

Section 6 in All India Council for Technical Education (Grant of Approvals for the Technical Institutions) Regulations, 2018

6. Procedure for the processing of the applications.

- 6.1 The applications received shall be processed as per the norms and procedures prescribed in the Approval Process Handbook as notified by the Council from time to time in addition to the existing Central, State and Local Laws.

6.2 For setting up a new Institution

a. The State Government/ UT and the Affiliating University/ Board shall forward their views on the applications received under Clause 1.2. a of these Regulations to the concerned Regional Office, not later than one week from the last date of submission of application as notified.

In the absence of the receipt of views from the State Government/ UT/ Affiliating University/ Board on the application, the Council shall proceed for further processing.

b. The applications received under Clause 1.2. a of these Regulations, shall be processed by a Scrutiny Committee/ Re-Scrutiny Committee duly formed by the Regional Officer as per the composition as mentioned in Approval Process Hand Book for issue of Letter of Intent (LoI) and the Applicant shall present ALL the original documents along with self-attested copies to the Committee. Applicants are advised to adhere to Scrutiny schedule and not to remain absent.

The Applicant, if interested to start the Institution in the current Academic Year itself, shall submit a Resolution to that effect to Scrutiny/Re-Scrutiny Committee.

c. The recommendations of the Scrutiny/ Re-Scrutiny Committee shall be placed before the Regional Committee for its recommendation and further placed before the Executive Committee for approval or otherwise.

d. In case of new Technical Institutions, the Council if deems fit shall grant approval to issue the Letter of Intent (LoI) for the given Academic Year, the same shall be valid for three Academic Years.

Within the validity period, after the establishment of Infrastructure facilities as per the requirements, the Applicant shall apply on AICTE Web-Portal for the Letter of Approval anytime in the year. In case of the Applicant expressing interest in getting Letter of Approval (LoA) in the current Academic Year itself, the same shall be processed further by an Expert Visit Committee.

Expert Visit Committee formed by the Regional Officer as per the composition as mentioned in the Approval Process Hand Book shall verify physically the availability of infrastructural facilities of the Institution.

On expiry of the validity, the Letter of Intent (LoI) issued stands cancelled and the Applicant shall make a fresh application for the issuance of Letter of Intent (LoI).

e. The recommendations of the Expert Visit Committee shall be placed before the Regional Committee for its recommendation and further placed before the Executive Committee for approval or otherwise.

f. Regional Officer concerned while forwarding the recommendations of the Regional Committee to Approval Bureau of AICTE, for placing before the Executive Committee, shall verify that the processes and parameters prescribed under these Regulations and Approval Process Handbook are followed by the Scrutiny Committee, Re-Scrutiny Committee (if applicable), Expert Visit Committee and the Regional Committee.

The Approval Bureau of AICTE shall also verify that the processes and parameters prescribed under these Regulations and Approval Process Handbook are followed by the Scrutiny Committee, Re-Scrutiny Committee, Expert Visit Committee and the Regional Committee.

g. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of a Letter of Intent (LoI)/ Letter of Approval (LoA) or Letter of Rejection (LoR) with the specific reasons for rejection of the application.

h. Applicants for starting new Technical Institutions (except Government/ Government aided Institutions) whose applications are recommended for Letter of Approval (LoA) by the Executive Committee shall be informed for depositing the Security Deposit.

The existing Institutions approved by the other Regulatory Bodies, applying for the first time to the Council for approval and are in existence for more than 10 years are exempted from the payment of Security Deposit.

The Applicant shall submit the payment proof of the Security Deposit along with an Affidavit within 7 days from the date of intimation to the concerned Regional Office, else a penalty of 10% of the value of the Security Deposit shall be imposed upto 15th May of the Calendar Year, beyond which the approval shall be withdrawn.

i. The online Security Deposit amount deposited by the Technical Institution with AICTE shall be permitted to be withdrawn after a term of ten years or in case of closure of Course/ Institution, subject to the submission of relevant documents. The interest accrued on the Security Deposit shall be credited to the Council and shall be utilized by AICTE for Quality Improvement Programme for Faculty and giving scholarships to students. However, the term of the Security Deposit could be extended for a further period as may be decided on case to case basis and/or forfeited in case of any violation of norms, conditions and requirements and/or Non-performance by the Institution and/or complaints against the Institution.

j. Validity of the Letter of Approval for the new Technical Institutions, if issued, shall be for two Academic Years from the date of issue of Letter of Approval, only for obtaining affiliation from the respective University/ Board and fulfilling State Government/ UT requirements for admission in the current Academic Year.

All the Applicants issued LoA for starting the new Technical Institutions shall apply on AICTE Web-Portal for Extension of Approval as specified in the Approval Process Handbook from the next Academic Year onwards, irrespective of the admission of the students. However, the Institutions that fail to admit the students in the current Academic Year due to Non-Affiliation by the University/ Board or Non-fulfillment of State Government/ UT requirements are exempted from the payment of TER Charges.

On expiry of the validity, the LoA issued stands cancelled and the Applicant shall make a fresh application for the issuance of Letter of Intent.

k. New Institutions granted Letter of Approval and existing Institutions granted approval for introduction of new Course(s), Division(s), Programme(s), variation in intake capacity shall comply with appointment of Faculty and Principal/ Director as the case may be, as per the policy of the Council.

