescribed by the Council from time to time.
- 9.15** PGDM Institutions should upload both the Transcripts and Certificates of all the students passed out on National Academic Depository (NAD) and provide NAD registration details on AICTE portal.
- 9.16** The rules with respect to matters relating to examinations and arbitration shall be decided by the All India Board of Management, AICTE.
- 9.17** OMBUDSPERSON shall be appointed as per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No. 1-101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019.
- 9.18** The academic session shall normally be from 1st July of the Current Calendar Year to 30th June of the next Calendar Year.
- 9.19** The Standalone Institutions (PGDM) are falling under THREE categories, as Category I, II and III based on the All India Council for Technical Education (Categorisation of Standalone Institutions (SIs) for Grant of Graded Autonomy) Regulations, 2019.

Category I/ II Institutions shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. An Affidavit 2 to this effect shall be submitted annually to AICTE. Student enrolment details shall be uploaded in the Web-Portal within one month from the last date for admission every year. Also, Institutions should upload both the Transcripts and Certificates of all the students passed out on National Academic Depository (NAD) and provide NAD registration details on AICTE portal.

- 9.20** Standalone institutions offering PGDM/PGCM courses under the same Trust/Society but located at different cities/states shall be permitted for consolidation. The students could be admitted through a centralised admission process and also the semester / yearly examinations could be conducted centrally. However, all the institutions which are subject for consolidations shall mandatorily adhere to the norms and conditions w.r.t infrastructure, land and faculty individually. Faculty sharing shall be permitted among the consolidated campuses for delivery of expert lectures. However, each campus shall maintain its faculty student ratio as prescribed by the council. The main campus of such institutions which are intending for consolidation shall fall under the Category 1 or 2 of the graded autonomy granted by AICTE. If not, the institution shall submit an undertaking that they shall secure Graded autonomy within 2 years from the date of consolidation.
- 9.21** If any complaints are received regarding violation of prescribed norms, AICTE shall inspect the Institution and punitive action as specified in Chapter VIII of the Approval Process Handbook shall be initiated.
- 9.22** The existing standalone PGDM institutions may run Fellow Program in Management (FPM) based on their eligibility as specified in Clause 2.17 of Chapter II.
- 9.23** The Conduct and Admission procedure for such approved FPM program shall be in line with the norms as specified in **Appendix 20**.

APPENDIX-11

Format for Detailed Project Report (DPR) for the Establishment of a New Technical Institution

11.1 Preamble

Detailed Project Report (DPR) is expected to cover the genesis of the proposal with respect to the background of the Technical Education and Industrial scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the Promoters.

- a. Introduction
- b. Background of the Consultants
- c. Technical Education and Industry Scenario

11.2 The Promoting Body

The status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz., Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, educational activities along with a list of major activities undertaken to date, its mission and vision shall be described as follows:

- a. Introduction to its Genesis including its Registration Status
- b. Details of its Promoters including their Background
- c. Activities of the Promoting Body including a listing of major Educational promotion activities undertaken by it in the past
- d. Mission of the Promoting Body
- e. Vision of the Promoting Body

11.3 Objectives and Scope of the Proposed Institution

The goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing Technical Education and Industrial scenario in the State, availability of students for admission, particularly the number of students passing the qualifying examination viz., +2 Science with First Class and the number of seats already available in the particular Course (B.E/B.HMCT/ MBA/ MCA/ Diploma, etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available shall be described as follows:

- a. Objectives of the Institution
- b. General and Technical Education Scenario of the State
- c. Status at Entry Level
- d. Status of Technical Level manpower
- e. Industrial Scenario of the State
- f. Scope of the Institution vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.

11.4 Academic Programmes

The basic Academic Philosophy of the Institution and to list the identified Programmes, targets, and various facilities shall be described as follows:

- a. Basic Academic Philosophy of the Institution
- b. Types of Programmes
- c. Identified Programmes

- d. Phase-wise Introduction of Programmes and Intake
- e. Target Date for Start of Academic Programmes
- f. Central Computing facility
- g. Central Library
- h. Central Workshop
- i. Central Instrumentation Facility
- j. Affiliating Body
- k. Scholarships
- l. Preventive measures of Ragging
- m. Welfare measures for Faculty, Staff and students

11.5 In case of standalone PGDM Programmes, comprehensive details in respect of admission procedure, Programme structure, Curriculum outline and contents, evaluation system etc. should necessarily be submitted. Standalone PGDM Programmes shall be regulated as per Appendix 9 of the Approval Process Handbook.

11.6 Salient Features of Academic Programmes

Phase-wise details of the Academic Programmes/ Divisions that the Proposed Institution desires to setup in consonance with its Academic Philosophy, including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division shall be described as follows:

- a. Classification of Academic Divisions, i.e. Departments, Centres, Schools, Central Academic Facilities
- b. Details of each Academic Department/ Centre, such as:
 - Academic Objectives
 - Areas of Focus
 - Academic Programme
 - Faculty Requirement and Phase-wise Recruitment
 - Requirement of Laboratories, Space and Equipment (cost)
 - Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

11.7 Quality and Human Resource Development

The Human Resource Developmental aspects of the proposed Institution including, the Policies of the Management to promote excellence among Faculty and Staff, Strategies to attract and retain bright Faculty and methodologies towards quality management and fostering of academic excellence shall be described as follows:

- a. Academic Values
- b. Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder
- c. Policies for Teaching and Non-Teaching Staff Development
- d. Permanent and Contract Services for Teaching, Non-Teaching and other support Personnel
- e. Total Quality Management
- f. Overall Teaching and Non-Teaching Staff Requirements

11.8 Linkages in Technical Education

Elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for the contribution of the Institutions to Society at large, as follows:

- a. Introduction
- b. Linkages with Industry
- c. Linkages with the Community
- d. Linkages with other Technical Institutions in the region
- e. Linkages with Institutions of excellence such as the IITs and IISc, Bangalore Linkages Abroad
- f. Linkages with R&D Laboratories

11.9 *Governance, Academic and Administrative Management*

The basic Philosophy of Governance and Administrative Management including the structure of its Board of Governors (BoG)/ Board of Management (BoM), the Organizational chart for Operational Management along with responsibilities vested at various Levels of Administrative hierarchy. It is expected that a well thought out method of Institutional Governance and Administration shall be the key to its growth and success shall be described as follows:

- a. Philosophy of Governance
- b. Board of Governors
- c. Organizational Structure and Chart for day-to-day Operations and Management
- d. Role and Responsibilities of Key Senior Positions
- e. Methods/Style of Administration/Management

11.10 *Conceptual Master Plan for Main Campus Development*

The details of the Master Plan for Campus Development starting from the selection of a site to the proposed Land use pattern and the Phase-wise construction of various facilities/ utilities to the Level of Landscaping. Institutional aspects of development are expected to be taken up in consonance with the Master Plan keeping in view various aspects of convenience, safety, sustainability and utility of the facilities shall be described as follows:

- a. The Site
- b. Proposed Land Use Pattern
- c. Design Concept with proof of sustainability (As per Green Building Code 2017 is mandatory)
- d. Infrastructural Facilities in the Campus
- e. External Services
- f. Construction Systems and Materials
- g. Landscape Proposal

11.11 *Requirement of Staff, Space, Equipment and their Cost*

Make a consolidated estimate of Phase-wise requirements of the Staff, Building, Equipment and their cost, along with strategies for the mobilization of funds required, as follows:

- a. Introduction
- b. Faculty Requirements
- c. Non-Teaching Staff Requirements
- d. Building Requirements: Area and Costs
- e. Estimated Cost of Equipment
- f. Phase-wise Financial Requirements
- g. Strategies for Financial Mobilization

11.12 Action Plan for Implementation

The Activity Chart from the conceptual stage to final implementation, indicating a time- activity Chart for various activities, its constraints and implementation Strategy including financial out-lay shall be described as follows:

- a. Activity Chart
- b. Constraints
- c. Financial Outlay
- d. Strategy for Implementation

11.13 Executive Summary of the Detailed Project Report

A Summary of the DPR as per the following Format for ready reference shall be given:

- a. Details about the Promoting Body
- b. Name and Address of the Promoting Body
- c. Date of Registration/ Establishment of the Promoting Body
- d. Nature of the Promoting Body
- e. Activities of the Promoting Body since inception
- f. Constitution of the Promoting Body

11.14 Faculty Data

Name	Academic Qualifications	Nature of Association with the Promoting Body	Experience in Academic Institutions (in years)		
			Promotional	Management	Organizational
	Technical	Non-Technical			

11.15 Proposed Institution

- a. Details about the Proposed Institution
- b. Development Plan for the Proposed Institution

11.16 Graphical Representation

- a. Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- b. Give a bar chart indicating the recruitment of Faculty (separately for Lecturer, Assistant Professor, Associate Professor, Professor) for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- c. Give a bar chart indicating creation of Built-up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- d. Give a bar chart indicating investment on Equipment and machinery for the proposed project at the time of establishment and for next 10 years at intervals of five years.

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

Year	Course(s)/ Intake Proposed (I)	Built-up area/ Investment to be made(m ² / ₹) (II)	Investment on Furniture and Accessories (₹ in Lakh) (III)	Investment on Equipment/ Machinery(₹ in Lakh) (IV)	Projected expenditureon Salary of Staff per annum (₹ in Lakh) (V)	Investment on the Library (₹ in Lakh) (VI)	Total Project Cost (I to VI) and Preoperative Exp.) (₹ in Lakh)

11.18 Details for mobilization/source of funds (capital and recurring) (At the time of establishment and next five years)
 (₹ in lakh)

From Applicant	Donations	Grants from Government	Fee	Loan	Others

11.19 Recruitment of Faculty (At the time of establishment and next five years)

Year	Professor	Associate Professor	Asst. Professor	Lecturer	Total

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

Year	Technical	Administrative	Total

11.21 Proposed structure of the governing body

Sl. No.	Trust/ Society/ Company Representative	Academic Background		Industry Representative	Others
		Technical	Non-Technical		

11.22 Industry Linkages (at the time of establishment, and next five years)

At least minimum 5 MoUs and proof of relevance have to be produced. Purpose and outcomes of MoU shall be documented.

DECLARATION

I/We, on behalf of “.....” hereby confirm that this Detailed Project Report has been prepared for its proposed Technical Institution under the name and style of “ ”. It is hereby confirmed that all the information furnished above is true to the best of my/ our knowledge and belief and if any information is found to be false, the proposal shall be rejected.

(Authorized Signatory of the Applicant)

Place: Date:

Name Designation

Seal

APPENDIX-13

Structure of Various Committees

13.1 The Council

Composition	Quorum
<p>S.O.1165 (E)-in exercise of powers conferred by sub-section (1) and (4) of Section3 of the All India Council for Technical Education Act, 1987 (52of1987), the Council comprises of 51members of which following 33 members have been nominated by MoE.</p> <p>The Chairman, AICTE The Vice Chairman, AICTE Secretary, Department of Higher Education, MoE Additional Secretary, Technical Education, Department of Higher Education, MoE Chairman, Central Regional Committee, AICTE Chairman, North Western Regional Committee, AICTE Chairman, South Central Regional Committee, AICTE Chairman, South Western Regional Committee, AICTE Chairman, All India Board of Hospitality and Tourism Management, AICTE Chairman, All India Board of Architecture, AICTE Chairman, All India Board of Information and Technology, AICTE Chairman, All India Board of Pharmacy, AICTE Chairman, All India Board of Town and Country Planning, AICTE Joint Secretary & Financial Advisor (MoE) Secretary, Ministry of Skill Development & Entrepreneurship Secretary, Ministry of Electronics and Information Technology Secretary, Ministry of Micro, Small & Medium Enterprises Secretary, Ministry of Housing & Urban Affairs Secretary, Technical Education/ Higher Education, Telangana Secretary, Technical Education/ Higher Education, Tripura Secretary, Technical Education/ Higher Education, Uttar Pradesh Secretary, Technical Education/ Higher Education, Uttarakhand Secretary, Technical Education/ Higher Education, Andaman and Nicobar Islands Secretary, Technical Education/ Higher Education, Arunanchal Pradesh Secretary, Technical Education/ Higher Education, West Bengal Secretary, Technical Education/ Higher Education, Andhra Pradesh Four members to be appointed by the Central Government to represent the organizations-in the field of Industry and Commerce. Chairman, University Grants Commission, New Delhi President, Association of Indian Universities Executive Secretary, Indian Society for Technical Education President, Pharmacy Council of India Vice President, Council of Architecture Director General, National Productivity Council President, Indian Institute of Metals President, The Institution of Electronics and Telecommunication Engineers President, Institute of Chemical Engineers Former Vice Chancellor of Technological University Director, Institution of Applied Manpower Research, New Delhi Director General, Indian Council of Agricultural Research, New Delhi Director General, Council of Scientific and Industrial Research, New Delhi Member Secretary, AICTE - Member Secretary</p>	1 / 3 members

13.2 The Executive Committee

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

13.3 Scrutiny / Re-Scrutiny under Chapter I of Approval Process Handbook

Composition
Professor/ Associate Professor of IIT/ IIM/ NIT/ Government/ Government aided Institutions
An advocate registered with Bar Council
An Architect registered with Council of Architecture
or Professor /Associate Professor of Civil Engineering (Structural)

13.4 Scrutiny / Re-Scrutiny under Chapter II of Approval Process Handbook

Composition
Two Professors/ Associate Professors of IIT/ IIM/ NIT/ Government/ Government aided Institutions

13.5 Expert Visit Committee

Composition
<ul style="list-style-type: none"> • An academician not below the Level of Professor in a field of Technical Education to be selected from the panel of Experts approved by the Executive Committee, AICTE • One Expert member, not below the Level of Associate Professor or an Industry expert (with minimum 5 years of experience) to be selected from the panel of Experts. • Architect registered with Council of Architecture or CPWD, National Buildings Construction Corporation (NBCC), DRDO, CSIR or Professor /Associate Professor of Civil Engineering (Structural)/Assistant Professor of Architecture or Professor/ Associate Professor of Planning

13.6 Standing Hearing Committee/ Standing Appellate Committee

Composition
• Retired High Court Judge or an Educationist/ academician of eminence not below the Level of Vice-Chancellor of a University (Retired or in position) or Director (Retired or in position) of IIT/ NIT/ IIM or Government Institution of National importance as Chairman.
• One expert member not below the Level of Associate Professor in the field of Technical Education from IITs or IIMs or Government or Government aided Institution or Government Universities or Institutions of National Importance.
• An Officer not below the rank of Deputy Director of the revenue Department or an Architect registered with Council of Architecture or Professor of Civil Engineering or Professor of Planning or expert who is well versed with Land and revenue matters to be nominated by the Chairman, AICTE

NOTE:

Depending on the requirement, concerned State Government/ UT/ affiliating University/ Board representative not below the Level of Associate Professor may be co-opted in the Scrutiny/ Re-Scrutiny/ Expert Visit Committee/ SHC/ SAC.

