

**PROFESSIONAL CODE OF PRESCRIBED / SUGGESTED BY STATUTORY BODIES / REGULATORY
AUTHORITIES FOR DIFFERENT PROFESSIONS**

| STATUTORY BODIES | LINK |
|-------------------------|----------------------|
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Council of Architecture

(Incorporated under the Architects Act, 1972)

MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 1983*

In exercise of the powers conferred by clauses (e), (g), (h) and (j) of sub-section (2) of section 45 read with section 21 of the Architects Act, 1972 (20 of 1972), the Council of Architecture, with the approval of the Central Government, hereby makes the following regulations, namely :-

1. Short Title and Commencement

- (1) These regulations may be called the Council of Architecture (Minimum Standards of Architectural Education) Regulations, 1983.
- (2) They shall come into force on the date of their publication in the Official Gazette.*

2. Definitions

In these regulations, unless the context otherwise requires

- (a) "Act" means the Architects Act, 1972 (20 of 1972);
- (b) "Council" means of Council of Architecture constituted under Section 3;
- (c) "Executive Committee" means the Executive Committee constituted under Section 3;
- (d) "Faculty" means the full-time teaching staff members in the service of the institution;
- (e) "Institutions" means the colleges/departments/schools of architecture in India imparting instructions for recognized qualifications;
- (f) "Recognised qualifications" means any qualification in architecture for the time being included in the Schedule or notified under section 15 of Act.

3. Duration and Stages of the Course

- (1) The architecture course shall be of minimum duration of 5 academic years or 10 semesters of approximately 16 working weeks each inclusive of six months/one semester of approximately 16 working weeks of practical training after the first stage in a professional office.
- (2) The architecture course may be conducted in two stages.
- (3) The first 3 academic years / 6 semesters of approximately 16 working weeks each of the course shall be a basic standard course and shall be the first stage:

Provided that candidates admitted to the course shall complete the first stage within 5 years of admission to the course.
- (4) The second stage of the course shall be of 2 academic years / 4 semesters of approximately 16 working weeks each.
- (5) The completion of first stage shall not qualify candidates for registration under the Architects Act, 1972.

4. Admission to the Architecture Course

- (1) No candidate, with less than 50% marks in aggregate, shall be admitted to the architecture course unless he/she has passed an examination at the end of the new 10+2 scheme of Senior School Certificate Examination or equivalent with Mathematics as a subject of examinations at the 10+2 level.**
- (2) Where 10+2 scheme is not introduced, candidates must have passed after 11 years schooling the Higher Secondary/pre-university/pre-engineering or equivalent examinations in the Science group of any recognized University or Board with English, Physics, Chemistry and Mathematics as compulsory subjects.
- (3) The Institutions may subject the candidates, seeking admission to the architecture course, to aptitude tests specially designed to assess the candidates' aptitude;

Provided that no separate aptitude tests may be conducted where admissions are made through competitive examinations.
- (4) The institutions shall not give weightage of more than 50% marks for aptitude tests in the matter of admissions.

*Published in the Gazette of India, Part III Section 4, 26th March, 1983 and 27th August 1983.

**Amended by Notification in the Gazette of India dated January 7, 2006

5. Intake and Migration

- (1) The sanctioned intake of candidates at the first year level shall not exceed a maximum of 40 in a class. If more than 40 candidates are admitted, separate classes shall be organised.
- (2) The institutions may permit, at their discretion, migration of students from one institution to another subject to the maximum number of students not exceeding the permitted maximum intake in a class.

6. Courses and periods of Studies

- (1) The institutions imparting instructions in architecture required for granting recognized qualifications may follow the courses and periods of studies as prescribed in Appendix-A.
- (2) The institution shall, as an integral part of architectural education curriculum and as a part of teaching programme, arrange for study tours, visits to places of architectural interests.

7. Professional examination, Standards of proficiency and conditions of admissions, qualification of examiners

- (1) The University or an independent examining body shall conduct the examinations at the end of each stage.
- (2) The sessional work shall, as far as possible, be assessed by a jury of internal and external examiners.
- (3) The weightage of marks for subjects having both class work marks as well as examination marks may not exceed the ratio of 50:50.
- (4) The pass percentage shall not be less than 45% in each subject and shall not be less than 50% in the aggregate.
- (5) Candidates who have passed in the internal assessment, shall only be permitted to appear in an examination.
- (6) An examiner for any of the subjects of examination shall have a minimum of 3 years teaching/professional experience in his/her field of study.

8. Standards of staff, equipment, accommodation, training and other facilities for technical education

- (1) The institutions shall maintain a teacher/student ratio of 1:8.
- (2) The institutions shall have a minimum number of 12 faculty members for a student strength of 100.
- (3) The institution with the maximum intake of 40 in a class may have the faculty pattern as prescribed in Appendix-B.
- (4) The institutions shall encourage the faculty members to involve in professional practice including research.
- (5) The institutions shall provide facilities as indicated in Appendix-C.
- (6) The institutions shall encourage exchange of faculty members for academic programmes.

Notwithstanding anything contained in these regulations, the institutions may prescribe minimum standards of Architectural Education provided such standards does not, in the opinion of the Council, fall below the minimum standards prescribed from time to time by the Council to meet the requirements of the profession and education thereof.

Courses, Periods of Study and Subjects of Examination
Stage I - Basic Course

| Sl No. | Subjects of Examination | Minimum No. of periods of 50 to 60 minutes duration |
|--------|--|--|
| 1. | Architectural Design | 600 |
| 2. | Building Construction | 360 |
| 3. | Building Materials and Sciences | 60 |
| 4. | Architectural Drawing and Graphics | 360 |
| 5. | History of Architecture | 120 |
| 6. | Workshop Practice | 120 |
| 7. | Landscape Design | 60 |
| 8. | Structural Mechanics and Theory of Structure | 300 |
| 9. | Surveying and Levelling | 60 |
| 10. | Building Services & Equipment | 90 |
| 11. | Humanities | 60 |
| 12. | Estimating & Costing | 60 |
| 13. | Principles of Human Settlements | 60 |
| | | 2310 |

Note:

1. The names given to the subjects of study are suggestive only. The same subjects pertaining to the architecture may be taught under different names. The emphasis on teaching various subjects may vary from institution to institution. New subjects may be introduced and certain subjects given less emphasis depending upon the requirement and educational philosophy of an institution. The subjects of Landscape Design, Humanities and Estimating & Costing may, if desired, be taught in the second stage of the course.
2. For the purpose of calculating the periods of study, 30 periods per week per semester/term of class are considered to be adequate. For 3 years of study at the rate of 16 weeks per semester/term, the total for first stage works out to be 2880 periods.
3. In order to give freedom to the Institutions to orient the Course as per their own philosophy, approx. 75 percent of the total periods of study have been taken into account for calculating the minimum hours of study for each subject while the institutions may allot the balance approx. 25 percent of the study periods to the subjects of the choice.
4. Minimum total contact periods should be 2880. Thus, 570 periods are to be allotted by the institution to the subjects of their choice.

Brief description of the subjects listed in the Stage-I of the Course

1. ARCHITECTURAL DESIGN

Applying the knowledge gained in other subjects and to design buildings of medium complexity e.g. Schools, Colleges, Dispensaries, Shops and Houses, etc., and present them in graphic form.

2. BUILDING CONSTRUCTION

Knowledge of various methods of building construction of medium complexity with timber, stone, bricks, concrete etc. including foundation, walls, roofs, staircase, joinery and finishes.

3. BUILDING MATERIAL AND SCIENCES

Knowledge of basic building materials and their behaviour such as bricks, stones, metals, timber and finishing materials. Effects of climate on built environment to be able to design for comfortable conditions.

4. ARCHITECTURAL DRAWING AND GRAPHICS

Ability to present in graphic form all elements of design - Study of shades and shadows, textures, tones, colours, geometrical form, perspectives and projections, free hand drawing and rendering.

5. HISTORY OF ARCHITECTURE

Study of various styles of Architecture and methods of construction through the ages in the world with emphasis on Indian Architecture.

6. WORKSHOP PRACTICE

Ability to make building models with various materials such as card-board, wood, plastics, plaster of paris and metals. Ability to make simple joints in timber, pipes and other materials.

7. LANDSCAPE DESIGN

Understanding of Landscape elements like trees, shrubs, plants, water, rocks and development of landscape planning and application in architectural design.

8. STRUCTURAL MECHANICS AND THEORY OF STRUCTURES

Understanding the structural concepts and behaviour of structural elements, simple calculations for columns, beams, frames, footings, slabs, walls in concrete, steel and timber.