Institutions other than Minority Institutions shall appoint Faculty/ Principal/ Director and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned Affiliating University/ Board particularly in case of selection procedures and selection Committees.

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

l. An Expert Visit Committee may be conducted any time before the first batch of students have passed out, to verify the fulfillment of the norms as specified in the Approval Process Handbook.

6.3 For the existing Institutions

a. For applications submitted under Clause 1.2. f and s of these Regulations, the processing is based on self-disclosure. The Council shall grant the desired approval, only after confirming that the Applicant had fulfilled all the norms and standards prescribed in Approval Process Handbook. The Council reserves the right to inspect and if any of the information submitted is found to be false, shall initiate penal action as specified in the Approval Process Handbook.

b. The applications submitted under Clause 1.2. h, i, j, m, n, p, q, t, u, v, w and y of these Regulations shall be processed by a Scrutiny/ Re-Scrutiny Committee based on the documents submitted by the Applicant.

The applications submitted under Clause 1.2. g, k, o and r of these Regulations shall be processed by an Expert Visit Committee to verify the availability of the facilities in the Applicant Institutions.

The applications submitted under Clause 1.2. b, c, d, e, l and x of these Regulations shall be processed by a Scrutiny/ Re-Scrutiny Committee based on the documents submitted by the Applicant. If the documents are found in order, the same shall be processed further by an Expert Visit Committee to verify the availability of the facilities in the Applicant Institutions.

c. For Closure of Programme(s)/ Course(s), the Applicant shall submit the relevant NOCs at least before 31st December of the Calendar Year.

Applications of the existing Institutions who have applied for the Closure of Institution, and if such applications are not approved by the Council due to certain deficiencies, the Institution shall be given Extension of Approval (EoA) with ZERO Intake for that year. Such Institutions shall submit all relevant

documents after all the students have passed out or redistributed to nearby AICTE approved Institutions and seek official closure of the Institution.

The application for the Closure of 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/ Union Territory and shall issue a Public Notice regarding the same.

d. Change in name of the Trust/ Society/ Company including merger of two or more Trust/ Society/ Company having the same common objects of education etc. shall be permitted as per the respective Laws laid down in the Acts.

A Trust/ Society may create a new Company to hold their assets, and once the transfer of assets are 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.

e. In case of the existing Institutions, if an EVC was conducted or Show Cause notice was issued, the same shall be placed before the Standing Hearing Committee (SHC) as applicable and processed as per the procedure specified in Approval Process Handbook.

If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal once to the Council, as per the procedure specified in Approval Process Handbook.

6.4 The uploading of the Scrutiny/ Re-Scrutiny Committee/ Expert Visit Committee Report shall be done by the concerned Regional Office.

6.5 If any member of the Scrutiny/ Re-Scrutiny/ Expert Visit Committee is unable to attend or refuses or incapacitated to take part in the Committee, then Regional Officer with prior or post-facto approval of the Member Secretary, AICTE shall opt to choose another expert from the approved panel of the experts manually.

6.6 Institution Deemed to be University

a. The Council shall approve the Technical Programme(s)/ Course(s) offered by the Universities including Institutions Deemed to be Universities falling under Category I and II as notified by UGC. Such Institutions Deemed to be Universities shall have to adhere to the norms and standards as specified by AICTE from time to time and an Affidavit to this effect shall be submitted to AICTE and University Grants Commission.

The application submitted by an Institution Deemed to be University falling under Category III as notified by UGC shall be processed as per the procedure mentioned in Clause 6.2/ 6.3 (as applicable) of these Regulations.

b. State University/ Central University/ Institution Deemed to be University (Government)/ are not required to pay the Security Deposit.

Institution Deemed to be University (Private)/ Private Universities which were in existence for more than 10 years with UGC are exempted from the payment of Security Deposit.

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.

6.7 Vocational Education Courses

The applications for the introduction of Vocational Education Courses shall be processed as per the procedure prescribed in the Approval Process Handbook and all other norms and standards as notified in NSQF Regulations and SAMVAY from time to time.

6.8 The applications under 6.3 of these Regulations shall be processed as per the procedure specified in Approval Process Handbook. The consolidated list of all the Institutions with the "Approved Intake" shall be placed by the Approval 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.

The same shall be notified on the Web-Portal. Further the Institution shall download the Extension of approval letter along with "Approved Intake" through the Institution login.

All Orders shall be uploaded by 30th April of the Calendar Year and the detailed speaking orders (in case of reduction in intake, No Admission, etc.) shall be uploaded in the Web-Portal not later than 15th May of the

Calendar Year.

- 6.9 The Council shall not grant any conditional approval to any Institution.
- 6.10 Directorate of Technical Education/ State Government/ UT/ Affiliating University/ Board shall download the intakes for various Courses for the Institutions under their jurisdiction, from Web-Portal through their login.
- 6.11 Student's eligibility for admission to all the Programmes shall be as specified in the Approval Process Handbook and as per the reservation policy of the Central Government/ respective State Government/ UT as the case may be.

Provided that the Second round of counselling/ admission for allotment of seats shall be completed on or before 10th July of the Calendar Year. Last date upto which students can be admitted against vacancies arising due to any reason (no student should be admitted to any Institution after the last date under any quota) shall be 15th August of the Calendar Year.

- 6.12 Any Institution offering Technical Programme(s)/ Course(s) without approval of the Council shall be termed as unapproved Institution.