Expert Visit Committee may comprise of one Academician specialised in the Programme offered at the Institution to be visited and the other Academician having the specialisation in Engineering and Technology Programme.

In case of Institutions Deemed to be Universities, a Vice Chancellor/ Former Vice Chancellor/ Director of IIT/ NIT nominated by AICTE shall be the Chairman of the Expert Visit

13.7 Standing Complaint Scrutiny Committee (SCSC)

Composition	Quorum
<ul style="list-style-type: none"> • Retired Judge of a High Court. • Two expert members not below the Level of Associate Professor in the fields of Technical Education. • An Architect, Registered with Council of Architecture or Professor of Civil Engineering. • Director of Technical Education/ Registrar (Serving or Retired of Technical Institution/ University) 	Chairman Any TWO Members

13.7 Role and Responsibilities of Various Committees

Committee	Role and Responsibilities
The Council	To perform such functions as specified in Section 10 of AICTE Act, 1987
The Executive Committee	To perform such functions as assigned to it by the Council as specified in Section 10 of AICTE Act, 1987
Scrutiny Committee	Verify the authenticity of the documents submitted by the Applicant as specified in Appendix 16/17 (as applicable) of the Approval Process Handbook.
Expert Visit Committee (EVC)	Online/ Offline Visit of the premises of Institution to verify the availability of Infrastructural facilities and Faculty with respect to the norms specified in the Approval Process Handbook.
Standing Hearing Committee (SHC)	To assess the compliance of the deficiencies observed in the report of the Expert Visit Committee/ for Show Cause Notice issued to the Institution.
Standing Appellate Committee (SAC)	To assess the compliance of the deficiencies observed in Standing Hearing Committee while considering the appeals of Institutions
Standing Complaint Scrutiny Committee (SCSC)	Processing of any Complaint(s) received about an Institution.

APPENDIX-14

Regulation Bureau, AICTE-Email ID's

AICTE	Email ID	Jurisdiction

Any Queries/Clarifications related to policy and technical shall be sent ONLY through Centralized Support System (CSS) Portal

APPENDIX-16

Documents to be uploaded/submitted for Setting up a New Technical Institution offering a Technical Programmeat Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate DegreeLevel

16.1 Documents to be uploaded/ submitted at the time of the Scrutiny Committee

The Applicant shall present following supporting documents in original along with one copy, duly self- attested and other necessary information to the Scrutiny Committee. As per **Affidavit 2** supporting documents other than Affidavits shall be made and duly authenticated by the authorized signatory of Applicant or by the Head of the Institution.

- Building Plan of the Institution should have been prepared by an Architect registered with Council of Architecture/ Licensed Surveyor and approved by the Competent Authority as designated by concerned State Government/ UT. The Institution should upload/bring two copies of Building Plan.
- An **Affidavit 2** as prescribed on the Web-Portal, on a Non-Judicial Stamp Paper/ e-stamp paper of ₹100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
- Resolution of the Applicant Organization in a **Format 3** as prescribed on the Web-Portal.
- Certificate of Occupancy Certificate/ Completion Certificate/ Building License/ Form D (as applicable) from the Competent Authority (as per standard format prescribed by the issuing Authority). For the rest, an Affidavit on a Non-Judicial Stamp Paper/ e-stamp paper of ₹100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner, that the same shall be produced on completion of the Building.
- Fire Safety Certificate issued by the Competent Authority.
- **Certificate 1** issued by an Advocate regarding Land related documents.
- **Certificate 2** issued by an Architect regarding approved Building Plans.
- **Certificate 3** issued by the Bank Manager regarding financial status of the Applicant.
- A hard copy of the complete application as uploaded to AICTE Web-Portal, printed there on.
- A receipt with the Official Seal from the authorized signatory of the State Government/ UT as proof of submission of these documents.
- A receipt with the Official Seal from the authorized signatory of the affiliating University/ Board as proof of submission of these documents (*exempted for Institution applying for PGDM*).
- A registration document of the Trust/ Society/ Company/ PPP/ BOT indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Competent Authority.
- For Standalone PGDM Institutions, details of the recommended composition of the Board of Governors of the Institution constituted as per **Appendix 18** of the Approval Process Handbook.
- In the case of a Company established under Section 8 of the Companies Act, 2013, the MoA and Rules must contain a provision that the objective of the Company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institution.
- In case of an application made with a proposal of PPP/ BOT, the Applicant shall submit a certified copy/ duly attested by a Gazette Officer of the agreement/ contract regarding PPP/ BOT. The Applicant shall also submit a Certificate or endorsement from the concerned District Magistrate or the SDM, regarding such a proposal pertaining to the PPP/ BOT in the said area with the Applicant Trust/ Society/ Company.

- Resolution of the Applicant Organization, pertaining to start a Technical Institution and allocation of Land/ Building/ funds to proposed activities in the **Format 3** prescribed on the Web-Portal.
- Documents showing ownership of Land/ Building as per the provisions of Section 8 of the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Settlement Deed/ Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) (for a period of minimum 30 years) (including Commitment for continued lease) with at least live Lease of the maximum duration of programs at the time of submission of application. However, *Private Lease of Building is permissible ONLY for Mega/ Metro cities due to the scarcity of Land and incase of highly skilled and employable courses.*

That Joint **Affidavit 7** by the parties that the lease of Land is irrevocable for 30 years of which 25 years is still live shall have to be given on a Non-Judicial stamp/ e-stamp paper of ₹100/- duly sworn before a First Class Judicial Magistrate/Notary/Oath Commissioner. The ownership of the Land shall remain with the lessor but as long as the promoter uses that Land, within the conditions imposed by the Lessor, the ownership shall deem to be that of the lessee.

In case, the Land documents are in vernacular Language, notarized English translation of the documents shall be produced.

Documents to be submitted, in case of Private Lease of Land/ Building: Private Lease of Land

- Original document of Private Lease registered between the Lessor and Lessee with Competent Authority under the Registration Act (It should have a validity of more than 25 years as on date of the notification issued by the Council)
- Land Conversion Certificate issued by the Competent Authority
- Land Use Certificate issued by the Competent Authority
- Title documents of the Lessor referring to its acquisition of leasehold rights through a lawful transaction
- Encumbrance Certificate relating to the property on a date not later than the date of issue of notification issued by the Council
- Resolution of the Trust/Society/ Company, if the Lessor is either of those
- NOC from the Charity Commissioner if the Lessor is a Trust and NOC from the Registrar of Cooperative Societies, if the Lessor is a Society
- In case of Sub Lease, the Lessor (then Lessee) should have the right to assign the leasehold right in the form of a registered document

Private Lease of Building

Mortgage of Land shall not be permissible.

- Complete Building Plan approved by the Competent Authority
- If the building is multi-storied and certain floors only are leased, then the complete Floor Plan prepared by an Architect clearly indicating the details in addition to the Complete Building Plan approved by the Competent Authority
- Occupancy/ Completion Certificate relating to the property/ floors issued by the Competent Authority
- Building Permission Certificate issued by the Competent Authority. (If the permitted use is Residential, then the application to be rejected)
- Title documents of the Land referring to the acquisition/leasehold right over the said property
- Lease deed registered by the Competent Authority under Registration Act
- Non-agricultural Cess paid receipt for the last three years
- Municipal taxes paid receipt for the last three years

- Fire NOC
- Land Use Certificate permitting the Land to be used for Educational purpose, from the Competent Authority along with Topo sketch/ Village Map indicating Land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.
- Land Conversion Certificate permitting the Land to be used for an Educational purpose to establish an Institution, from the Competent Authority along with Topo sketch/ Village Map indicating Land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.
- Land Classification Certificate of the Competent Authority indicating whether the Land for the proposed new Technical Institution/ Technical Campus falls in the rural area or otherwise.
- Khasra Plan (Master Plan) issued by the Competent Authority, earmarking the entire proposed Land to show that the Land is contiguous.
- Wherever applicable, FSI/ FAR Certificate shall have been obtained from the Competent Authorityas designated by the concerned Municipal Corporation or the local authority that approves Building Plans or the State Government/ UT.
- Site Plan, Building Plan of proposed Technical Institution prepared by an Architect registered with Council of Architecture (CoA)/ Licensed Surveyor and duly approved by the Competent PlanSanctioning Authority of the concerned State Government/ UT.
- Floor Plans, sections and elevations of all proposed/ existing Buildings exclusively intended for use for the proposed Institution at the permanent site with a table clearly mentioning all rooms, with carpet area of each in m², as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.
- Phase-wise Plan of construction to achieve total carpet and Built-up area as required for conduct of all applied/ existing Course(s) from the first to final year. This shall be certified by Architect registeredwith the Council of Architecture.
- Proof of the availability of nomenclature of the applied Course(s) in the affiliating University/ Board.
- Proof of working capital (funds) as stated in **Clause 1.5.3** of the Approval Process Handbook, inthe form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained by the Applicant Organization in a Nationalized Bank or Scheduled Commercial Bank recognized byReserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank.
- Audited statement of accounts of the Applicant Organization for last three years, as may beapplicable.
- Certificate regarding Minority Status, if applicable at the time of application.
- Detailed Project Report (DPR).
- Undertaking from the Applicant to the effect that no high tension line is passing through theCampus including hostel. In case high tension line passes through the Campus/ hostel, a Certificate from the Competent Authority (Electricity Board) that it shall not affect the safety of the Building/ students/ Faculty/ Staffetc. is required.
- In case of Buildings constructed by Government Departments before 50 years, for Government/ Government aided Institutions/ State or Central University/ Defence Institutions where the documents could not be submitted, a letter from the Competent Authority that the Building norms of AICTE are fulfilled shall be produced to this effect.

16.2 Documents to be submitted at the time of the Expert Visit Committee

The Applicant shall present following supporting documents in original along with one copy, duly attested by a Gazette Officer or a First Class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Expert Visit Committee.

- Copy of the advertisement in at least one National Daily, for recruitment of Principal/ Director and Faculty members.
- Stock Register of stock items including Laboratory Equipment, Computers, system and application software, printers, Office Equipment and other dead stock items.
- Proof of provision of Internet bandwidth in Mbps and contention ratio.
- List giving titles of Books and Volumes of each purchased for the Library.
- Copy of Invoice/ Cash Memo for Equipment and Library Books.
- List and details of hard copy of National Journals subscribed.
- List and details of hard copy of International Journals subscribed.
- Details of subscription of Journals as per **Appendix 10** of the Approval Process Handbook.
- Sanction of electrical load by electric supply provider Company.
- A Certificate by an Architect, giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather motorable approach roads.
- Details and proof of telephone connections available at the proposed Technical Institution.
- Details and proof about medical facility and counselling arrangements.
- Details of reprographic facility available for students.
- Details of all other Educational Institutions run by the same Trust/ Society/ Company or by any other Trust/ Society/ Company to which the Chairman/ Secretary of the Applicant is a member.
- Video recording with brief outline of the Institute and its facilities (Front and Back side of the entire Institution Building(s) Internal portion of the Class Rooms, Tutorial Rooms, Laboratories, Workshop, Drawing Hall, Computer Centre, Library, Reading Room, Seminar Hall and all other rooms, as mentioned in Programme wise Instructional area requirements, Internal portion of the principal's room, Board room, main Office, Departmental Offices, Faculty cabins/ seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, Cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas) as required by the EVC shall be prepared in advance by Director/Principal and Video Recording of about 30 minutes shall be uploaded on YouTube and URL link shall be provided in the AICTE portal for advance viewing by the committee members before the EVC.