9. SURVEYING AND LEVELLING

Understanding of various survey and levelling instruments, carrying out surveys of land of medium complexity and preparation of survey plans.

10. BUILDING SERVICES & EQUIPMENT

Study of and designing for water supply, drainage, sewage disposal, electricity supply, wiring and lighting for buildings.

11. HUMANITIES

Study of sociology, economics and culture, as applicable for design of human settlements.

12. ESTIMATING AND COSTING

Systems of taking out quantities and estimating for all trades involved in construction of medium complexity.

13. PRINCIPLES OF HUMAN SETTLEMENTS

Man and environment : Biological and behavioural responses to human settlements; Design for living, natural and built-environment.

Ancient texts and treatises on settlement and area planning in India.

Human settlements during ancient medieval and modern periods in India, Europe and other parts of the world. Characteristics of human settlements built by Muslims and Hindu rulers in India.

Stage-II

| Subjects of Examination | Minimum No. of periods of 50 to 60 minutes duration |
|--|--|
| 1. Architectural design, planning and thesis | 570 |
| 2. Building Construction, Materials and Specifications | 210 |
| 3. Building Sciences & Services | 60 |
| 4. Town Planning (Theory) | 60 |
| 5. Professional Practice | 90 |
| 6. Building Bye-laws | 15 |
| 7. Structure System | 45 |
| 8. Electives such as : | |
| (i) Housing | |
| (ii) Urban Design | |
| (iii) Interior Design | 60 |
| (iv) Building Management | |
| (v) Landscape Design | |
| (vi) Urban Planning | |
| | 1110 |

Note:

- The names given to the subjects of study are suggestive only. The same subjects pertaining to the architecture may be taught under different names. The emphasis on teaching various subjects may vary from institution to institution. New subjects may be introduced and certain subjects given less emphasis depending upon the requirement and educational philosophy of an institution. Teaching in the second stage may be a lot more flexible. Students may obtain employment and may come back to complete the prescribed course later. It may also be possible to complete the second stage of the course as a part time course depending upon the facilities available in an institution.
- For the purpose of calculating the periods of study, 30 periods per week per semester/term of class are considered to be adequate for 1½ years of study at the rate of 16 weeks per semester/term, the total for second stage work out to be 1440 hours.
- In order to give freedom to the institutions to orient their course as per their own philosophy, approx. 75 per cent of the total periods of study have been taken into account for calculating the minimum period of study for each subject while the institutions may allot the balance approx. 25 per cent of the study periods to the subject of their choice.
- Minimum total contact period should be 1440. Thus 360 periods are to be allotted by the institution to the subjects of their choice.

Brief Description of the Subjects Listed in the Stage-II of the Course

1. ARCHITECTURAL DESIGN, PLANNING AND THESIS

Design of complicated buildings and campuses involving analytical studies of building and spaces from sociological, economic and cultural points of view such as Universities, industrial Estates, Housing Schemes etc. Thesis on a subject requiring detailed analytical study to lay down validity and design criteria presented in graphic form, models and report. Thesis may also be on research projects presented as a written report.

2. BUILDING CONSTRUCTION, MATERIALS AND SPECIFICATIONS

Study of advanced building construction methods with new materials such as plastics, metals, synthetic boards and latest techniques in the use of concrete.

3. BUILDING SCIENCES & SERVICES

Study of Acoustics, Air-Conditioning, Heating, Cooling, Mechanical installations, Fire-control, Water supply and Drainage system for complicated buildings.

4. TOWN PLANNING (THEORY)

A general understanding of Town Planning principles as they have evolved through the ages.

5. PROFESSIONAL PRACTICE

The examination in professional practice is designed to assess the knowledge, skill and maturity which fit the architect to fulfil his professional duties and his understanding of the management of an office organisation for such as a purpose. The syllabi should cover the following areas of study:-

General principles of Indian Contract Act; Building Contracts generally, Conditions and forms of contract, Administration of contracts, Principles of arbitration, Indian Arbitration Act, 1940, valuation of properties, Architectural competitions; Easements of properties; Report writing; Codes of Practice; Conditions of Engagement; Duties and responsibilities of an architect in relation to owner, contractor, relate professional and public; Indian Standards & Codes of Practice.

(Planning and Building legislation etc. has been omitted because this is covered under Building Bye-laws - item 6)

6. BUILDING BYE-LAWS

Study of building regulations to enable to design and prepare drawings for submission to concerned bodies.

7. STRUCTURE SYSTEMS

Study of new structural technology such as space frames, prestressing, shells and understanding of the limitations and scope of these techniques. Calculations for these techniques are not expected.

8. ELECTIVES SUCH AS:

- (a) Housing
- (b) Urban Design
- (c) Interior Design
- (d) Building Management
- (e) Landscape Design
- (f) Urban Planning

Intensive study of one or more of the subjects offered as elective depending upon the expertise available to an institution. The list of the subjects may be enlarged but they should be related to Architecture.

APPENDIX - B

Statement showing the designation, pay-scale and qualification etc. required to be prescribed for faculty positions

| Sl. No. | Designation | Pay-Scale | Qualifications |
|---------|--|---|--|
| 1. | Lecturer | Rs. 700-40-1100-50-1600 | Bachelor's Degree in Architecture or equivalent plus two years of relevant professional experience. OR Master's Degree in Architecture or equivalent and one year's relevant professional experience. Provided further that if a candidate does not possess a Master's Degree in Architecture and professional experience or a person possessing such experience is not found suitable, the person appointed will be required to obtain the desired professional experience within a period of five years on his appointment failing which he will not be able to earn future increment until he fulfils this requirement. |
| 2. | Reader/Asstt.Professor | Rs. 1200-50-1300-60-1900 | B.Arch. or equivalent with 7 years experience in Teaching / Research/ Professional Work. OR M. Arch. Or equivalent with 5 years experience in Teaching/Professional Work. |
| 3. | Professor | Rs 1500-60-1800-100-2000-125/2-2500 | B.Arch. or equivalent with 10 years of experience in Teaching/Research Work. Experience of guiding research. OR M. Arch. or equivalent with 8 years of experience in Teaching/Research/ Professional Work. |
| 4. | Principal/Head of Department | Rs. 1500-60-1800-100-2000-125/2-2500 plus special pay | B.Arch. or equivalent with 10 years experience in Teaching/Research/Professional Work. Experience of guiding research. OR M. Arch. Or equivalent with 8 years of experience in Teaching/ Research/ Professional work. |
| 5. | The Institution may appoint Professor of Eminence. | | |

Note :

1. It is advisable that approx. 25% of the teaching load should be allotted to the visiting faculty so that the students are brought in closer contact with the persons actively engaged in practice.
2. Each institution may have a staff structure consisting of the following :
Principal or Head of Department and Professors, Asstt. Professors/Readers and Lecturers in the ratio of 1:2:4.
3. The Institutions may recruit qualified persons in the field of Engineering/Qty. Surveying/Art/Humanities depending on the actual requirements against the total sanctioned strength.
4. The equivalent qualification shall mean any such qualification as recognised by the Council of Architecture for registration as an Architect under section 25 of the Architects Act, 1972.

APPENDIX - C

Physical Facilities

The Institution of Architecture should be located in a building to have a floor area of about 15 sq.m.m. per student. The building should include class rooms and at least 5 studios, adequate space for faculty members, library, workshop, materials museum, laboratories, exhibition/conference room, office accommodation and common area for students and staff. The space requirements per student for architectural education whether in the Institution or in the Hostel are apt to be more than for most other types of professional courses like engineering and medicine because of the large space required for preparation of drawings. This factor should be borne in mind in the design of Hostels and Studios.

Facilities may also be provided for extra-curricular activities and sports.

The equipment in the workshop/laboratories has also to be provided to meet with the special requirement for architectural education. It is desirable to provide locker facilities in the studios for students.

The Library, Workshops, Laboratories and Photography unit should be managed by professionally qualified staff with adequate supporting staff to assist the students and faculty members in their academic programmes. There should also be administrative supporting staff to run the Architectural Institutions.

It is desirable to provide hostel accommodation and residential accommodation for staff and students in close proximity of the institution.

**COUNCIL OF ARCHITECTURE
(Incorporated under the Architects Act, 1972)**

ARCHITECTS (PROFESSIONAL CONDUCT) REGULATIONS, 1989 *

New Delhi, the 11th May, 1989

F.No. CA/1/89.- In exercise of the powers conferred by sub-section (1) read with clause (i) of sub-section (2) of Section 45 of the Architects Act, 1972 (Act No. 20 of 1972), the Council of Architecture, with the approval of the Central Government, hereby makes the following regulations to promote the standard of professional conduct/ self-discipline required of an Architect, namely :-

1. Short Title and Commencement :

1. These regulations may be called with Architects (Professional Conduct) Regulations, 1989.
2. They shall come into force on the date of their publication in the Official Gazette.*

2. ***(1)** Every architect, either in practice or employment, subject to the provisions of the Central Civil Services (Conduct) Rules, 1964 or any other similar rules applicable to an Architect, he shall :-

- i. ensure that his professional activities do not conflict with his general responsibility to contribute to the quality of the environment and future welfare of society,
- ii. apply his skill to the creative, responsible and economic development of his country,
- iii. provide professional services of a high standard, to the best of his ability,
- iv. if in private practice, inform his Client of the conditions of engagement and scale of charges and agree that these conditions shall be the basis of the appointment,
- v. not sub-commission to another Architect or Architects the work for which he has been commissioned without prior agreement of his Client,
- vi. not give or take discounts, commissions, gifts or other inducements for the introduction of Clients or of work,
- vii. act with fairness and impartiality when administering a building contract,
- viii. maintain a high standard of integrity,
- ix. promote the advancement of Architecture, standards of Architectural education, research, training and practice,
- x. conduct himself in a manner which is not derogatory to his professional character, nor likely to lessen the confidence of the public in the profession, nor bring Architects into disrepute,
- xi. compete fairly with other Architects,
- xii. observe and uphold the Council's conditions of engagement and scale of charges,
- xiii. not supplant or attempt to supplant another Architect,
- xiv. not prepare designs in competition with other Architects for a Client without payment or for a reduced fee (except in a competition conducted in accordance with the Architectural competition guidelines approved by the Council),
- xv. not attempt to obtain, offer to undertake or accept a commission for which he knows another Architect has been selected or employed until he has evidence that the selection, employment or agreement has been

terminated and he has given the previous Architect written notice that he is so doing :
provided that in the preliminary stages of works, the Client may consult, in order to select the Architect, as many Architects as he wants, provided he makes payment of charges to each of the Architects so consulted,

- xvi. comply with Council's guidelines for Architectural competitions and inform the Council of his appointment as assessor for an Architectural competition ,
- xvii. when working in other countries, observe the requirements of codes of conduct applicable to the place where he is working ,
- xviii. not have or take as partner in his firm any person who is disqualified for registration by reason of the fact that his name has been removed from the Register under Section 29 or 30 of the Architects Act, 1972 ,
- xix. provide their employees with suitable working environment, compensate them fairly and facilitate their professional development,
- xx. recognize and respect the professional contribution of his employees,
- xxi. provide their associates with suitable working environment, compensate them fairly and facilitate their professional development,
- xxii. recognize and respect the professional contribution of his associates,
- xxiii. recognize and respect the professional contribution of the consultants,
- xxiv. enter into agreement with them defining their scope of work, responsibilities, functions, fees and mode of payment ,
- xxv. shall not advertise his professional services nor shall he allow his name to be included in advertisement or to be used for publicity purposes save the following exceptions :-
 - (a) a notice of change of address may be published on three occasions and correspondents may be informed by post,
 - (b) an Architect may exhibit his name outside his office and on a building, either under construction or completed, for which he is or was an Architect, provided the lettering does not exceed 10 cm. in height ,
 - (c) advertisements including the name and address of an Architect may be published in connection with calling of tenders, staff requirements and similar matters,
 - (d) may allow his name to be associated with illustrations and descriptions of his work in the press or other public media but he shall not give or accept any consideration for such appearances,
 - (e) may allow his name to appear in advertisements inserted in the press by suppliers or manufacturers of materials used in a building he has designed, provided his name is included in an unostentatious manner and he does not accept any consideration for its use,
 - (f) may allow his name to appear in brochure prepared by Clients for the purpose of advertising or promoting projects for which he has been commissioned,
 - (g) may produce or publish brochures, pamphlets describing his experience and capabilities for distribution to those potential Clients whom he can identify by name and position ,
 - ** (h) may allow his name to appear in the classified columns of the trade / professional directory and/or telephone directory/ website.

**** (2)** In a partnership firm of architects, every partner shall ensure that such partnership firm complies with the provisions of the sub-regulation (1).

(3) Violation of any of the provisions of sub-regulation (1) shall constitute a professional mis-conduct.

* Published in the Gazette of India [Part III - Section IV] PP 562-564 and 566 - 567 on May 27, 1989.

** Published in the Gazette of India [Part III - Section IV] PP 7108 on 3.05.2003 and PP 7594 on 21.06.2003.



APPROVAL PROCESS HANDBOOK

2019-20

**ALL INDIA COUNCIL
FOR TECHNICAL EDUCATION**

**All India Council for Technical Education
Approval Process Handbook
(2019–20)**

This Handbook is a Legal Document as per

All India Council for Technical Education Act, 1987 (52 of 1987)

and

All India Council for Technical Education (Mandatory Accreditation of all Programmes/ Courses in Technical Education Institution and University Departments and Institutions Deemed to be Universities imparting Technical Education) Regulations, 2014 Notified on 29th January, 2014

and

All India Council for Technical Education (Grant of Approval for conducting Vocational Education Program, Community College Course(s) and Skill Knowledge Provider under National Skill Qualification Framework) Regulations, 2012 Notified on 5th December, 2012 and amended on 3rd February, 2016

and

All India Council for Technical Education (Norms and Standards for the Conduct of Post Graduate Diploma in Management) Regulations, 2017 Notified on 14th December, 2017

and

University Grants Commission (Categorisation of Universities (Only) for Grant of Graded Autonomy) Regulations, 2018 Notified on 12th February, 2018

and

All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations, 2018 Notified on 31st December, 2018



FOREWORD

The aim of higher Education in India is to provide access, equity, quality with accountability at affordable cost to all aspiring Citizens with utmost transparency so as to ensure sustainable economic development of the nation. It is achieved through creation, dissemination and application of knowledge. The All India Council for Technical Education (AICTE) has been in existence since November 1945 as a national level Apex Advisory Body and as a statutory body through an Act of Parliament in 1987 with its mission of developing and promoting quality Technical Education in the Country in a coordinated and integrated manner. The Council's constant endeavor is to encourage a meaningful association between the Technical Education system and research and development activities in a concerted effort aimed at nation-building.

Technical Education at all levels is witnessing a severe competition and only those Institutions who strive for excellence will survive. The Council believes in providing all kinds of support and encourage Institutions to think beyond the Curriculum while imparting training for the advancement of knowledge. The Council has put in place several initiatives to bring about changes in the Approval Process by introducing greater transparency and accountability through the e-governance. AICTE has been constantly endeavoring to simplify the procedures and bring in greater ease in the approval process through informal and formal interactions with all stakeholders. The role of AICTE, as a true facilitator of quality Technical Education is evident from the changes made in the Approval Process Handbook along with revised Gazette Policy, Regulation No. F.No: AB/AICTE/REG/2018 of AICTE dated 31st December, 2018. This is expected to create an academic ambience in the Technical Institutions for nurturing and supporting quality, so that Technical Education in India will be one of the best in the world. Supporting Institutions for Autonomy, Accreditation of Programmes, Ranking of Institutions, schemes such as, NDF, Margdarshan, Adjunct Faculty and Unnat Bharat Abhiyan, launching of Student Startup Policy 2016, Smart India Hackathon 2018, a MOOCs platform SWAYAM are a few of the important initiatives embarked upon by AICTE during the last year. Further, several new initiatives such as the revision of all Under Graduate and Post Graduate Curricula, teacher training Programmes for both new teachers and in service teachers, student Induction Programme, mandatory Internship for students, Examination reforms, support for innovation and entrepreneurship, Industry Interaction Cells, starting the work on a National Perspective Plan for Technical Education have been initiated. AICTE has signed several MoUs with both Government Departments and private Organizations, NGOs, startups for supporting students and Institutions in getting internship opportunities. The Introduction of National Academic Depository for storing all students' Educational Certificates, all fee collections and scholarship disbursements through cashless digital means are major changes initiated by the Government of India and implemented by AICTE.

This handbook is an attempt to provide comprehensive information on the fair and rational system of administration as well as other necessary information on the processes involved under the aegis of AICTE. The emphasis on e-governance to ensure transparency and accountability, and implementing a tech-savvy approach to enable faster processing and clearly defining the Infrastructural norms in Institutions are just a few pointers towards AICTE's efforts at fostering a Technical Education system which is on par with the best Institutions in the world.