16.3 Documents to be uploaded after the issuance of LoA

- New Technical Institutions granted Letter of Approval and the existing Institutions granted approval for Introduction of new Course(s) Division(s) Programme(s) and change in Intake capacity, shall comply with appointment of Faculty members and Principal/ Director as the case may be, as per Policy regarding minimum qualifications pay scales, norms etc., as specified in the Approval Process Handbook.
- Institutions other than Minority Institutions shall appoint Principal/ Director/ Teaching Staff strictly in accordance with the norms prescribed by the Council and other Technical Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the concerned State Government/ UT, particularly in case of selection procedures and selection Committees.
- The information about these appointments of Staff in the prescribed Format shall be uploaded in AICTE Web-Portal.
- In no circumstance, unless the appointment of all Faculty members and other Staff is in place, the Institutions shall start the approved Technical Course(s).
- Faculty and non-teaching Staff data shall be entered as per the prescribed Format.

16.4 Additional documents to be submitted at the time of Scrutiny Committee for approval of an existing Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year

- No Objection Certificate from Concerned State Government/ UT in the **Format 1**.
- No Objection Certificate from affiliating University/ Board in the **Format 2**.
- Resolution of the Trust/ Society/ Company approving the Institution for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year/ Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution and vice- versa/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme/Level in the existing Institutions, as applicable, duly signed by the Chairman/ Secretary in the **Format 3**.

16.5 Additional documents to be submitted at the time of Scrutiny Committee for approval of the establishment of the Institution set up by a Private Limited or Public Limited Company/ Industry

- Certificate of Registration of companies
- Memorandum of Association and Article of Association
- Certificate of incorporation
- Availability of the registered office of the company
- Particulars of the Directors, Managers or Secretaries
- PAN number
- TAN number
- Companies general rules and forms
- NOC from Directors or Promoters
- Audited Statement for the last 3 years clearly indicating turnover through operations

16.6 Documents expected to be presented to the Scrutiny/ Expert Committee are specified in Annexure 13 of the Approval Process Handbook.

APPENDIX-17

Documents to be Submitted for

- Extension of Approval based on Self-Disclosure
- Introduction/ Continuation of seats for Non Resident Indian(s)
- Change of Site/ Location
- Conversion of Diploma Level into Degree Level and vice-versa
- To start new Programme/ Level in the existing Institutions
- Merger of Institutions under the same Trust/ Society/ Company operating inthe same Campus or City
- Extension of Approval of the existing Institutions after a break in thepreceding Academic Year/ Restoration of Intake
- Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries
- Conversion of Women's Institution into Co-ed Institution and vice-versa
- Increase in Intake/ Additional Course(s)
- Introduction of Integrated/Dual Degree Course
- Closure of the Institution
- Introduction/ Continuation of Fellow Programme in Management
- Change in the Name of the Course(s)/ Merger of the Courses/ Reduction inIntake/ Closure of Programme(s)/Course(s)
- Change in the Name of the Institution or Affiliating University/ Board or Typeof Institution (Institution(s) converted into a University)
- Change in the Name of the Trust/ Society/Company

17.1 Documents to be uploaded for the issuance of EoA based on Self-Disclosure/ after a break in thepreceding Academic Years/ Restoration of Intake

Supporting documents including the Affidavits shall be duly authenticated by the Chairman/ Secretaryof the Trust/ Society/ Company in case of Self-Financing Institutions or by the Authorized person in case of the Government/ Government aided Institution.

In case of Buildings constructed by Government Departments before 50 years, for Government/ Government aided Institutions/ State or Central University/ Defence Institutions where the documents could not be submitted, a letter from the Competent Authority that the Building norms of AICTE arefulfilled shall be produced to this effect.

- An **Affidavit 2** with digital signature of the Chairman/ Secretary of the Trust/ Society/ Company on a stamp paper of ₹100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
- Copy of pay receipt print made on AICTE Web-Portal if any, in respect of Extension of Approval for the Academic Year 2023-24.
- As per **Clause 7.17** of the Approval Process Handbook, valid Occupancy/ Completion Certificate/ Building License/ Form D issued by the Competent Authority.

- Valid Structural Stability Certificate from the registered Structural Engineer, if the Building is more than thirty years from the issue of Completion Certificate that the Building is fit for human habitation.
- A valid Fire Safety Certificate issued by the Competent Authority.
- Satellite map, using suitable Web site, showing geographical location of the Land with latitude and longitude at the entrance of the main Building mentioned on it.
- Show Cause Notice issued by AICTE, if any, during the last two years.
- Details of the Court cases filed against AICTE and the order of the Court, if any.
- For Adjunct Faculty – One-page CV highlighting his/ her industrial experience, Willingness letter to handle the Course(s) including his/ her commitments in other Institutions, copy of appointment order and acceptance of appointment from him/her.
- Audited statement of accounts of the Trust/ Society/ Company for the previous year.
- Certificate by the Head of the Institution to the effect that all Faculty and all non-teaching Staff data and all student data of all years and all Course(s), has been entered as per the prescribed Format on the Web-Portal.

17.2 *Documents to be uploaded for approval of the Introduction of seats for Non Resident Indian(s)*

- Resolution of the Trust/ Society/ Company approving the Institution for Introduction of seats for Sons/ Daughters of Non Resident Indian(s) duly signed by the Chairman/ Secretary in the **Format 3**.

17.3 *Additional documents to be submitted at the time of Scrutiny Committee for approval of an existing Institution applied for Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme/ Level in the existing Institutions*

- All Documents as specified in **Appendix 16** of the Approval Process Handbook (only for **Change of Site/Location**).
- No Objection Certificate from Concerned State Government/ UT in the **Format 1**. • No Objection Certificate from affiliating University/ Board in the **Format 2**.
- In case of Conversion of Diploma Level into Degree Level and vice-versa, a receipt with the Official Seal from the authorized signatory of the (to be) affiliating University/Board as proof of submission of these documents.
- Resolution of the Trust/ Society/ Company approving the Institution for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year/ Change of Site/Location/Conversion of Women's Institution into Co-ed Institution and vice-versa/ Conversion of Diploma Level into Degree Level and vice-versa/ To start new Programme/Level in the existing Institutions, as applicable, duly signed by the Chairman/ Secretary in the **Format 3**.

NOTE: No refund of additional FDR/ Security Deposit allowed in case of Conversion of Co-ed Institution to Women's Institution.

17.4 *Documents to be submitted at the time of Scrutiny Committee for approval of an existing Institution applied for Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus*

- All Documents as specified in **Appendix 16** of the Approval Process Handbook (except the Institutions fulfilling **Clause 2.10.2 (b)** of the Approval Process Handbook).

- No Objection Certificate from affiliating University/ Board in the **Format 2**.
- Resolution of the Trust/ Society/ Company approving the Institution for Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, as applicable, duly signed by the Chairman/ Secretary in the **Format 3**.

17.5 *Documents to be submitted at the time of Expert Visit Committee for approval of the Introduction of supernumerary seats for OCI/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries in existing Institutions*

- Details regarding hostel facilities and hostel administration.
- Resolution of the Trust/ Society/ Company approving the Institution for Introduction of supernumerary seats for OCI Foreign Nationals/ Children of Indian Workers in the Gulf Countries duly signed by the Chairman/ Secretary in the **Format 3**.

17.6 *Documents to be submitted at the time of online Scrutiny Committee for approval of Increase in Intake/ Additional Course(s)/ Courses in Indian Language / Introduction of Integrated/ Dual Degree Course Introduction of Fellow Programme in Management, as applicable*

- An **Affidavit 8** on a Non-Judicial Stamp Paper/e-stamp paper of ₹ 100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner (Not applicable for Extended EoA).
- **No Objection Certificate from Affiliating University/ Board for Introduction of Additional Course(s) / Courses in Indian Language/ Introduction of Integrated / Dual Degree Course(s) / in the Format 2.**
- Proof for the existence of Faculty with Ph.D./Fellow qualification as per the number of seats, in case of Introduction of Fellow Programme in Management.
- Resolution of the Trust/ Society/ Company approving the Institution for starting additional Course(s)/ Division(s) in existing Programme and allocation of Land/ Building/ funds for the proposed activities duly signed by the Chairman/ Secretary in the **Format 3**.

17.7 *Documents to be submitted at the time of Scrutiny Committee for approval of Progressive Closure/ Complete Closure of the Institution*

- No Objection Certificate from Concerned State Government/ UT in the given **Format 1**.
- No Objection Certificate from affiliating University/ Board in the **Format 2** with clear mention about the provisions/ alternative arrangements made to take care of Education of existing students studying in the Institution.
- Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all Faculty members and non-teaching Staff and Faculty: Student ratio.
- Details of the RPGF/ Joint FDR made with AICTE/ State Government/ UT/ University/ Board for the establishment of the Institution.

- Status of Students already studying in the Institution.
- Status of Faculty and Staff in the Institution and liabilities there on.
- **Affidavit 4** to be submitted by the Applicant on a Non-Judicial Stamp Paper/e-stamp paper of ₹100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner stating that the Applicant has no liability with respect to Faculty members, Staff, students etc.
- Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution.
- Resolution of the Trust/ Society/ Company approving the Closure of the Institution, duly signed by the Chairman/ Secretary in the **Format 3**.

17.8 *Documents to be submitted at the time of Scrutiny Committee for approval of the Change of Type of Institution (Institution(s) converted into a University)*

- An **Affidavit 2** on a Non-Judicial Stamp Paper/e-stamp paper of ₹100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner (not applicable to Change of type of Institution).
- No Objection Certificate from the affiliating University/ Board in the **Format 2**.
- Resolution of the Trust/ Society/ Company approving the Institution for the Change of Type of Institution (Institution(s) converted into a University)/ Conversion of Courses into allied Vocational Courses, duly signed by the Chairman/ Secretary in the **Format 3**.

17.9 *Documents to be submitted at the time of Scrutiny Committee for approval of the Change in the Name of Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s).*

- No Objection Certificate from affiliating University/ Board with clear mention about provisions/alternative arrangements made to take care of Education of existing students studying in the Institution in the **Format 2** as prescribed on the Web-Portal (Applicable for Closure of Programme(s)/ Course(s)).
- NOC from University/ Board/ State Government/ UT shall not be required for reduction of Non-Zero Intake of Course(s)/ Programme(s)/ Reduction in number of Division(s)/ Merger of the Courses.
- Resolution of the Trust/Society/Company approving the Institution for Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ duly signed by the Chairman/ Secretary in the **Format 3**.

17.10 *Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of the Institution/ Change in the Minority Status of the Institution*

- No Objection Certificate from affiliating University/ Board in the **Format 2** or A receipt with the Official Seal from the authorized signatory of the affiliating University/ Board as proof of submission of these documents (Not applicable to Change in the Minority Status of the Institution).
- Resolution of the Trust/Society/Company approving the Institution for Change in the Name of the Institution/ Change in the Minority Status of the Institution duly signed by the Chairman/ Secretary in the **Format 3**.
- Government Order of the concerned State/UT declaring the Society/Institution as Minority Society/ Institution or approval from the National Commission for Minority Educational Institutions along with the specified duration (if any).

17.11 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of the affiliating University/ Board

- No Objection Certificate (NOC) from the University/ Board where the Institution is affiliated in the **Format 2**.
- No Objection Certificate (NOC) from the University/ Board where the Institution seeks affiliation in the **Format 2**.
- Resolution of the Trust/Society/Company approving the Institution for Change in the Name of the affiliating University/ Board duly signed by the Chairman/ Secretary in the **Format 3**.

17.12 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Bank Details

- A notarized **Affidavit 9** of the Chairperson/Secretary of the Trust/ Society/ Company stating the reasons for the Change in the Bank Details.
- Resolution of the Trust/ Society/ Company approving the Institution for Change in the Bank Details duly signed by the Chairperson/ Secretary in the **Format 3**.
- In case of merger of banks, NOC/Certificate from the bank to the effect that two or more banks are merged subject to government notification.

17.13 Documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name/Address of the Trust/ Society/ Company (subject to the Law for the time being in force)

- Approval from Charity Commissioner / Registrar of Societies / Registrar of Companies for Change in the Name/Address of the Trust/ Society/ Company or merger of Trusts/Societies/Companies
- No Objection Certificate from Concerned State Government/ UT in the **Format 1**.
- No Objection Certificate from affiliating University/ Board in the **Format 2**.
- A notarized **Affidavit 10** of the Chairman/ Secretary of the Trust/ Society/ Company stating that there is no commercial or business angle for such change.
- A registration document of the Trust/ Society/ Company indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Authority.
- Details of the recommended Board of Governors of the Institution constituted as per **Appendix 18** of the Approval Process Handbook.
- In case of a Company established under Section 8 of the Companies Act, 2013, the MoA and Rules must contain a provision that the objective of the Company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institution.
- Land Documents showing ownership in the Name of the new Trust/ Society/ Company.
- In case of merger of Trust/ Society/ Company, the transferor Trust/ Society/ Company should transfer its Land, assets and Infrastructure by a registered transfer/conveyance deed in the Name of the transferee Trust/ Society/ Company.
- Proof of working capital (funds) as stated in **Clause 1.5.3** of Chapter I of the Approval Process Handbook, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained in the Name of the new Trust/ Society/ Company in a Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank.
- Approval from the Charity Commissioner/ Registrar of Societies/ Registrar of Companies regarding any change in the Name(s) of the Trustee(s)/Member(s).