Swami Vivekananda said "Education is the manifestation of the perfection already in man". In keeping with this objective, apart from regulatory role, AICTE shall continue to strive to be a true mentor, facilitator and enabler in bringing out the best in each Institution. We hope all the stakeholders of Technical Education shall also put in their best and make team India proud.

योगः कर्मसु कौशलम् (Excellence in action is yoga)

Anil Sahasrabudhe
Chairman, AICTE



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| Abbreviations | |
|----------------|---|
| ACA | Access and Circulation Area |
| AICTE | All India Council for Technical Education |
| AIU | Association of Indian Universities |
| ATM | Automated Teller Machine |
| ATMA | Association of Indian Management Schools (AIMS) Test For Management Admission |
| BCA | Bachelor of Computer Application |
| B.Des. | Bachelor of Design |
| B.E. | Bachelor of Engineering |
| B.HMCT. | Bachelor of Hotel Management and Catering Technology |
| B.Sc. | Bachelor of Science |
| B.Tech. | Bachelor of Technology |
| BoG | Board of Governors |
| BOT | Built Operate and Transfer |
| B.Voc. | Bachelor of Vocational |
| CABE | Central Advisory Board of Education |
| CAT | Common Admission Test |
| CBSE | Central Board of Secondary Education |
| CCTV | Close Circuit Television |
| CoA | Council of Architecture |
| CMAT | Common Management Admission Test |
| CPWD | Central Public Works Department |
| DELNET | Developing Library Network |
| DDA | Delhi Development Authority |
| DPR | Detailed Project Report |
| D.Skill. | Diploma of Skills |
| D.Voc. | Diploma of Vocational |
| EC | Executive Committee of AICTE |
| EoA | Extension of Approval |
| ERP | Enterprise Resource Planning |
| EVC | Expert Visit Committee |
| FDR | Fixed Deposit Receipt |
| FSI | Floor Space Index |
| GATE | Graduate Aptitude Test in Engineering |
| GMAT | Graduate Management Aptitude Test |
| GPAT | Graduate Pharmacy Aptitude Test |
| GPS | Global Positioning System |
| GoI | Government of India |
| GRC | Grievance Redressal Cell |
| HMCT | Hotel Management and Catering Technology |
| ICCR | Indian Council for Cultural Relation |
| IIM | Indian Institute of Management |
| IISc | Indian Institute of Science |
| IIT | Indian Institute of Technology |
| J&K | Jammu & Kashmir |
| LCD | Liquid Crystal Display |
| LoA | Letter of Approval |
| LoI | Letter of Intent |
| LoR | Letter of Rejection |
| LWE | Left Wing Extremism |
| m ² | square meter |
| MAT | Management Aptitude Test |
| M.Arch. | Master of Architecture |
| MBA | Master of Business Administration |
| Mbps | Megabits per Second |
| MCA | Master of Computer Application |



| | |
|----------|---|
| M.Des. | Master of Design |
| M.E. | Master of Engineering |
| MHRD | Ministry of Human Resource and Development, Government of India |
| MMS | Master of Management Studies |
| MoA | Memorandum of Association |
| MODROBS | Modernization and Removal of Obsolescence Scheme by the Council |
| MOOCs | Massive Open Online Courses |
| MoU | Memorandum of Understanding |
| M.Pharm. | Master of Pharmacy |
| M.Tech. | Master of Technology |
| NAAC | National Assessment and Accreditation Council |
| NAD | National Academic Depository |
| NATA | National Aptitude Test in Architecture |
| NBA | National Board of Accreditation |
| NBC | National Building Code |
| NBCC | National Buildings Construction Corporation |
| NDL | National Digital library of India |
| NEQIP | North East Quality Improvement Programme |
| NIOS | National Institute of Open Schooling |
| NIT | National Institute of Technology |
| NIRF | National Institutional Ranking Framework |
| NITTTR | National Institute of Technical Teachers Training and Research |
| NOC | No Objection Certificate |
| NPTEL | National Programme on Technology Enhanced Learning |
| NRI | Non Resident Indian |
| NSDA | National Skill Development Agency |
| NSQF | National Skills Qualifications Framework |
| OCI | Overseas Citizen of India |
| PC | Personal Computer |
| PF | Provident Fund |
| PG | Post Graduate |
| PGCM | Post Graduate Certificate in Management |
| PGDBM | Post Graduate Diploma in Business Management |
| Ph.D. | Doctor of Philosophy |
| PIO | Persons of Indian Origin |
| PPP | Public Private Partnership |
| PMKVY | Pradhan Mantri Kaushal Vikas Yojana |
| PMSSS | Prime Minister's Special Scholarship Scheme |
| PwD | Persons with Disability |
| QP | Qualification Packs |
| RBI | Reserve Bank of India |
| RC | Regional Committee |
| R&D | Research and Development |
| RF | Radio Frequency |
| RO | Regional Office |
| RPGF | Refundable Performance Guaranty Fund |
| RPS | Research Promotion Schemes |
| SAC | Standing Appellate Committee |
| SAGY | Saansad Adarsh Gram Yojana |
| SAMVAY | Skills Assessment Matrix for Vocational Advancement of Youth |
| SCSC | Standing Complaint Scrutiny Committee |
| SHC | Standing Hearing Committee |
| SKP | Skill Knowledge Providers/ Trainers |
| SWAYAM | Study Webs of Active-Learning for Young Aspiring Minds |
| TDS | Tax Deduction at Source |
| TER | Technical Education Regulatory |



| | |
|--------|---|
| TELNET | Terminal Emulation Programme for TCP/ IP Networks |
| TFW | Tuition Fee Waiver |
| UG | Under Graduate |
| UGC | University Grants Commission |
| UA | Urban Agglomeration |
| UT | Union Territory |
| Wi-Fi | Wireless Fidelity |
| XAT | Xavier's Aptitude Test |



| Definitions | |
|-------------|--|
| 1 | “Academic Year” means Academic Year of the concerned affiliating University/ Board/ Technical Institution. |
| 2 | “Act” means the All India Council for Technical Education Act, 1987 (52 of 1987). |
| 3 | “Adjunct Faculty” means resource person as per the guidelines given in Annexure 9 of Approval Process Handbook. |
| 4 | “Advocate” means an Advocate registered with the Bar Council of India. |
| 5 | “Affidavit” is a written sworn statement of fact voluntarily made by a deponent under an oath or affirmation administered by a person authorized to do so by Law. Such statement is witnessed as to the authenticity of the deponent's signature by a taker of oaths, such as a Notary Public or Commissioner of Oaths. |
| 6 | “AICTE Web-Portal” means the Web site hosted by the Council at URL www.aicte-india.org . |
| 7 | “Applicant” is the one who makes an application to the Council for seeking any kind of approval under these Regulations. |
| 8 | “Approval Process Handbook (APH)” is a handbook published by AICTE, prescribing norms and procedures for processing of applications submitted for grant of various approvals. |
| 9 | “Approved Institution” means the Technical Institution approved by the Council. |
| 10 | “Approved Intake” means the number of students to be admitted in a Course as approved by the Council. |
| 11 | “Architect” means an Architect registered with the Council of Architecture established under the Architects Act, 1972. |
| 12 | “Autonomous Institution” means an Institution to which autonomy is granted by UGC and is designated to be so by the Statutes of Affiliating University/ Board. |
| 13 | “Bandwidth Contention” means the contention ratio, the ratio of the potential maximum demand to the actual bandwidth. |
| 14 | “Break in EoA” means break in the Extension of Approval of the Institution in the previous year(s). |
| 15 | “Build-Operate-Transfer (BOT)” means a project financing, wherein a private entity receives a concession from the public sector to finance, design, construct and operate a facility stated in the concession contract. |
| 16 | “Chairman” means the Chairman of AICTE as described under sub-section 4(a) of Section 3 of the Act. |
| 17 | “Co-ed Institution” means the Institution admitting male, female and transgender students. |
| 18 | “Commission” means the University Grants Commission established under Section 4 of the University Grants Commission Act, 1956. |
| 19 | “Company” means a Company established/ registered under Section 8 of the Companies Act, 2013. |
| 20 | “Competent Authority for Admission” means an Organization that has, the legally delegated authority, capacity, or power to do admission to Technical Institutions in the State Government/ UT concerned. |
| 21 | “Compliance Report” means the Report submitted by the Technical Institution complying with the requirements as specified in the Approval Process Handbook for the deficiencies observed by Expert Visit Committee/ issues mentioned in the Show Cause Notice. |
| 22 | “Constituent College” means an Institution/ Department/ College/ School as a part of the University. |
| 23 | “Council” means All India Council for Technical Education established under Section 3 of the Act. |
| 24 | “Course” means one of the branches of learning in a Programme such as Civil Engineering, Mechanical Engineering, etc. |
| 25 | <p>“Division” means</p> <ul style="list-style-type: none"> • A batch of a maximum of Sixty (60) seats in Diploma/ Under Graduate Courses in Engineering and Technology/ Hotel Management and Catering Technology/ Post Graduate Courses in MCA/ PGDM/ MBA Programme, excluding supernumerary seats, if any; • A batch of a maximum of Sixty (60) seats in Diploma/ Under Graduate Courses and restricted to Hundred (100) seats in Under Graduate Course in Pharmacy Programme, excluding supernumerary seats, if any; |