- Resolution of the Trust/ Society/ Company approving Change in the Name of the Trust/ Society/Company, mentioning the reasons for such Change in the Name duly signed by the Chairman/ Secretary in the **Format 3**.

17.14 Documents to be submitted at the time of Scrutiny Committee for Approval of Collaboration and Twinning Programme(s)

- The Foreign University/ Institution shall furnish an authorized signatory letter declaring therein that the Diploma/Degree/ Post Diploma Certificate awarded to the students in India shall be recognized in the Parent Country and shall be treated equivalent to the corresponding Diploma/ Degree/ Post Diploma Certificate awarded by the University/ Institution at Parent Country.
- Letter of the Trustee on the Fee to be charged and the Intake in each Course to be offered by a Foreign University/ Institution or the Technical Institution approved by the Council having Collaboration with Foreign University/ Institution, leading to a Diploma/ Degree/ Post Diploma Certificate.
- A letter of the Trustee and the Foreign University/ Institution declaring the detailed guidelines for admission, entry Level qualifications, Fee of all kinds, the examination and evaluation and that there shall not be major deviations with the prescribed procedures in their Parent Country, vis-à-vis India.
- A Letter of the Trustee wherein details of the Semesters that are conducted in India and Foreign Country as per **Clause 3.2** of the Approval Process Handbook.
- Bipartite agreement/ MoU between the Foreign University/ Institution and the Indian Partner Institution for this purpose.
- Bipartite agreement/ MoU between the Indian Institution and the concerned affiliating University/ Board for this purpose.
- **Affidavit 11** clearly mentioning among other provisions that the students failing to get Visa shall be accommodated in a similar Programme and that the University/Board shall register them for the purpose.
- Attested Proof from Foreign University/ Institution that a similar Degree/ Diploma is offered in the Parent Country.
- Letter of affiliation of the Indian Partner Institution with the University/ Board as applicable.
- A letter from the participating Foreign University that the Degree would be awarded by the Foreign University/ Institution only in its Parent Country.
- No Objection Certificate (NOC) from the concerned Embassy in India with a mention of genuineness of Foreign Educational Partnering Institution in the Country of origin.
- Certificate of accreditation/Ranking within top 500 as per QS World Ranking obtained by the Foreign University/ Institution in their Parent Country issued by a certified accreditation authority in that Country.
- Valid Certificate of NBA / NIRF ranking within top 100 by Universities / Institutes in respect of the Course(s) to be offered under Collaboration and Twinning Programme.
- Resolution of the Trust/ Society/ Company approving the Introduction of Collaboration and Twinning Programme in the Institution duly signed by the Chairman/ Secretary in **Format 3**.

17.15 Documents-information to be submitted at the time of Scrutiny Committee for Approval of MBA/PGDM (IEV) course

Additional documents-information to be submitted for MBA/PGDM (IEV) course as per the format available in AICTE Website at www.aicte-india.org

APPENDIX-18

Recommended Composition of Board of Governors (BoG)/ Board of Management (BoM) of the Technical Institutions

- a. The Governing Body shall have at least eleven members including the Chairman and the Member Secretary. The Registered Trust/ Society/ Company shall nominate six members including the Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below.
- b. Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either Entrepreneur or an Industrialist or an Educationist of repute who is interested in the development of Technical Education and has demonstrated an interest in promotion of quality Education.
- c. Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society/ Company.
- d. Nominee of the affiliating University/ Board (Not applicable to PGDM Institutions).
- e. Nominee of the All India Council for Technical Education (Ex-officio) (Applicable to PGDM Institutions Only).
- f. Nominee of the State Government/ UT(Ex-officio).
- g. An Industrialist / Technologist / Educationist from the Region nominated by the State Government / UT.
- h. Principal/Director of the concerned Technical Institution (as nominee of the Trust/Society/Company) – Member Secretary.
- i. Two Faculty members to be nominated from amongst the Regular Staff, one at the Level of Professor and one at the Level of Associate Professor/Assistant Professor.
- j. The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of Educationists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body, however, shall not exceed 21.

APPENDIX-20

Fellow Programme in Management: Conduct and Admission Procedure

20.1 Admission Eligibility of Students

- a. Master's Degree or equivalent in Engineering and Technology/ Management/ Economics/ Social Science/ Biological Science/ Pure Science/ Commerce/ Humanities with FIRST CLASS shall be considered for admission to Fellow Programme.
- b. Those appearing for their final examination in the respective discipline can also apply. Such students if selected shall be provisionally admitted provided they complete all requirements in obtaining their Master's Degree before 30th September of the year of admission. The admission of these candidates shall remain provisional until they produce the mark sheet proving that they satisfy the eligibility criteria. The deadline for submitting the final year mark sheet is 31st December.

20.2 Admission Procedure

- a. Admission to the Fellow Programme shall normally be made once a year, coinciding with that of AICTE approved Post Graduate Diploma in Management or equivalent Degree/ Diploma. Accordingly, the advertisement shall be made along with such Post Graduate Degree/ Diploma.
- b. Application Procedure

The application shall be made in the prescribed form available with the Institution. Attested copies of all the necessary Certificates and testimonials are to be attached with the applications. The candidate must submit an abstract of about 5000 words on the area of research interest (tentative research proposal) along with his/ her application.

- c. Selection Criteria

Selection for the Fellow Programme in the Institutions approved by AICTE for the Fellow Programme shall be on the basis of the following criteria:

- Academic qualifications and work experience
 - Tentative research proposal and its presentation before the Selection Committee
 - Personal interview
- d. The decision of the Institution Selection Committee regarding admission shall be final. Communication shall be sent only to the selected candidates. The Institution shall not entertain any queries or correspondence in respect of those not selected.
 - e. Approved Institution to conduct Fellow Programme in Management can admit only maximum of 20 candidates in each Academic Year after ensuring availability of the Guide as per AICTE Norms/Standards.

20.3 Research Guidance

- a. Selection of Guide(s)

Each candidate shall have one/ two Guide(s) under whose supervision the research work in relation to the Programme shall be carried out. The Guide(s) shall be nominated by the Director of the Institution. All Guides shall be internal. In exceptional cases, where external guidance shall be required, recognized Guides from reputed Institutions shall be allowed as co-guides with the permission of AICTE. Research Guides shall be allotted to the selected candidates after completion of the necessary course work and related formalities. The research Programme and areas of research shall be finalized by respective Guides after discussion with the candidates and should be forwarded to the Director for concurrence.

- b. Faculty with Ph.D and with at least 2 publications in recent times (within 3 years) in high quality journals of repute are eligible to Guide the Fellow Programme candidates. Each such Faculty shall be assigned a maximum of 2 candidates in each admission year.

c. *Absence of Guide during the Programme*

In Case of temporary absence of a Guide for a period of more than one year a new Guide shall be nominated for the Fellow Candidates. In case of a Guide who has guided for more than a year, he/ she shall be allowed to resume the guidance after his/ her return from temporary absence.

If the period of absence is less than 2 years, the previous Guide shall act as Co-Guide on his/her return. If the period of absence is more than 2 years he/she shall cease to be a Guide for the Fellow candidate.

d. *Change of Guide*

Change of a Guide shall be permitted in exceptional circumstances on the recommendation of the Director.

e. *Number of Research Fellows per Guide*

At any given time, the number of Research Fellows working with a Guide shall not exceed five.

f. *Research Advisory Committee*

The Director shall nominate a Research Advisory Committee for each Fellow based on the recommendation of the Guide(s).

20.4 Course Study/ Credit Requirements

In partial fulfilment of the requirement of the Fellow Programme, a minimum number of Course credits are required to be earned as prescribed below

a. *Credit Requirement*

Particular	Code No.	Course Title	Credits
Module 1	FP01	Research Methodology	3
	FP02	Managerial Statistics	3
	FP03	General Management	3
	FP04	System Approach to Management	3
Module 2	FP05	3 Stream specific Course of 3 credits each	9
	FP06	Credit Seminar (General)	3
Module 3	FP07	Credit Seminar (Specific)	3
	FP08	Review paper based on the literature on the Thesis related topic	3
Total Credits			30

b. *Details of Courses and Seminar*

The stream specific Courses and Seminars shall be decided as approved by the Director on the recommendation by the candidate's Guide(s) and the Research Advisory Committee.

c. *Duration for earning Credit*

All the credits specified above shall be earned within a maximum of three years from the date of admission to the Programme. Extension after the three years shall be approved by the Director for a period of one year with a review of progress every six months. Final approval shall be given by the Director of the Institution.

d. *Credit Course Requirement*

A research scholar shall undergo 4 Courses of the total 12 credits in the first module and during the second module he/ she shall undergo three streams-specific Courses of 9 credits and give three credit Seminar on general management topic in the third module, the candidate shall give three credits Seminar and write a review paper on the literature related to his/ her research topic for publication purpose of 3 credits. Thus a candidate shall earn 12 credits in the first and second module and 6 credits in the third module together adding up to 30 credits in all.

e. Grading System of Credit Courses/Seminar

The minimum of CGPA of 6.5 on a 10 point scale or 60% is required for passing Course/ Seminar. A candidate getting less than 60% shall be given one more opportunity to repeat the Course/ Seminar. If he/ she still does not pass in the Course/ Seminar, he/ she shall be terminated from the Fellow Programme.

20.5 Registration Seminar and Progress Seminar

Each research scholar needs to register his/ her research proposal. The registration procedure is given below.

a. Pre-registration Seminar

Each research scholar shall give a pre-registration Seminar before a Committee constituted by the Director. The Committee shall include the Guide(s), experts drawn from Institution's Faculty members and Director. The Seminar shall be given after completion of the three modules. The Research Scholar shall submit 5 copies of the pre-registration Report (in about 15-20 pages) 15 days before the date of the Seminar. The Report shall include the proposed title of the Thesis, area and frame work of the proposed research objectives, scope of the study, hypothesis if any, and methodology to be followed. This stage is considered to be very important for screening the candidate for further progress in the Programme. In case the research scholar fails to defend his/her Thesis proposal successfully, he/she shall be allowed to resubmit the modified research proposal as suggested by the above mentioned Committee. He/ she needs to give a fresh Seminar based on the modified research proposal and in case he or she fails to defend it in the second time, the research scholar shall be terminated from the Programme.

b. Application for registration

A candidate must apply for formal registration within one month after successful completion of the pre-registration Seminar. The application for registration to be made in a prescribed form and shall be accompanied by the following:

- Title and summary of the Thesis proposal approved by the Guide(s)
- Registration Fee of ₹2500/-

c. Effective Date of Registration

The registration shall be effective from the date of application for the registration.

20.6 Duration of the Programme

a. Time Limit

A Candidate shall submit his/ her Thesis only after a minimum period of two years after registration. However, the maximum period allowed for the submission of the Thesis is five years from the date of admission to the Programme.

If a candidate fails to submit the Thesis within the prescribed upper time limit due to reasons beyond his/her control, he/she shall apply to the Director for an extension. If the Institution is satisfied with the candidate's justification, the Director shall permit him/her to re-register to the Programme subject to the payment of re-registration Fee. This re-registration shall, however, be effective only for a period of two years beyond which no extension shall be permitted.

b. Break or Unauthorized absence from the Programme

Any break or unauthorized absence from the Programme before registration shall lead to the cancellation of admission.

Any authorized break or leave of absence shall not be counted for the minimum period of 2 years stipulated for submission of Thesis but shall be counted in the maximum period of 5 years permissible for submission of the Thesis.

20.7 Submission and Evaluation of the Synopsis and Thesis

a. Pre-Synopsis Seminar

Every research scholar before submission of his/ her Thesis must give pre-Synopsis Seminar at the Institution. The procedure for the pre-Synopsis Seminar is as follows:

- Submission of 5 copies of the pre-Synopsis Report (not more than 40pages). The Report shall include the focus and the summary of the Thesis. Highlighting his/ her own contribution, details of the methodology, results, analysis, conclusions, limitations and scope for future research. It is to be submitted through the Guide(s).
- For seeking the approval, the candidate shall present pre-Synopsis Seminar before the Committee consisting of Director, Guide(s) and two Faculty experts in the relevant area of research. An outside expert, having expertise in the area of research shall be included in the Committee
- The Committee shall judge the work with regard to its acceptability and suggest modification or elaboration of the work, if necessary, after incorporating the suggested changes/ modifications to the satisfaction of the Committee, an abridged version of the same in about 15-70 pages shall be submitted as Synopsis for the purpose of sending it to prospective examiners.

b. Submission of the Synopsis

Five copies of the Synopsis with necessary modification incorporated shall be submitted within a period of one month from the date of the pre-Synopsis Seminar to the Institution with a Certificate by candidate and the Guide(s) stating:

- That there is a prima facie case for consideration of the Thesis;
- That the work does not include any work which has at any time previously been submitted for an award of Fellow in Management or other equivalent Degree.

c. Selection of Examiners

On receipt of Synopsis, the Director shall draw up a list of 6 possible examiners of the Thesis in consultation with the Research Advisory Committee and Guide(s). The examiners shall be from outside Institution, one from India and one from abroad, having good academic and research standing in the field. Two examiners shall be selected by the Director from the list.

d. Submission of Thesis

The Thesis shall be submitted in six type written/ printed copies and a soft copy with necessary Certificates and clearance with in a period of 6 months from the date of submission of the Synopsis. An examination Fee of ₹25000/- which includes an honorarium of US\$250/- for foreign examiner and ₹5000/- Indian Examiner must be paid along with the Thesis submission.

e. Recommendations of the Examiners

- A critical review and evaluation of the quality and extent of the work of the candidate as embodied in the Thesis.
- A definite recommendation as to whether the Thesis is of a sufficient standard and suitable for the award of Fellow in Management : and
- If the examiner is not in a position to make definite recommendation for the award of the "Fellow in Management", He/ She shall indicate the required modification/ revision involving rewriting of Chapters but not involving further research work OR Complete rewriting of the Thesis with an additional research work reinterpretation of Data.

f. Acceptance/ Rejection of Thesis

The Thesis shall be accepted if all the examiners make positive recommendations. If recommendations for rejection or inconclusive recommendations are made by anyone of the examiner, Director shall refer the Thesis to another examiner or examiners(s) from the panel. If such a panel of examiner(s) rejects the Thesis, it shall stand rejected.

g. Re-submission of the Thesis

A Thesis which needs modification/ revision shall be resubmitted after revision within a period of one year. Rejection of the Thesis after re-submission shall normally disqualify the candidate of further consideration for the award of the Fellow in Management.

h. Viva-Voce

On acceptance of the Thesis, the Director shall appoint a panel of examiners to conduct a viva-voce examination and open defense at which the candidate shall be required to defend his/her Thesis. The panel of examiners shall consist of:

- The Chairman, Dean (Academic or Research) or his/ her nominee not below the rank of Professor of the Institution nominated by the Director
- The Guide(s)
- Indian External Examiner who examined the Thesis and accepted it.

The panel of Examiners shall submit their Report to the Director of the Institution.

If a Thesis has been accepted, but the candidate fails to defend it successfully at the Vice-voceexamination, he/ she shall reappear for the viva-voce examination within six months.

20.8 Award of Fellow in Management

On successful completion of the viva-voce and on the recommendations of the Institution's Governing Board, the Institution shall award "Fellow in Management" to the Research scholar. The title of the Thesis shall be mentioned in the Certificate of award.

20.9 General Regulations

- Candidate must furnish a periodical Report of progress of the Course work and research work for consideration of Institution, Research Advisory Committee and the Guide(s). Unsatisfactory progress in research shall render the candidate terminated from the Programme.
- The candidate shall pay all the prescribed Fee as and when they fall due.
- The Courses prescribed, but not successfully completed by the candidate shall be reconsidered by the Director. Research Advisory Committee shall suggest alternative Course(s) depending upon the relevance of the Course(s) to the research work of candidate.
- The research scholar shall face automatic disqualification and termination from the Programme, if he/ she is found to be admitted to any other equivalent Degree Level Programme.
- The Council reserves the right to amend, modify or change Regulations as may be necessary, from time to time. All such changes shall be binding on the research scholar in the Institution.

AFFIDAVIT-1

(For creation of New Password/Forgotten Password)

I/we, <Name>, Chairperson/ Secretary, <Name of the Trust/ Society/ Company>, son/ daughter of, aged....., resident of, do hereby solemnly affirm and declare as under:

1. That I/we have applied for creation of new password for our institution <name and address of institution> vide application dated
2. That I/we shall abide by all the terms and conditions as laid down in the Approval Process Handbook 2024-27;
3. That I/we have forgotten/ misplaced the password for our <user ID>;
4. That I/we am/are authorized to submit the present request and there is no misrepresentation;
5. That I/we have made an online payment of ₹5500/- vide Transaction ID..... date.....;
6. That the new login credentials are to be sent to <Name of the Person>, <Address>, <Landline No>, <Mobile No>, <email id>; and
7. That the facts stated in this affidavit are true to my/our knowledge. No part of the same is false and no material facts have been concealed therefrom.

Name of the authorized person(s) executing the undertaking along with his/ her Official Position)

(SEAL)
DEPONENT(s)

VERIFICATION

I/we, the above named deponent(s) do hereby verify that the facts stated in the above affidavit are true to my/our knowledge. No part of the same is false and no material facts have been concealed therefrom.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)
(SEAL)
DEPONENT(s)

Solemnly affirmed and signed before me by the deponent(s) on this- day of – month, year ... at my office. (Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

NOTE:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

AFFIDAVIT-2

(For the applications submitted under Chapter I/II/IV except Closure of the Institution)

I/we, <Name>, Chairperson/ Secretary, <Name of the Trust/ Society/ Company>, son/ daughter of, aged, resident of, do hereby solemnly affirm and declare as under:

1. That I/we have applied forvide application dated
2. That I/ we will abide by all terms and conditions as laid down in the Approval Process Handbook 2024-27.
3. That the information given by <Name(s)>in the application made to AICTE is true and complete. Nothing is false and no information/ material has been concealed;
4. That the Institution is functioning in the location as approved by the Council;
5. That I/we have uploaded the Occupancy/Completion Certificate/Building License/Form D issued by the Competent Authority and the Structural Stability Certificate by the Competent Authority;
6. That the Trust/ Society/ Company runs the following other Institutions in the same Campus; Total Built-Up Area available

Name of the Institution	Programmes/ Courses offered	Built-Up Area	Approved by AICTE or Not

7. That I/we have uploaded valid Fire Safety Certificate issued by the Competent Authority;
8. That Principal of the Institution is regular and qualified as per AICTE norms;
9. That the Faculty norms as well as Faculty : Student ratio is maintained as per Approval Process Handbook and the Faculty data uploaded is true and complete;
10. That the Institution has fulfilled the norms for Faculty and Infrastructural facilities for Reinstatement of “Reduction in Intake”;
11. That the I/we not demanded/ retained the Original Degree Certificates from the Faculty members;
12. That the declaration, information and documents submitted/uploaded as per Appendix 16/17 of the Approval Process Handbook with regard to Land, Built-up area (Instructional area, Administrative area and Amenities area) and other Infrastructure therein where the letter of approval/ Extension of Approval is sought for < Name of the Institution>is true, complete and nothing is false;
13. That the Land is contiguous, there is no dispute pertaining to the said Land;
14. That if any of the information is found to be false, incomplete, misleading and/ or that the<Name(s)>fail(s) to disclose all the information and/ or suppress any information and/ or misrepresent the information, the Council shall also be free to take any action, including Withdrawal of Approval and/or any other action as deemed fit against the <Name(s)> and others as the case may be and/ or the individuals associated with the Trust/ Society/ Company and/ or the Institution;
15. That the Land/Built-up area details given below in the Table are true and complete;

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

Sl. No.	Name of the Deed Holder	Document No.	Date of Registration	Plot No.	Address (Village) District	Area in Acre
Total area in Acre						

Room No.	Room type (mention Class Room/Laboratory / Toilet, etc.)	Carpe t area (in m²)	Completi on of Flooring	Completi on of Walls and painting	Completion of Electrification and lighting

16. That I/we have submitted/uploaded all the additional documents/information regarding resolution/ NOC's/ Certificates/ details of Building completion (partial/full) in AICTE Web-Portal in respect of our application (as applicable) and the same is true and complete;
17. That I/we have uploaded the details of faculties, Administrative and supporting Staff over portal. And Institute is adhering with pay scale, gross pay, PF deduction and TDS as per the Central / State / local authority norms as applicable;
18. That I/we have uploaded all the student data of the previous years and the same is true and complete;
19. That no students have been admitted without the approval of concerned regulatory bodies
20. That the financial transactions have been done only by digital payment;
21. That the declaration, information and documents pertaining to the availability of Faculty is true and complete. Nothing is false and no information/ material has been concealed;
22. That liabilities, if any, arise out of the Conversion of Women's Institution into Co-ed Institution and vice- versa/Conversion of Diploma Level into Degree Level Institution shall solely be that of <Name of the Trust/Society/ Company/ Technical Institution>;
23. That liabilities, if any, arise out of Change of Site/ Location shall solely be that of <Name of Trust/ Society/Company/ Technical Institution>;
24. That liabilities if any, arise out of Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Change of affiliating University/ Board shall solely be that of < Name of the Trust/ Society/ Company/ Technical Institution>;
25. That admission to NRI/Foreign Nationals/ Children of Indian workers in Gulf Countries/ Collaboration and Fellow Programme shall be strictly within the limit and shall be done on Merit basis and liability, if any, arise out of the same shall solely be that of<Name of the Trust/Society/ Company/ Technical Institution>;
26. That Audited statement of accounts of the Trust/Society/Company for the previous year has been uploaded;
27. That all Faculty and all non-teaching Staff data and all student data of all years and all Course(s), as entered by the Head of the Institution as per the prescribed Format on the Web-Portal are correct;
28. That the hostel facilities of International Standards for NRI/Foreign Nationals/ Children of Indian workers in Gulf Countries/Collaboration and established an Office and Student Counsellor to take care of the issues of such students admitted are provided. Further, their entry and exit shall be adhered to the norms specified under Ministry of External Affairs, Government of India;
29. That the Sports facilities are provided to the students;
30. That the Internal Quality Assurance Cell as per **Appendix 6** of the Approval Process Handbook before commencement of the Academic Session in respect of <application number><Name and address of Institution> is constituted (in case of existing Institutions)/ will be constituted (in case of new Technical Institutions);
31. That the following Committees as per **Appendix 6** of the Approval Process Handbook before commencement of the Academic Session in respect of<application number><Name and address of Institution> are constituted (in case of existing Institutions)/will be constituted (in case of new Technical Institutions);
- Anti-Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009)
 - Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F.No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019)

- Internal Committee (IC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016)
- Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes(Prevention of Atrocities) Act, 1989, No. 33 OF 1989, dated 11.09.1989)

32. That, the Institutions uploaded the Annual Report of IC in the AICTE Web-Portal.

33. That, the Institution undertakes to submit that all the employments in the Institution shall be as per the norms of the existing Labour Law and the payments shall be as per the provisions of the Minimum Wages Act of State/ UTs/ Central Government.

Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL)

DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, year ... at my office.(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

NOTE:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

AFFIDAVIT-3

(For submitting the Security Deposit Upon establishment of New Technical Institution /New Programme / New Level)

I/we, <Name>, Chairperson/ Secretary, <Name of the Trust/ Society/ Company>, son/ daughter of, aged....., resident of, do hereby solemnly affirm and declare as under:

1. That I/we have applied for the establishment of Institution<Name and address of proposed Institution> vide application <application number> dated
2. That in accordance with the norms, procedures and conditions prescribed by AICTE, an amount of ₹ was deposited by the <Name of the Trust/ Society/ Company> in AICTE's account, for a period of 10 years;
3. That the interest accrued on the deposit shall be retained by AICTE and used for improving the quality of Technical Education;
4. That AICTE in its discretion shall extend the term of the deposit for a further period and/ or forfeit the amount for violation of norms, conditions and requirements prescribed by AICTE and/ or non- performance by the Institution and/ or Closure of the Institution due to withdrawal of AICTE approval or for any other reason. In an event of forfeiture, the proceeds of the fixed deposit shall be utilized for meeting the expenditure towards refunds to the students and others;
5. That all remaining requirements as mentioned under the Regulations and the Approval Process Handbook 2024-27, as applicable, by <Name and address of proposed Institution> shall be complied within one month from the date of issuance of the approval letter;
6. That the Land measuring Acre, on which <Name of the proposed Institution> is located was not mortgaged for any purpose to any Institution on the date of filing the application and that status is continuing till date and shall continue till the date of issuance of the letter of approval (Not applicable for New Programme / New Level);
7. In the event of Non-Compliance by the <Name of the Trust/ Society/ Company> and/ or <Name of the proposed Institution> with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, AICTE shall be free to take appropriate action, including withdrawal of its approval without consideration of any related issues and that all liabilities arise out of such withdrawal shall solely be that of the (Society/ Institution); and
8. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

(Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL) DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL

)

DEPONENT(

s

Solemnly affirmed and signed before me by the deponent on this- day of – month, year ... at my office.(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

NOTE:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

AFFIDAVIT-4

(For the Progressive/Complete Closure of the Institution)