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| | <ul style="list-style-type: none"> • A batch of a maximum of Forty (40) seats in Diploma/ Under Graduate Courses in Architecture/ Planning Programme, excluding supernumerary seats, if any; • A batch of a maximum of Thirty (30) seats in Diploma/ Under Graduate Courses in Applied Arts and Crafts Programme, excluding supernumerary seats, if any; • A batch of a maximum of Thirty (30) seats in Diploma/ Under Graduate Courses in Design Programme, excluding supernumerary seats, if any; • A batch of a maximum of Thirty (30) seats in Post Graduate Courses in Engineering and Technology/ Planning/ Applied Arts and Crafts/ Hotel Management and Catering Technology Programme, excluding supernumerary seats, if any; • A batch of a maximum of Twenty (20) seats in Post Graduate Courses in Architecture Programme, excluding supernumerary seats, if any; • A batch of a maximum of Fifteen (15) seats in Post Graduate Courses in Design Programme, excluding supernumerary seats, if any; • A batch of a maximum of Fifteen (15) seats in Post Graduate Courses in Pharmacy, Thirty (30) seats in Pharm.D., Ten (10) seats in Pharm.D. (Post Baccalaureate) in Pharmacy Programme, excluding supernumerary seats, if any; • A batch of a maximum of Sixty (60) seats in Integrated Degree Courses in Engineering and Technology/ Hotel Management and Catering Technology/ MCA Programme and Integrated/ Dual Degree Course in MBA Programme, excluding supernumerary seats, if any; • A batch of a maximum of Forty (40) seats in an Integrated Degree Course in Planning Programme, excluding supernumerary seats, if any; and • A maximum of Twenty (20) seats per year in Fellowship in Management Programme. |
| 26 | <p>“EoA” means Extension of Approval granted by AICTE for conduct of Technical Programme(s)/ Course(s) to an Institution for that Academic Year.</p> <p>“Extended EoA” means Extension of Approval granted by AICTE for conduct of Technical Programme(s)/ Course(s) to an Institution for more than one Academic Year.</p> |
| 27 | <p>“Executive Committee” means the Committee constituted by the Council under Section 12 of AICTE Act.</p> |
| 28 | <p>“Expert Visit Committee (EVC)” means the Committee constituted by the Regional Officer as per the composition given in Approval Process Handbook to verify physically the availability of Infrastructural facilities of an Institution.</p> |
| 29 | <p>“Faculty” means a Faculty member of the Institutions appointed as per AICTE Regulations for Full Time teaching and other academic activities.</p> |
| 30 | <p>“First Shift” means educational activities conducted in the First spell of time (from 8 am to 3 pm) wherever two-shift working exists.</p> |
| 31 | <p>“Foreign National” means the Citizen of the Countries other than India who are not of Indian origin as defined under OCI/ PIO.</p> |
| 32 | <p>“Government aided Institution” means Technical Institution that meets 50% or more of its recurring expenditure out of the grant received from the Government or Government Organizations.</p> |
| 33 | <p>“Government Institution” means Technical Institution established and/ or fully maintained by the Government.</p> |
| 34 | <p>“Head of the Institution” means the Vice-Chancellor in case of a University or an Institution Deemed to be University, the Principal/ Director/ such other designation as the administrative Head of the Institution of the Technical Institution referred.</p> |
| 35 | <p>“Institution Deemed to be University” means an Institution for higher Education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the University Grants Commission Act, 1956.</p> |
| 36 | <p>“Lateral Entry” means admission of students into the second year of Diploma/ Degree/ MCA Programmes as per Chapter VI of Approval Process Handbook.</p> |
| 37 | <p>“Level” means Diploma, Post Diploma Certificate, Under Graduate Degree, Post Graduate Diploma and Post Graduate Degree Programmes.</p> |
| 38 | <p>“Minority Institution” means an Educational Institution established and administered by a minority or minorities and recognized by Competent Authority as Minority Institution.</p> |



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| 39 | “NBA” means the National Board of Accreditation, an autonomous body set up by AICTE, registered under Societies Registration Act, 1860. |
| 40 | “Non-Resident Indian (NRI)” means an Indian Citizen who is ordinarily residing outside India and holds an Indian Passport. |
| 41 | “Overseas Citizen of India (OCI)” means a Foreign national, who was eligible to become Citizen of India on 26.01.1950 or was a Citizen of India on or at any time after 26.01.1950 or belonged to a territory that became part of India after 15.08.1947. Minor children of such person are also eligible for OCI. However, if the Applicant had ever been a Citizen of Pakistan or Bangladesh, he/ she will not be eligible for OCI. |
| 42 | “Part Time” means educational activities conducted in evening time, i.e. 5.30 pm to 9.30 pm (six days a week) wherever Regular/ First Shift working exists and are meant only for working professionals or professionals with at least two years of work experience. Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the Regular Course. |
| 43 | “Person of Indian Origin (PIO)” means a Foreign Citizen (except a national of Pakistan, Afghanistan, Bangladesh, China, Iran, Bhutan, Sri Lanka and Nepal) who at any time held an Indian passport Or who or either of their parents/ grandparents/ great grandparents were born and permanent resident in India as defined in Government of India Act, 1935 and other territories that became part of India thereafter provided neither was at any time a Citizen of any of the aforesaid Countries; or who is a spouse of a Citizen of India or a PIO. |
| 44 | “Private University” means a University duly established through a State/ Central Act by a sponsoring body viz., a Society registered under the Societies Registration Act 1860, or any other corresponding Law for the time being in force in a State or a Public Trust or a Company registered under Section 8 of the Companies Act, 2013. |
| 45 | “Programme” means the field of Technical Education, i.e. Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA, Management (PGCM/ PGDM/ MBA) and such other Programmes/ areas as notified by the Act. |
| 46 | “Public Private Partnership (PPP)” means a Partnership based on a contract or concession agreement, between a Government or Statutory entity on the one side and a Private Sector enterprise on the other side. |
| 47 | “Regional Committee (RC)” means a Committee established for each region under Section 14 of the Act. |
| 48 | “Restoration of Intake” means restoring back to the “Approved Intake” of the Institution that was existing prior to any penal action. |
| 49 | “Second Shift” means educational activities conducted in the Second spell of time (from 12 Noon to 7 pm) wherever two-shift working exists. |
| 50 | “Self-Financing Institution” means an Institution started by a Trust/ Society/ Company and does not receive grant/ fund from Central/ State Government/ UT for meeting its recurring expenditure. |
| 51 | “Single Shift/ Regular Shift” means where, educational activities of the Technical Institution are conducted between 9 am and 5 pm. |
| 52 | “Society” means a Society registered under Societies Registration Act, 1860. |
| 53 | “Standalone Institutions” means those Institutions which are not affiliated to any of the University/ Board, but are imparting education by means of conducting regular courses leading to Diploma, Post Diploma Certificate, Post Graduate Certificate and Post Graduate Diploma Levels in Management and allied areas, Travel and Tourism, Innovation and Entrepreneurship, Computer Applications and Design. |
| 54 | “Standing Appellate Committee (SAC)” means a Committee constituted by the Chairman as per the composition given in Approval Process Handbook for considering the appeals of the Technical Institutions. |
| 55 | “Standing Complaint Scrutiny Committee (SCSC)” means a Committee constituted by the Chairman as per the composition given in Approval Process Handbook for the Scrutiny of Complaints received against the Technical Institutions. |
| 56 | “Standing Hearing Committee (SHC)” means a Committee constituted by the Chairman as per the composition given in Approval Process Handbook to review the Reports of the Expert Visit Committee/ replies received for Show Cause Notices. |



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| 57 | “State Level Fee Committee” means a Committee notified by the concerned State Government/ UT for Regulation of fee to be charged by the Technical Institutions. |
| 58 | “Supernumerary seats” includes TFW, OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries, Lateral Entry, PwD and J&K seats notified from time to time, over and above the “Approved Intake”. |
| 59 | “Technical Institution” means an Institution set up by the Government, Government aided and Self-Financing/ Trust/ Society/ Company for conducting Course(s)/ Programme(s) in the field of Technical Education, Training and Research in Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA, Management, and such other Programmes and areas as notified by the Act. |
| 60 | “Trust” means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts. |
| 61 | “University Department” means a Department established and maintained by the University. |
| 62 | “University” means a University defined under Clause (f) of Section 2 of the University Grants Commission Act, 1956. |
| 63 | Any other word and expression used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the same meaning respectively assigned to them in the said Act. |



1 Background and Statutory Provision under AICTE Act Regarding Planning, Promotion and Regulation of Technical Education

The beginning of formal Technical Education in India can be dated back to the mid-19th Century. The major Policy initiatives in the pre-independence period included the appointment of the Indian Universities Commission in 1902, issue of the Indian Education Policy resolution in 1904 and the Governor General's Policy statement of 1913 stressing the importance of Technical Education, the establishment of IISc in Bangalore, Institute for Sugar, Textile and Leather Technology in Kanpur, National Council of Education in Bengal and Industrial Schools in several provinces. Significant developments include:

- Constitution of the Technical Education Committee of the Central Advisory Board of Education (CABE) of 1943;
- Preparation of the Sergeant Report of 1944; and
- Formation of the All India Council for Technical Education (AICTE) in 1945 by the Government of India.