I/we, <Name>, Chairperson/ Secretary, <Name of the Trust/ Society/ Company>, son/ daughter of, aged....., resident of, do hereby solemnly affirm and declare as under:

1. That I/we have applied for the Progressive/ Complete Closure of our Institution <Name and address of Institution> vide application <application number> dated
2. That our Trust <Name of the Trust/ Society/ Company> vide resolution....Resolved for closing the Institutionand has applied for Closure of <Name and address of Institution> in the Web-Portal and had paid the requisite Feeas per AICTE norms;
3. That liabilities, if any, arise out of Closure of above said Institution shall be solely of Trust/ Society/ Company;
4. That the Trust/ Society/ Company undertakes that no further admission of students shall be made in the current and forthcoming years;
5. That Trust/ Society/ Company undertakes to provide all the facilities to the existing students till they pass out;
6. That Trust/ Society/ Company has submitted/ uploaded all the additional documents/ information regarding resolution/ NOC's/ Certificates in AICTE Web-Portal in respect of our application (as applicable) and the same is true and complete;
7. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom; and
8. That the FDR was neither mortgaged nor encashed. Details of

RPGF/ Joint FDR

Details of the RPGF/ Joint FDR/ RTGS	Name and Address of the Bank	Date of Issue	Amount (₹)	FDR No./Online Transaction No.	Date of Maturity
Details of RPGF/ Joint FDR/ RTGS made with AICTE/ Board for the establishmentof the Institution					

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)
DEPONENT(s)

Solemnly affirmed and signed before me by the deponent(s) on this- day of – month, year ... at my office. (Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

(Name of the authorized person(s) executing the undertaking along with his/ her Official Position)

(SEAL) DEPONENT(s)

NOTE:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

AFFIDAVIT-5

(For the compliance of AICTE norms

For Universities applying as per Chapter IV notified by the UGC)

I/we, <Name>, Chairperson/ Secretary, <Name of the Trust/ Society/ Company>, son/ daughter of, aged...., resident of, do hereby solemnly affirm and declare as under:

1. That I/we have applied forvide application <application number> dated
2. That the <Name> University is fulfilling AICTE norms as specified in the Approval Process Handbook 2024-27. If any complaint arises, AICTE has the right to inspect the premises and if the complaint is found to be true, the Council shall take any action, including Withdrawal of Approval.
3. That the information given by the above named University in the application made to AICTE is true and complete. Nothing is false and no information/ material has been concealed.
4. That if any of the information is found to be false, incomplete, misleading and/ or that the above named University fails to disclose all the information and/ or suppress any information and/ or misrepresent the information, the Council shall take any action, including Withdrawal of Approval.

(Name of the authorized person(s) executing the undertaking along with his/ her Official Position)

(SEAL

)

DEPONENT(s

)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Verified at <Name of the place> on this the <date>. (Name,

Designation and Address of the Executants)

(SEAL

)

DEPONENT(s

)

Solemnly affirmed and signed before me by the deponent(s) on this- day of – month, year ... at my office.

(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

NOTE:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

AFFIDAVIT-6

(For the Release of Security Deposit)

I/ We, <Name, Chairperson/ Secretary <Name of Trust/ Society/ Company>, Son / daughter of aged Resident of do hereby solemnly affirm and declare as under:

1. That our Institution viz., had created Cumulative FixedDeposit Receipt No. Dated for ₹..... for the maturity period of 8 years /10 years from to..... in the joint name of the Secretary, <Name of the Trust and the AICTE,..... Maturity of said FDR deposited towards Programme was due on <date >
2. No cognizable action is pending against the Institution;
3. All the conditions of LoA have been fulfilled by the Institution;
4. The Institution is functioning at its approved permanent site;
5. The Institution is not operating on a temporary site;
6. The Institution has not been put under No Admission Category;
7. No inquiry is pending against the Institution;
8. No adverse action is being contemplated against the Institution;
9. No Fee refund case is pending in the Institution;
10. No ragging case/ sexual harassment against Women has occurred in the Institution;
11. No Complaint is pending under investigation relating to misappropriation/ defalcation/ embezzlement of money by the Institution/Trust/ Society/ Company; and
12. The said FDR was not mortgaged/ renewed (not applicable to RTGS).

Further, in case any violation is found, the Security Deposit will be refunded to AICTE by the Trust.

Name of the authorized person executing the undertaking along with his/ her Official Position

(SEAL) DEPONENT(s)

VERIFICATION

I/ We, the above name deponent(s) do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Verified at <Name of the Place> on this the <date>.

(Name, Designation and Address of the Executants)

(Seal)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, year ... at my office.(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

NOTE:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

AFFIDAVIT-7

(For transfer of private Property / Building under the Transfer of Property Act, 1882)

I/ We, <name>, Chairperson/ Secretary, <name of the Society/ Trust/Company>, son / daughterof aged, resident of , (Lessor) do hereby solemnly affirm and declare as under:-

1. That I/we hand over the possession of my/ our Property/ Building No... (detailed address of the Property/ Building) to (Lessee), <name>, Chairperson/ Secretary,<name of the Trust/Society/Company>, to run a Technical Institution (name and address);
2. I/We will abide by all the provisions contained in the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of Property/ Building to or by Companies, Associations or bodies of individuals while transferring the aforesaid Property/ Building to the Lessee;
3. That there are no legal issues pending with regard to this property before any court of Law hampering the transfer of this Property/ Building to the Lessee;
4. That the lease of Property/ Building is irrevocable for 30 years of which 25 years are still alive;
5. That there are no financial liabilities against this Property/ Building before transfer of the same to the Lessee;
6. That both the Lessor and Lessee shall abide by the Local Municipal Laws and other Laws of the Landrelating to this Property/ Building;
7. That the Lessee shall not have any right to sub-lease this Property/ Building to any other entity/person;
8. That henceforth, the Lessee shall be liable to pay all the taxes of this Property/ Building under the different Local Municipal Laws and other Laws of the Land; and
9. That the facts stated in this Affidavit are true to my/our knowledge. No part of the same is false and no material has been concealed therefrom.

Names of both the parties (Lessor and Lessee) or their authorized persons executing the undertaking.

LESSOR

LESSEE

DEPONENT(S)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Verified at < name of the place> on this the <date>.

LESSO

RLESSEE

DEPONENTS

Solemnly affirmed and signed before me by the deponents on this – day of – month, year ... at my office.(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

NOTE:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

AFFIDAVIT-8

(For Additional Course/ Increase in Intake)

I/we, <Name>, Chairperson/ Secretary, <Name of the Trust/ Society/ Company>, son/ daughter of, aged....., resident of, do hereby solemnly affirm and declare as under:

1. That I/we have applied for additional Course/ increase in intake of our Institution <Name and address of Institution> vide application <application number> dated
2. That above named Trust/Society/Company vide a resolution resolved to apply for additional Course/ increase in intake in above named Institution in the Web-Portal and had paid the requisite TER Charges as per AICTE norms;
3. That we have created all the additional facilities such as Infrastructure, hostel (wherever applicable) Faculty etc. for meeting the requirements of additional Course/increase in the Intake.
4. That liabilities, if any, arise out of additional Course/ increase in the Intake in the above named institutions shall be solely of the above named Trust/ Society/ Company>; and
5. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

(Name of the authorized person(s) executing the undertaking along with his/ her Official Position)

(SEAL)

DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this - day of – month, year ... at my office. (Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

NOTE:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

AFFIDAVIT-9

(For change in the Bank details)

I/we, <Name>, Chairperson/ Secretary, <Name of the Trust/ Society/ Company>, son/ daughter of, aged...., resident of, do hereby solemnly affirm and declare as under:

1. That I/we have applied for change in the Name of the Bank of our Institution <Name and address of Institution> vide application <application number> dated
2. I/ We will abide by all terms and conditions as laid down in the Approval Process Handbook 2024-27;
3. That there is no commercial or business angle for change of <Name of the old Bank> to < Name of the new Bank>;
4. That the Change in the Name of the Bank / Address of the Bank of Institute / Trust / Society / Company is by virtue of Merger of the Banks / Closure of the Bank / Closure of account of old Bank / etc.
5. That in the event of Non-Compliance by the above named Trust/ Society/ Company and or above named Institution with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the terms of undertaking mentioned herein, AICTE shall be free to take appropriate action including withdrawal of its approval without consideration of any related issues and that all liabilities arise out of such withdrawal shall solely be that of the Trust/ Society/ Company/ Institution;
6. That there are no legal issues pending with both old and new Banks;
7. That there are no financial liabilities in the <Name of the old Bank>;
8. That liabilities, if any, arise out of change of Name of the Bank shall be solely that of the above named Trust/ Society/ Company; and
9. That the facts stated in this affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Name of the authorized person(s) executing the undertaking along with his/ her Official Position)

(SEAL)
DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)
(SEAL) DEPONENT(s)

Solemnly affirmed and signed before me by the deponent(s) on this- day of – month, year ... at my office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

Note:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

AFFIDAVIT-10

(For Change in the Name / Address of the Trust / Society / Company)

I/we, <Name>, Chairperson/ Secretary, <Name of the Trust/ Society/ Company>, son/ daughter of, aged...., resident of, do hereby solemnly affirm and declare as under:

1. That I/we have applied for change in the Name of the Trust/ Society/ Company of our Institution <Name and address of Institution> vide application <application number> dated
2. That I/ We will abide by all terms and conditions as laid down in the Approval Process Handbook 2024-27;
3. That there is no commercial or business angle for change of <Name of the old Trust/ Society/ Company> to < Name of the new Trust/ Society/ Company>;
4. That in the event of Non-Compliance by the <Name of the Trust/ Society/ Company> and/ or <Name of the proposed Institution> with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, AICTE shall be free to take appropriate action including withdrawal of its approval without consideration of any related issues and that all liabilities arise out of such withdrawal shall solely be that of the Trust/ Society/ Company/ Institution;
5. That there are no legal issues pending with both old and new Trust/ Society/ Company;
6. That there are no financial liabilities in the old Trust/ Society/ Company Name;
7. That the Land and Building are in the Name of the new Trust/ Society/ Company;
8. That liabilities, if any, arise out of change of Name of the Trust/ Society/ Company shall be solely that of new <Name of the Trust/ Society/ Company>; and
9. That the facts stated in this affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Name of the authorized person(s) executing the undertaking along with his/ her Official Position)

(SEAL)
DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL) DEPONENT(s)

Solemnly affirmed and signed before me by the deponent(s) on this- day of – month, year ... at my office. (Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

NOTE:

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AFFIDAVIT-11

(For Collaboration and Twinning Programme Between Foreign University / Institution OR Institute of National Importance / Eminence of India and AICTE Approved Institution)

I/we, <Name>, Chairperson/ Secretary, <Name of the Trust/ Society/ Company>, son/ daughter of, aged...., resident of, do hereby solemnly affirm and declare as under:

1. That I/we have applied for Collaboration and Twinning Programme between Foreign University/ Institution <Name and address of Institution> and AICTE Approved Institution in India <Name and address of Institution> vide application <application number> dated
2. That the Degree/Diploma and post Diploma awarded to the students in India shall be recognized in the Parent Country and shall be treated equivalent to the corresponding Degrees/Diploma and post Diploma awarded by the University /Institution in<Country of origin of University/Foreign Institution>;
3. That the Institution for which application for approval is being made shall offer Programme(s) and Course(s) approved by the Council;
4. That the Institution for which application for approval is being made shall admit students as per Intake approved by the Council;
5. That the Institution for which application for approval is being made shall charge Fee as approved by the Council;
6. That University/ Institution shall declare the detailed guidelines for admission, entry Level qualifications, Fee of all kinds, the examination and evaluation and award of degree that there shall not be major deviations with the prescribed procedures in their Parent Country, vis-vis India;
7. That the students admitted under the Twinning Programme will spend at least one Semester for the two years Programme and two Semesters for four years Programme in the Foreign University/ Institution in its Parent Country;
8. That admission to Collaboration and Twinning Programme shall be strictly within the limit and shall be done on Merit basis and liability, if any, arise out of the same shall solely be that of<Name of the Trust/ Society/ Company/ Technical institution>;
9. That MoU is executed as required which shall provide for those students who fail to get VISA to be accommodated in the local affiliating University/ Institution to continue his/ her Education; and
10. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

(Name of the authorized person(s) executing the undertaking along with his/ her Official Position)

(SEAL)

DEPONENT(s)

VERIFICATION

The above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent(s) on this- day of – month, year ... at my office.(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

NOTE:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

AFFIDAVIT-12

(For Conducting Academic Course(s) of other Regulatory Bodies)

I/we, <Name>, Chairperson/ Secretary, <Name of the Trust/ Society/ Company>, son/ daughter of, aged...., resident of, do hereby solemnly affirm and declare as under:

1. That I/we have applied for conducting academic Course(s) of other Regulatory Body <Name of the Regulatory Body> vide application <application number> dated
2. That our above named Trust/ Society/ Company vide resolution Resolved to conduct academic Course(s) of other Regulatory Body and had paid the requisite TER Charges as per AICTE norms;
3. The Institution(s) approved by AICTE in the Campus has/ have all the facilities such as Infrastructure,hostel (if applicable), Faculty, etc. for meeting the demands of all the Courses, in addition to the proposed academic Course(s).
4. That we are using the excess facilities available / have created all the additional facilities such as for meeting the requirements of academic Course(s);
5. That liabilities, if any, arise out of academic Course(s) shall be solely that of the Trust/ Society/ Company named above; and
6. That the facts stated in this Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

(Name of the authorized person(s) executing the undertaking along with his/ her Official Position)

(SEAL)
DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)
DEPONENT(s)

Solemnly affirmed and signed before me by the deponent(s) on this - day of – month, year ... at my office.(Judicial First Class Magistrate/

Notary Public/ Oath Commissioner)

NOTE:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

AFFIDAVIT-13

(For Conducting Open and Distance Learning (ODL) / Online Learning Mode)

I/we, <Name>, Chairperson/ Secretary, <Name of the Trust/ Society/ Company>, son/ daughter of, aged...., resident of, do hereby solemnly affirm and declare as under:

1. That I/we have applied for conducting Open and Distance Learning Courses / Online Learning Mode Courses vide application <application number> dated
2. That the information given in the application made to AICTE is true and complete. Nothing is false and no information/ material has been concealed;
3. That the Institution Headquarter is functioning in the location as approved by the Council;
4. That the Trust/ Society/ Company runs the following other Institutions in the same Campus; Total Built-Up Area available

Name of the Institution	Programmes/Courses offered	Built-Up Area	Approved by AICTE or Not

5. That the institution has appointed faculty members as per AICTE guidelines.
6. That the information provided regarding the Learner Support Centres are true and complete.
7. That the information provided regarding the Examination Centres are true and complete.
8. That the following Committees as per Appendix 6 of Approval Process Handbook 2024-27 before commencement of the Academic Session in respect of <application number><Name and address of Institution>are constituted (in case of existing Institutions)/ will be constituted (in case of new Technical Institutions);and
 - Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009).
 - Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation ,2019 vide F.No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019)
 - Internal Committee (IC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016.
 - Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes(Prevention of Atrocities) Act, 1989, No. 33 OF 1989, dated 11.09.1989).
9. That, the Institution undertakes to submit that all the employments in the Institution shall be as per the norms of the existing Labour Law and the payments shall be as per the provisions of the Minimum Wages Act of State/ UT/ Central Government.
10. In the event of Non-Compliance by the above named Trust/Society/Company and/or above named Institution with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, AICTE shall be free to take appropriate action, including withdrawal of its approval without consideration of any related issues and that all liabilities arising out of such withdrawal shall solely be that of the above named Trust/ Society/ Company/Institution.

(Name of the authorized person(s) executing the undertaking along with his/ her Official Position)

(SEAL)

DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed therefrom.

Verified at <Name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(SEAL)

DEPONENT(s)

Solemnly affirmed and signed before me by the deponent(s) on this - day of – month, year ... at my office.(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

NOTE:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of ₹100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.

FORMAT-1

No Objection Certificate from the State Government/ UT

The <Name of the Trust/Society/Company> vide its Executive meeting held on at vide item no.

have passed a resolution for the

- i. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year
- ii. Change of Site/ Location of the Institution from <Name of the Institution> at <address>, (Old) to <Name of the Institution> at <address>, (new)
- iii. Conversion of Women's Institutes into Co-ed Institution / Co-ed Institution Women's Institution
- iv. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- v. Starting of new Programme/ Level, Programme<Course1... (Intake)> in the Institution
- vi. Closure of the Institution
- vii. Change the Name of the Trust/ Society/ Company from <Name of the present Trust/ Society/ Company> at <address> to <Name of the new Trust/ Society/ Company> at <address>

<Name of the Institution> at <address>, Vide application ref. No Date: made by the Trust/Society/ Company Name Address as at

This is to confirm that the <State Government/UT> has no objection for the Institution applied for

- i. Institution for starting of a new Technical Institution in the same premises in the same year
- ii. Change of Site/ Location of the Institution from <Name of the Institution> at <address>, (Old) to <Name of the Institution> at <address>, (new)
- iii. Conversion of Women's Institutes into Co-ed Institution / Co-ed Institution Women's Institution
- iv. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- vi. Starting of new Programme/ Level, Programme <Course1... (Intake)> in the Institution
- vii. Closure of the Institution
- viii. Change the Name of the Trust/ Society/ Company from <Name of the present Trust/ Society/ Company> at <address> to <Name of the new Trust/ Society/ Company> at <address>

<Name of the Institution> at <address>.

Liabilities, if any, on this count shall be the sole responsibility of the Applicant of the Trust/ Society/Company and shall be settled as per the rules and Regulations as applicable.

Authorized Signatory

<State Government/ UT>

NOTE: Formats given by the Institutions reflecting the content of the concerned Format shall be accepted.

*Strike off whichever is not applicable.

FORMAT-2

No Objection Certificate from the Affiliating University/ Board

The <Name of the Trust/ Society / Company> vide its Executive meeting held onatvide item no. havepassed a resolution for the

- i. Institution applied for Closure of the Institution for starting of a new Technical Institution in the samepremises in the same year
- ii. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address>, (New)
- iii. Conversion of Women's Institution into Co-ed Institution / Co-ed Institution to Women's Institution
- iv. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- v. Starting of new Programme/ Level, Programme<Course1.....(Intake)> in the Institution
- vi. Merger of Institutions <Name of the Institution>at<address>, <Name of the Institution(s)> at <address>,under the same Trust/ Society/ Company operating in the same Campus
- vii. Introduction of Integrated/Dual Degree Course <Name of the Course>
- viii. Starting of New Course <Name of the Course>
- ix. Starting of Division in Indian Language <Name of the Course>
- x. Closure of the Institution
- xi. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution>at<address>to<Name of the University>at<address>
- xii. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s)
- xiii. Change in the Name of the Institution from <Name of the Institution>at<address> to <Name of the Institution> at<address>
- xiv. Change in the Name of the affiliating University/ Board from <Name of the present University/ Board>at<address> to <Name of the new University/ Board> at<address>
- xv. Change the Name of the Trust from <Name of the present Trust> at <address> to <Name of the new Trust> at<address>

<Name of the Institution >at<address>, Vide application ref. NoDate:.....made by the Trust/Society/ Company Name Address as at

This is to confirm that the<affiliating University/Board> has no objection for the

- i. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year
- ii. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old)to<Name of the Institution>at<address>, (new)
- iii. Conversion of Women's Institution into Co-ed Institution/ Co-ed Institution to Women's Institution
- iv. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- v. Starting of new Programme/ Level, Programme <Course1..... (Intake.....)> in the Institution

- vi. Merger of Institutions <Name of the Institution>at<address>, <Name of the Institution(s)>at<address>, under the same Trust/ Society/ Company operating in the same Campus/City
- vii. Introduction of Integrated Degree Course <Name of the Course>. Also it is confirmed that the said Integrated Degree Course is available in the approved nomenclature of the University
- viii. Starting of new Course <Name of the Course>
- ix. Closure of the Institution, <Course1.....(Intake....), Course2, (Intake....),>

Mention Programme(s) and Course(s) where Closure of the Institution/ Programme is applied for:

- x. Closing of MCA Course and Introduction of MBA/ PGDM Course/ Closing of MBA/ PGDM Course and Introduction of MCA Course

Programme	Level	Course	Year of Establishment	e-4		e-3		e-2		e-1		Current Academic Year e	Total No. of students studying in the Institution as on date
				Approved Intake	Actual Admission								
				a	b	c	d						

- xi. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution>at<address>to<Name of the University>at<address>
- xii. Conversion of Courses into allied Vocational Courses
- xiii. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s)

Re-arrangement of current students/ students who were admitted in these Courses in the previous years and who are trailing due to failures, etc. are mentioned in the following table:

Current Staff strength, re-arrangements and dues, if any, shall be settled as per existing norms and Regulations on that behalf.

Course requested for Closure	Number of current students	Number of students admitted in these Course(s) in the previous years and who are trailing due to failures	Details about re-arrangements of students

- xiv. Change in the Name of the Institution from <Name of the Institution>at<address>to<Name of the Institution>at<address>
- xv. Change in the Name of the affiliating University/ Board from <Name of the present University/Board> at <address> to <Name of the new University/ Board> at<address>
- xvi. Change in the Name of the Trust from <Name of the present Trust> at <address> to <Name of the new Trust> at<address>

<Name of the Institution> at <address>.

Liabilities if any, on this count shall be the sole responsibility of the Applicant of the Trust/Society/Company and shall be settled as per the rules and Regulations as applicable.

Registrar/ Director

<affiliating University/ Board >

Note: Formats given by the Institutions reflecting the content of the concerned Format shall be accepted

*Strike off whichever is not applicable

FORMAT-3

Resolution of the Trust/ Society/ Company

That the Trust/ Society/ Company vide its Executive meeting held on at..... vide item no. have resolved, for the

- i. Establishment of new Technical Institution and apply to AICTE for approval to start<Name of the Institution>to offer Technical Education in<Programme>and shall allocate, Land at <complete address with survey numbers, plot numbers> measuring.....Acre, earmarked for the proposed <Name of the Technical Institution> at <full address> required funds for creation of carpet and Built-up area
- ii. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year
- iii. Introduction of NRIs in the following Programme(s)/Course(s)
- iv. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address>(new)v. Conversion of existing Women's Institution into Co-ed Institution/ Co-ed Institution to Women's Institution in the Name of<proposed <Name of the Institution
- vi. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- vii. Starting of new Programme/ Level, Programme(s)<Course1.....(Intake)>
- viii. Merger of Institutions <Name of the Institution>at<address>, <Name of the Institution>at<address>, <Name of the Institution>at<address>, under the same Trust/ Society/ Company operating in the same Campus
- ix. Introduction of OCI/Foreign Nationals/Children of Indian workers in Gulf Countries in the following Programme(s)/Course(s)
- x. Increase in Intake in Course(s)/Additional Course(s)/Introduction of Integrated/Dual Degree Course/ Fellow Programme in Management
- xi. Closure of the Institution
- xii. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution>at<address>to<Name of the University>at<address>
- xiii. Change in the Name of the Course(s)/Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/Course(s)
- xiv. Change the Name of the Institution from<Name of the Institution>(Old)at<address>to<Name of the Institution>(new)
- xv. Change in the Minority Status of the Institution from<Type of the Institution> to <Type of the Institution>
- xvi. Change in the Name of the affiliating University/Board from<present University/Board>to the new University/ Board. Also it is resolved that, < Name of the Trust/ Society/ Company > shall apply for NOC to both the Universities
- xvii. Change in the Name of the Bank
- xviii. Change in the Name of the Trust/ Society/ Company from<Name of the Trust/ Society/ Company> (Old) at<address>to<Name of the Trust/ Society/ Company>(new)
- xix. Introduction of Collaboration and Twinning Programme with <Name of the University/ Institution>/ Necessary facilities shall be provided to the students of <Name of the University/ Institution>

- xx. Application wrongly submitted for and to be changed from <Application for.....> to <Application for.....>/ Not interested in applying for...../ revoke the application submitted for <.....>. Paid the necessary TER Charges along with the Penalty for Late Submission, as applicable.

< Name of the Institution> at <address>.

<Name of the Trust/ Society/ Company> shall also allocate required funds for the creation of the requisite facilities such as procurement of.....Acre of Land ,additional carpet and Built-up area, appointment of required Faculty, procurement of Equipment, furniture, for creation of suitable hostel/residential accommodation for the students of Foreign Nationals/Overseas Citizen of India (OCI)/Children of Indian Workers in Gulf Countries and other required entities as applicable for the smooth functioning of the same.

<Name of the Institution> shall apply for,

1. Change in the Name of the Course(s) in <Course1..... (Intake....), Course2(Intake....),>
2. Reduction in Intake in <Course1>, from <current Intake> to <reduced Intake>, <Course2>, from <current Intake> to <reduced Intake>
3. Closure of Programme <Programme1>, <Programme2>.
4. Closure of Course(s) <Course1>, <Course2>.

(Signature and Name of the Chairman/ Secretary of the Trust / Society/ Company), (Designation), (Name of the Organization)

NOTE: Formats given by the Institutions reflecting the content of the concerned Format shall be accepted

*Strike off whichever is not applicable

FORMAT-4

MoU to be Signed between the Institution and Skill Knowledge Providers/Trainers

Agreement

Under the National Skill Qualification Framework (NSQF) of the All India Council for Technical Education This Agreement is entered into and executed on this day of, 2021.. at New Delhi.

By and Between <Name of the Trust/ Society/ Company> offering <Name of the Institution> represented by its Chairman.which expression shall, where the context so admits, be deemed to include its successors, executors and administrators of the ONE PART AND

<Name of the SKP> (hereinafter referred to as the “ ”) a Company registered under the Company Act, 1956, through its <Name and Designation of the Signing Authority> having it's registered/approved Office at (which expression, unless it be repugnant to the context or meaning thereof, shall be deemed to mean and include their executors, administrators and assigns), party of the SECOND PART.