AICTE was set up in November 1945 based on the recommendations of CABE to stimulate, coordinate and control the provisions of Educational facilities and industrial development of the post war period. At that time, a mandate of AICTE basically covered only Programmes in Engineering and Technology.

The growth of industries in the Country, just after independence, also demanded the need for qualified professionals in other fields, such as Business Management, Architecture, Hotel Management, Pharmacy etc. Although the diverse elements of Management such as Commerce, Economics, Finance, Psychology and Industrial Sociology were being taught for a long time, the need for Management Education in a formal way was felt in India only in the fifties. The Government of India decided in 1954 to set up a Board of Management Studies under AICTE to formulate standards and promote Management Education. Other major initiatives taken in Management Education include: setting up of the Administrative Staff College of India at Hyderabad in the late fifties, National Productivity Council and Indian Institute of Management in the early sixties. Architecture was covered under the Architects Act, 1972. Subsequently, for better coordination of the Professional Courses, Architecture Education was also placed under the purview of AICTE.

Hotel Management Education had a modest beginning with short Programmes in Nutrition and Food Science, which started in the late fifties. The National Council of Hotel Management and Catering Technology were set up in 1982, to which all the Institutions of Hotel Management run by the Government are affiliated.

Education in other professional fields such as, Pharmacy, Applied Arts, Crafts and Design has also undergone similar developments during the post-independence period. Programmes for Technical Education, during the first three Five Year Plans, were devoted to the expansion of Technical Education to meet the growing demand for technical personnel at Diploma, Degree and Post Graduate Levels. From the fourth Five Year Plan onwards, the emphasis was shifted to the improvement of quality and standards of Technical Education. This was done through implementation of the Quality Improvement Programme consisting of three major components that provided for M.E./ M.Tech. and Ph.D. Programmes, Establishment of Curriculum Design and Development Cells, and Short Term Training Programmes.

Meanwhile, expansion of Institutions and Intake remained at a low level in the Government, Private-aided and University sectors. The Policy Shift during the eighties towards involvement of Private and Voluntary Organizations in the setting up of the Technical and Management Institutions on self-financing basis ushered in an era of unprecedented expansion of the Technical Education System, a trend which has continued during successive Five Year Plans.

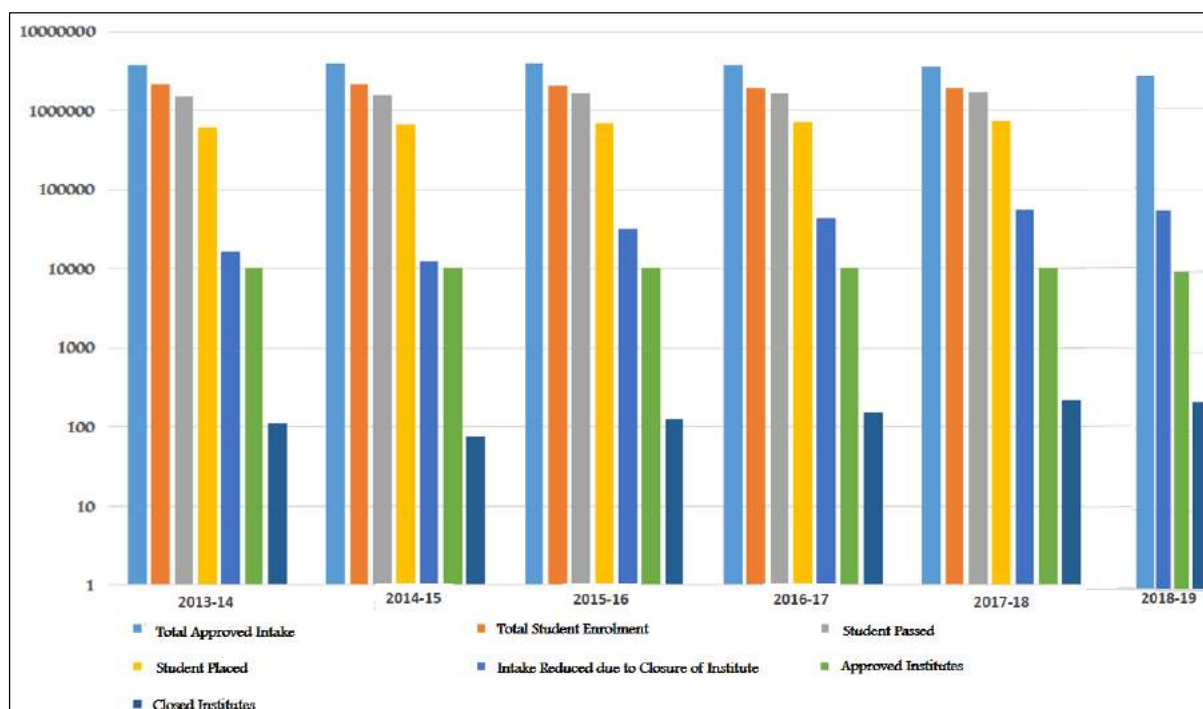
It was in this context that AICTE was given statutory powers by AICTE Act of Parliament in 1987, with a view to ensure the proper planning and coordinated development of the Technical Education System throughout the Country. Technical Education in this context includes fields of Engineering and Technology, Pharmacy, Architecture, Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology and Management.

2 Growth of Technical Education

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

Due to the efforts and initiatives taken during successive Five Year Plans and particularly due to Policy changes in the eighties to allow participation of Private and Voluntary Organizations in the setting up of Technical Institutions on self-financing basis, the growth of Technical Education has been phenomenal.

Technical Education at all levels in the Country is witnessing a consistent growth pattern marked by the setting up of new Technical Institutions and the improvement of the existing ones in tune with the quality assurance norms set by the regulating and accreditation agencies.