WHEREAS, the All India Council for Technical Education has initiated a scheme to provide competency based skills under the National Skill Qualification Framework (Here in after to be referred as NSQF)

WHEREAS, in terms of the said scheme launched by All India Council for Technical Education, AICTE has extended invitation to various Institutions/ Organisations to join as Vocational Educational Institutions to provide education component and Skill Knowledge Providers to provide Competency Based Skills.

WHEREAS under the scheme a Skill Knowledge Provider is required to perform the role and function of providing hands on skill training in a specific sector i.e. in the Automobile Sector, Skill Knowledge Provider shall be the service centre of authorized automobile manufacturers located preferably all over the Country or in the IT Sector, the Skill Knowledge Provider shall be the training sector of authorized IT Company located preferably all over the Country. The Skill Knowledge Provider could also be one who is established for imparting hands on skills or training in a respective sector;

WHEREAS the First Party is to participate as an Institution to register students under the National Skill Qualification Framework (NSQF);

WHEREAS the Second Party has expressed its keen interest and desire to be a key Partner in the execution of the National Vocational Educational Qualification Framework in terms of the objectives of the scheme and policy as highlighted and specified in the said framework and particularly in view of the desire and interest of <NAMEOFSKP> to join and Partner with <Name of the Institution> in providing competency based skills through its centres which shall act as Skill Knowledge Provider for the purposes of the scheme;

WHEREAS Both parties have held discussions and agreed for collaboration for conducting Vocational Education Programme(s) under the education scheme of the NSQF, where by <Name of the Institution> will impart and award credits for the ‘Academic’ content’ of the Curriculum and <Name of the SKP> will provide skill training through its training centres called <Name of the SKP> - SKP’s and will impart and award credits for such ‘Skill oriented training’ content of the Curriculum to the registered students.

WHEREAS The Second Party has registered it self with the All India Council for Technical Education (AICTE)/ Concerned Authority and obtained approval there of to participate as <Name of the SKP> under the National Skill Qualification Framework (NSQF);

THEREFORE, both the parties hereby agree to conduct Vocational Educational Programme initiated by AICTE under NSQF, on the following terms and conditions:

1. The <Name of the SKP> agrees that centres approved and recognized by <Name of SKP> (herein after to be referred as “<Name of SKP> -SKP”), shall act and perform the role of Skill Knowledge Provider to provide hands on skill training in specific sectors such as <Name of Sector Specific Skill>.

2. The <Name of the SKP> agrees and undertakes that its <Name of the SKP> shall register with AICTE for conduct of training modules under the Vocational Stream and shall perform following functions:
- Announce the schedule of module for the calendar year.
 - Register students for the modules.
 - Conduct the modular training.
 - Conduct examination/evaluate the student, award the grade indicating the Level of skill acquired.
 - The <Name of the SKP> - SKP shall Register students for evaluation the Skill Modules, who have acquired skills on their own.
3. The Second Party agrees that the following responsibilities shall be undertaken by the <Name of the Institution> Academic Training centres:
- a. The <Name of the Institution> Academic centres shall plan the Vocational Education Programme(s) to be offered in the Academic Year concerned and inform the <Name of the SKP>- SKP's about the same at least two months prior to the date of commencement of the Programme (s).
 - b. The <Name of the Institution> Academic Centre shall announce and inform through its prospectus and information on its Web site, the Vocational Education Programme(s) it plans to offer in the Academic Year concerned for the information of the prospective students and invite applications for admission from interested candidates at least two months prior to the date of commencement of the Programme(s).
 - c. The <Name of the Institution> Academic Centre shall follow the admission norms of AICTE and the State Govt. concerned. The admission shall be made strictly on the merits. The <Name of the Institution> - Academic Centre will then upload the names and details of the selected students on AICTE Web-Portal.
 - d. The <Name of the Institution> Academic Centre will have their right to collect Fee from the students towards:
 - Registration
 - Course/ Skill conduct
 - Evaluation of the Academic/ Skill portion of each Level of the Programme. A portion of the Fees agreed upon by the <Name of the Institution> Academic Centre and the <Name of the SKP> - SKP's shall be turned over to the <Name of the SKP> -SKP's.
 - e. The <Name of Institution> Academic Centre will send to the <Name of the SKP> - SKP the Level-wise and Sector-wise lists of students registered for Vocational Education Programme(s) in the Sectors.
 - f. The <Name of the Institution> Academic Centre will conduct appropriate Classes for the Academic content of the Curriculum of the Vocational Education Programme(s) so as to complete the Academic portion within prescribed time.
 - g. The <Name of the Institution> Academic Centre will conduct final examinations and evaluate the students for the Academic portion of the Programme(s) as per the rules and regulations of the Technical Board or University as the case may be.
 - h. After receiving a 'Statement of Credits for the Vocational/Skill portion of the students from the <Name of SKP> - SKP, the <Name of the Institution> Academic Centre will send the combined Academic and Vocational/Skill portion credits of the students to the Technical Board or University as the case may be.
 - i. Wherever such provisions are made by the Technical Board or the University, as the case may be, the <Name of the Institution> Academic Centre will award a 'Level Certificate' to the student who has successfully completed both the Academic and the Vocational/Skill portions of the particular Level.

- j. The <Name of the Institution> Academic Centre shall maintain a record of the registered students and Certificates issued and upload the same on AICTE Web-Portal.
- k. The <Name of the Institution> Academic Centre shall submit details of students registered, evaluation conducted and results to the Technical Board or the University, as the case may be, and also upload the same on AICTE Web-Portal.

4. General:

Fee to be charged to students:

- a. The Level wise Fee to be charged by the <Name of the Institution> Academic Centre will be informed to the student by the <Name of Institution> Academic Centre as well as the <Name of the SKP> - SKP before his/her registration for the Programme;
- b. The <Name of the Institution> Academic Centre will collect from the student and retain with itself the 'Academic Portion Fee' and the <Name of the SKP> - SKP will be given the 'Vocational/Skill Portion Fee' by the <Name of the SKP> - Academic Centre;
- c. The <Name of the Institution> Academic Centre will collect the total Fee for the Programme from the students and will transfer the 'Vocational/Skill Portion Fee' against the number of students to be sent for training at least one month before the onset of training. Any delay in transferring the Fee will entail interest @ <to be mutually decided by the Institution and SKP> calculated on the basis of delay a number of days. After receiving the Fee <Name of the SKP> - SKP will issue Registration cards to the students at least 7 days before the onset of training.

5. No Confidentiality:

There shall not be any confidentiality of any information disclosed by both parties to each other, either in operationalizing this agreement or for the purposes of implementing this agreement. The information sought under the Right to Information Act or otherwise by any student, shall be promptly made available.

6. Effective Date:

This agreement is effective from the date signed by both the parties shall be valid for a period of three years until determined, suspended or terminated earlier.

IN WITNESS WHEREOF, the parties hereto, each acting under due and proper authority have executed this mutually binding Memorandum of Understanding as of the date first written above..

For Institution:

For <Name of the SKP>

Signed: _____

Name: _____

Title: _____

Date: _____

Witnessed by:

Signature: _____ Name: _____

Date:

Signature: _____ Name: _____

Date:

*Strike off whichever is not applicable

CERTIFICATE-1

Certificate of an Advocate

(To be produced in the Letterhead of Advocate)

1. Certificate of an Advocate

(To be produced in the Letterhead of Advocate)

The copies of <Trust/ Society/ Company> registration documents, Land documents, Land use Certificate, Land Conversion Certificate in respect of application submitted by <Name and address of the Applicant> who is an Applicant for establishment of new Technical Institution offering Technical Education Programme(s) were provided to me by <Name and address of the Applicant> for verification regarding their authenticity and appropriateness.

A. Trust/ Society/ Company Registration Documents:

Registration Certificate No.	
Date of Registration	
Registered at	
Registered under the Act	

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

B. Land Documents:

Sl. No.	Name of the Deed Holder	Document No.	Survey No.	Registration No.and Date	Land Area in Acre

I hereby certify that:

1. I have verified the above-mentioned Land documents from the Sub Registrar Office <place>.
2. The above-mentioned Land documents are registered at the Sub Registrar Office <place>
3. The above-mentioned Land documents are authentic.
4. The above-mentioned Land documents are in the name of the Applicant.
5. The title of the Land pertaining to the above-mentioned Land documents are clear.
6. The Applicant is in Lawful possession of the Land pertaining to the above-mentioned Land documents.

C. Land Use Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land (in acre)	

I hereby certify that:

1. The Competent Authority has issued the Land Use Certificate in respect of Land under reference for the proposed Institution mentioned above is.....
2. It has been approved by the Competent Authority.
3. I verified the above-mentioned Land use Certificate from the Office of <Competent Authority>.
4. The above-mentioned Land Use Certificate is authentic.
5. It has been issued for the full extent of Land.

D. Land Conversion Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land (in acre)	

I hereby certify that:

1. The Competent Authority has issued the Land Conversion Certificate respect of Land under reference for the proposed Institution mentioned above is.....
2. It has been approved by the Competent Authority.
3. I verified the above-mentioned Land Conversion Certificate from the Office of <Competent Authority>.
4. The above-mentioned Land Conversion Certificate is authentic.
5. It has been issued for the full extent of Land.

E. Land Classification Certificate:

Letter No.	
Letter dated	
Issued by	
Land Classification	

I hereby certify that:

1. The Competent Authority has issued the Land Classification Certificate respect of Land under reference for the proposed Institution mentioned above is.....
2. It has been approved by the Competent Authority.
3. I verified the above-mentioned Land Classification Certificate from the Office of <Competent Authority>.
4. The above-mentioned Land Classification Certificate is authentic.
5. It has been issued for the full extent of Land.

Signature of the Advocate

Name of the Advocate Registration No.

Practicing at

Date:

Place:

Seal/ Stamp of the Advocate

*Strike off whichever is not applicable

CERTIFICATE-2

Certificate of an Architect Registered with Council of Architecture (To be produced in the Letterhead of Architect)

The copies of the approved Site Plan and Building Plans in respect of application submitted by <Name and address of the Applicant> who is an Applicant for establishment of new Technical Institution<Name of the Institutions> at <address> were provided to me by <Name and address of the Applicant> for verification regarding their authenticity and appropriateness.

Details of Site Plan and Building Plans

Plans approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. The Competent Authority has approved the site Plan and Building Plans of an Educational Institution at the proposed site mentioned above is.....
2. I have verified the above-mentioned site Plan and Building Plans from the Office of <Competent Authority>.
3. The above-mentioned site Plan and Building Plans have been approved by the Competent Authority.
4. The above-mentioned site Plan and Building Plans are authentic.
5. Construction of Building admeasuring with the following details has been completed in all respects as per the approved Building Plan.

Sl. No.	Room No	Room type (mention Class Room/ Laboratory/Toilet, etc.)	Carpet area(in m ²)	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting

Details of the Occupancy/ Completion Certificate/ Building License/ Form D

Certificate approved by	
Approval Number	
Date of Approval	

Structural Stability Certificate

Certificate approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. The Competent Authority has approved the Occupancy/ Completion Certificate/ Building License/ Form D and the Structural Stability Certificate, if applicable, mentioned above is.....
2. I have verified the above-mentioned Certificates from the Office of <Competent Authority>.
3. The above-mentioned Certificates have been approved by the Competent Authority.
4. The above-mentioned Certificates are authentic.

Signature of the Architect
Name of the Architect Registration No.

Date:

Place:

Seal/ Stamp of the Architect

*Strike off whichever is not applicable

CERTIFICATE-3

Certificate of the Bank Manager where the Applicant has a Bank Account (To be produced in the Letterhead of Bank duly signed by the Bank Manager)

The copies of documents pertaining to the funds position (operational) i.e. the bank statement and/ or Fixed Deposit Receipts in respect of application submitted by <Name and address of the Applicant> who is an Applicant for establishment of new Technical Institution <Name of the Institution> at <address>) were provided to me by <Name and address of the Applicant> for verification regarding their authenticity and appropriateness.

A. Bank Statement

Name of the Account Holder	
Account Number	
Name and Address of the Bank	

It is certified that,

- i. I verified the above-mentioned bank account from the records of <Name and address of bank>.
- ii. The above-mentioned bank account is in the Name of.....
- iii. The above-mentioned bank account is/ is not authentic.
- iv. The balance in the above-mentioned bank account as on today, i.e. <dd/ mm/ yyyy> is ₹....

B. Fixed Deposits

Sl. No.	FDR Number	Date of Deposit	Date of Maturity	Amount	Name and Address of Bank
			Total Amount		

It is certified that,

1. I have verified the above-mentioned operational fund FDRs from our Branch/Bank.
2. The above-mentioned FDRs are/ are not in the name of the Applicant under reference mentioned above.
3. The above-mentioned FDRs are/ are not authentic.
4. There are no loans or mortgage of FDRs

Date:

Place:

Signature of the Bank Manager/Name of the Bank Manager

Seal/ Stamp of the Bank Manager

*Strike off whichever is not applicable