Status of Technical Institutions in India

Approved Institutions with Intake in 2018-19

| Region | State | Institutions | | | Approved Intake | | | Institutions | Approved Intake |
|----------------------------|-----------------------------|--------------|-------------|-------------|-----------------|---------------|----------------|--------------|-----------------|
| | | Diploma | PG | UG | Diploma | PG | UG | | |
| Central | Chhattisgarh | 85 | 44 | 62 | 13460 | 4475 | 20314 | 127 | 38249 |
| | Gujarat | 147 | 224 | 200 | 68765 | 25962 | 67741 | 418 | 162468 |
| | Madhya Pradesh | 234 | 363 | 292 | 41391 | 46671 | 87238 | 575 | 175300 |
| Central Total | | 466 | 631 | 554 | 123616 | 77108 | 175293 | 1120 | 376017 |
| Eastern | Andaman and Nicobar Islands | 2 | 0 | 1 | 480 | 0 | 90 | 2 | 570 |
| | Arunachal Pradesh | 8 | 2 | 1 | 1040 | 198 | 360 | 10 | 1598 |
| | Assam | 28 | 22 | 24 | 4395 | 1812 | 5505 | 59 | 11712 |
| | Jharkhand | 57 | 17 | 20 | 15177 | 3083 | 6681 | 82 | 24941 |
| | Manipur | 3 | 1 | 1 | 370 | 40 | 150 | 4 | 560 |
| | Meghalaya | 3 | 2 | 2 | 380 | 150 | 660 | 7 | 1190 |
| | Mizoram | 3 | 3 | 1 | 240 | 122 | 30 | 4 | 392 |
| | Nagaland | 9 | 2 | 2 | 585 | 120 | 540 | 13 | 1245 |
| | Odisha | 158 | 130 | 111 | 46321 | 15059 | 41985 | 300 | 103365 |
| | Sikkim | 3 | 2 | 4 | 570 | 234 | 800 | 7 | 1604 |
| | Tripura | 7 | 3 | 3 | 1150 | 180 | 623 | 13 | 1953 |
| | West Bengal | 165 | 104 | 111 | 40170 | 10474 | 38598 | 286 | 89242 |
| Eastern Total | | 446 | 288 | 281 | 110878 | 31472 | 96022 | 787 | 238372 |
| North-West | Chandigarh | 5 | 10 | 7 | 960 | 1065 | 1821 | 15 | 3846 |
| | Delhi | 20 | 52 | 24 | 5750 | 13034 | 9893 | 78 | 28677 |
| | Haryana | 203 | 185 | 188 | 50141 | 21039 | 46978 | 402 | 118158 |
| | Himachal Pradesh | 34 | 21 | 33 | 6870 | 1481 | 6333 | 66 | 14684 |
| | Jammu and Kashmir | 30 | 19 | 12 | 5685 | 1600 | 3975 | 54 | 11260 |
| | Punjab | 221 | 168 | 147 | 56935 | 16424 | 39262 | 393 | 112621 |
| | Rajasthan | 205 | 135 | 154 | 41335 | 13342 | 48563 | 371 | 103240 |
| North-West Total | | 718 | 590 | 565 | 167676 | 67985 | 156825 | 1379 | 392486 |
| Northern | Bihar | 69 | 38 | 42 | 17855 | 3147 | 11290 | 134 | 32292 |
| | Uttar Pradesh | 753 | 539 | 418 | 152100 | 70574 | 118844 | 1261 | 341518 |
| | Uttarakhand | 136 | 67 | 48 | 20143 | 6380 | 11795 | 194 | 38318 |
| Northern Total | | 958 | 644 | 508 | 190098 | 80101 | 141929 | 1589 | 412128 |
| South-Central | Andhra Pradesh | 317 | 581 | 418 | 79676 | 88499 | 167171 | 790 | 335346 |
| | Telangana | 203 | 545 | 363 | 52429 | 86801 | 130548 | 669 | 269778 |
| South-Central Total | | 520 | 1126 | 781 | 132105 | 175300 | 297719 | 1459 | 605124 |
| South-West | Karnataka | 349 | 363 | 277 | 95808 | 49206 | 110318 | 751 | 255332 |
| | Kerala | 87 | 218 | 216 | 23615 | 20534 | 60195 | 384 | 104344 |
| South-West Total | | 436 | 581 | 493 | 119423 | 69740 | 170513 | 1135 | 359676 |
| Southern | Puducherry | 9 | 13 | 19 | 2422 | 1688 | 8010 | 29 | 12120 |
| | Tamil Nadu | 501 | 704 | 593 | 198784 | 86212 | 304138 | 1334 | 589134 |
| Southern Total | | 510 | 717 | 612 | 201206 | 87900 | 312148 | 1363 | 601254 |
| Western | Dadra and Nagar Haveli | 1 | 2 | 1 | 390 | 90 | 60 | 3 | 540 |
| | Daman and Diu | 2 | 0 | 1 | 540 | 0 | 180 | 3 | 720 |
| | Goa | 9 | 5 | 8 | 2935 | 675 | 1490 | 17 | 5100 |
| | Maharashtra | 741 | 688 | 622 | 153556 | 81410 | 164102 | 1555 | 399068 |
| Western Total | | 753 | 695 | 632 | 157421 | 82175 | 165832 | 1578 | 405428 |
| Grand Total | | 4807 | 5272 | 4426 | 1202423 | 671781 | 1516281 | 10410 | 3390485 |



Variations of Intake in AICTE approved Institutions
(Diploma/ Post Diploma Certificate and Under Graduate Degree/ Post Graduate Degree)

| Year | Diploma/ Post Diploma Certificate | Engineering and Technology | Pharmacy | Architecture | Hotel Management and Catering Technology | MCA | Management | Approved Intake |
|---------|--|----------------------------------|----------|--------------|---|--------|------------|--------------------|
| 2014-15 | 1307344 | 1901501 | 143244 | 10890 | 6442 | 109925 | 365352 | 3844698 |
| 2015-16 | 1310414 | 1844642 | 139622 | 10986 | 6430 | 103048 | 350161 | 3765303 |
| 2016-17 | 1293843 | 1752296 | 130926 | 9936 | 6109 | 94159 | 329273 | 3616542 |
| 2017-18 | 1261059 | 1662488 | 130903 | 9187 | 6031 | 85104 | 393055 | 3547827 |
| 2018-19 | 1199401 | 1586341 | 137322 | 10587 | 5883 | 73851 | 371813 | 3385198 |

Approved Institutions Deemed to be Universities with Intake in 2018-19

| Region | State | Institutions Deemed to be Universities | | | Approved Intake | | | Total Institutions Deemed to be Universities | Approved Intake |
|----------------------------|----------------|--|-----------|-----------|-----------------|--------------|--------------|---|--------------------|
| | | Diploma | UG | PG | Diploma | UG | PG | | |
| Central | Gujarat | 1 | 0 | 0 | 300 | 0 | 0 | 1 | 300 |
| | Madhya Pradesh | 2 | 2 | 0 | 120 | 120 | 0 | 2 | 240 |
| Central Total | | 3 | 2 | 0 | 420 | 120 | 0 | 3 | 540 |
| Eastern | Nagaland | 0 | 1 | 0 | 0 | 300 | 0 | 1 | 300 |
| | Odisha | 0 | 1 | 2 | 0 | 2040 | 864 | 2 | 2904 |
| | West Bengal | 0 | 5 | 3 | 0 | 2010 | 300 | 7 | 2310 |
| Eastern Total | | 0 | 7 | 5 | 0 | 4350 | 1164 | 10 | 5514 |
| Northern | Uttar Pradesh | 0 | 2 | 2 | 0 | 2580 | 630 | 2 | 3210 |
| | Uttarakhand | 0 | 1 | 1 | 0 | 930 | 450 | 1 | 1380 |
| Northern Total | | 0 | 3 | 3 | 0 | 3510 | 1080 | 3 | 4590 |
| North-West | Delhi | 0 | 0 | 1 | 0 | 0 | 180 | 1 | 180 |
| | Haryana | 1 | 5 | 5 | 60 | 2440 | 796 | 5 | 3296 |
| | Punjab | 0 | 3 | 2 | 0 | 2470 | 650 | 3 | 3120 |
| | Rajasthan | 2 | 4 | 3 | 360 | 2160 | 807 | 5 | 3327 |
| North-West Total | | 3 | 12 | 11 | 420 | 7070 | 2433 | 14 | 9923 |
| South-Central | Andhra Pradesh | 0 | 2 | 2 | 0 | 5440 | 1170 | 2 | 6610 |
| | Telangana | 0 | 2 | 2 | 0 | 1280 | 1366 | 2 | 2646 |
| South-Central Total | | 0 | 4 | 4 | 0 | 6720 | 2536 | 4 | 9256 |
| Southern | Tamil Nadu | 4 | 27 | 26 | 360 | 46895 | 12115 | 28 | 59370 |
| Southern Total | | 4 | 27 | 26 | 360 | 46895 | 12115 | 28 | 59370 |
| South-West | Karnataka | 0 | 7 | 12 | 0 | 4810 | 5332 | 13 | 10142 |
| | Kerala | 0 | 1 | 1 | 0 | 140 | 150 | 1 | 290 |
| South-West Total | | 0 | 8 | 13 | 0 | 4950 | 5482 | 14 | 10432 |
| Western | Maharashtra | 1 | 6 | 8 | 60 | 2990 | 4478 | 9 | 7528 |
| Western Total | | 1 | 6 | 8 | 60 | 2990 | 4478 | 9 | 7528 |
| Grand Total | | 11 | 69 | 70 | 1260 | 76605 | 29288 | 85 | 107153 |

3 AICTE Act, 1987

AICTE Act, 1987 was passed by the Parliament, to provide for the establishment of the All India Council for Technical Education (AICTE) with a view to ensure proper planning and coordinated development of the Technical Education System throughout the Country, qualitative improvement of such Education in relation to the planned quantitative growth and the Regulation and proper maintenance of norms and standards in the Technical Education System and for matters connected therewith.



4 Important Provisions of AICTE Act, 1987 in Approval Process

- 10(g) Evolve suitable performance appraisal system for Technical Institutions and Universities imparting Technical Education, incorporating norms and mechanisms for enforcing accountability.
- 10(i) Lay down norms and standards for Course Curriculum, physical and Instructional facilities, Staff patterns, Staff qualifications, quality instructions, assessment and examination.
- 10(k) Grant approval for starting new Technical Institutions and for Introduction of new Courses or Programmes in consultation with the Agencies concerned.
- 10(n) Take all necessary steps to prevent commercialization of Technical Education.
- 10(p) Inspect or cause to inspect any Technical Institution.
- 11(1) For the purposes of ascertaining the financial needs of Technical Institution or a University or its standards of teaching, examination and research, the Council may cause an inspection of any Department or Departments of such Technical Institution or University to be made in such manner as may be prescribed and by such person or persons as it may direct.
- 11(2) The Council shall communicate to the Technical Institution or University the date on which any inspection under sub-section (1) is to be made and the Technical Institution or University shall be entitled to be associated with the inspection in such manner as may be prescribed.
- 11(3) The Council shall communicate to the Technical Institution or the University, its views with regard to the results of any such inspection and may after ascertaining the opinion of that Technical Institution or University the action to be taken as a result of such inspection.
- 11(4) All communications to a Technical Institution or University under this Section shall be made to the executive authority thereof, and the executive authority of the Technical Institution or University shall report to the Council the action, if any, which is proposed to be taken for the purposes of implementing any such recommendations as is referred to in sub-section (3).

5 AICTE Profile

Vision

To be a World Class Organization leading Technological and Socioeconomic development of the Country by enhancing the global competitiveness of Technical manpower, by ensuring high quality Technical Education to all sections of the Society.

Mission

- A true facilitator, enabler and objective regulator.
- Transparent governance and accountability in approach towards Society.
- Planned and coordinated development of Technical Education in the Country by ensuring World Class standards of Institutions through accreditation.
- Facilitating World Class Technical Education through:
 - i. Emphasis on developing high quality Institutions, academic excellence and innovative research and development Programmes;
 - ii. Networking of Institutions for optimum resource utilization;
 - iii. Dissemination of knowledge;
 - iv. Technology forecasting and global manpower planning;



- v. Promotion of Industry-Institution interaction for developing new products, services, and patents;
- vi. Inculcating Entrepreneurship;
- vii. Encouraging indigenous Technology;
- viii. Focusing on Non-Formal Education;
- ix. Providing affordable Education to all.
- x. Making Indian Technical Education globally acceptable.
- xi. A vision of a forward-looking Organization that has an efficient, flexible and empowered manpower, sensitive to stakeholder's expectations.

Objectives

- Promotion of quality of Technical Education
- Planning and coordinated development of Technical Education system
- Providing Regulations for maintenance of norms and standards

Responsibilities

- Promotion of quality of Technical Education
- Policy directions
- Review of norms and standards
- Assessment of manpower requirement
- Liaison with Central/ State Government/ UT, University/ Board and other Statutory Bodies
- Others as provided in the Act

Major Functions and Schemes

- Approval of Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level Programme(s) in Technical Institutions/ Institutions Deemed to be Universities
- Approval of variation/ increase in the Intake, additional Course(s)/ Programme(s) in Technical Institutions
- Approval for Foreign Collaboration and Twinning Programme
- Approval for Skill and Vocational Courses
- Participation in the process of granting Institution Deemed to be University status by MHRD
- Development of Model Curricula through All India Boards of Studies
- Share and Mentor Institutions (Margdarshan and Margadarshak)
- Modernisation and Removal of Obsolescence (MODROBS)
- Community Colleges under NSQF
- e-Shodh Sindhu
- Unnat Bharat Abhiyan
- Saansad Adarsh Gram Yojana (SAGY)
- Seminar Grant
- Travel Grant
- Faculty Development Programme (FDP)
- Induction Programme to the students
- Mandatory Internships
- Teacher Training Policy
- Exam Reforms
- Study in India
- Start-up Policy
- National Doctoral Fellowship (NDF)
- Innovation Cell



- Quality Improvement Programme
- AICTE-Adjunct Faculty
- Research Promotion Scheme (RPS)
- AICTE-INAE-DVP (Distinguished Visiting Professor)
- AICTE-INAE-TRF (Teaching Research Fellowship)
- AICTE-INAE-TG (Travel Grant for students)
- Post Graduate scholarships for GATE/GPAT Qualified Post Graduate students
- Hostel for SC/ ST Students
- Scholarship Scheme for Girl Child (SSGC) – PRAGATI
- Scholarship Scheme for Divyang – SAKSHAM
- Skill and Personality development Programme Centre for SC/ ST Students



Grant of Approval through a single application for the following:

- Setting up a new Technical Institution offering a Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level
- 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(s)/ Level(s) in the existing Institutions

1.1 Introduction

- a. A new Technical Institution shall be established by providing Infrastructure and other requirements as 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 Programme of a Technical Institution, which do not have requisite prior approval of the Council.
- d. Technical Institution shall satisfy the norms specified in Approval Process Handbook.
- e. The applications received shall be processed as per the norms and procedures prescribed in the Approval Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws.
- f. In view of the large number of vacant seats in various Programmes during the last few years and the likely future demand, the Council shall grant approval to the new/ existing Institutions taking into account the recommendations of the Committee (Annexure 1) set up by AICTE to provide the National Perspective Plan for Technical Programmes.

1.2 Time Schedule for processing of the applications

- a. AICTE shall notify through a Public Notice in the leading newspapers and through AICTE Web-Portal from time to time, inviting applications with cut-off dates for various purposes and processing thereof. **The time schedule mentioned in the Public Notice shall be final and binding.** To process any request from the Institution regarding approval, online application is mandatory. Applications submitted offline are not valid.
- 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.

1.3 Seeking approval of the Council

1.3.1 Application for

- a. Setting up a new Technical Institution offering a Technical Programme in Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts, Crafts and Design, Hotel Management and Catering Technology, MCA and Management at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level.
- b. Change of Site/ Location of the Institution
- c. Conversion of Women's Institution into Co-ed Institution and vice-versa



- d. Conversion of Diploma Level into Degree Level and vice-versa
- e. To Start new Programme(s)/ Level(s) in the existing Institutions

1.3.2 Requirements and Eligibility

- 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.

1.3.3 Applications listed under Clause 1.3.1 are not eligible to apply for the Introduction of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries/ Twinning/ Fellowship Programmes. However, the Applicants under Clause 1.3.1.a and e of this Chapter shall be eligible to apply for the same after one batch of students pass out.

1.3.4 Institutions applying under MHRD Schemes

- a. MHRD, Government of India for the promotion of Technical Education in un-served/ underserved Districts across the Country has initiated the Scheme of "Sub-Mission on Polytechnics" for the opening of Polytechnics by the respective State Government/ UT. The list of Districts identified under this scheme is given in Annexure 2 of Approval Process Handbook. The scheme shall be applicable to the Districts in Annexure where no Polytechnics are already available. If any of the mentioned Districts are carved out administratively, then those carved out Districts shall also be considered under the Sub-Mission Scheme.
- b. Policy initiatives have been taken by MHRD to establish a Technical Institution by the respective State Government/ UT in "Educationally Backward (Aspirational) Districts/ Left Wing Extremism (LWE) affected" as notified by the Central Government from time to time (or) in a District where there is no Technical Institution. The list of Districts identified as Higher Educationally Backward (Aspirational) Districts is given in Annexure 2 of Approval Process Handbook. If any of the mentioned Districts are carved out administratively, then those carved out Districts shall also be considered under the Educationally Backward (Aspirational) Districts/ Left Wing Extremism Scheme.
- c. The concerned State Government/ UT, seeking approval of AICTE for these Institutions under the above mentioned schemes is required to apply individually online on AICTE Web-Portal. Applications shall be processed by way of obtaining an undertaking from the Chief Secretary of the respective State Government/ UT that the Land has been transferred in the name of the proposed Institutions, sufficient funds have been allotted to start the construction of the permanent Campus and that these proposed Institution(s) are being established in the respective State/ UT under the above mentioned Schemes initiated by the MHRD.
- d. Such application shall be processed through Scrutiny/ Re-Scrutiny Committee for the proposed location. Applications which are found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee shall be forwarded to the Regional Committee and further to Executive Committee for the grant of approval.



- e. The Institutions shall function in a temporary Campus and shall move to their permanent Campus within 2 years from the date of the Letter of Approval (LoA). Further, AICTE shall send Expert Visit Committee to such Institutions to assess the status of readiness of the State Government/ UT for operationalization of these Institutions in the permanent Location as per the procedure for Change of Site/ Location. In case of the Institutions not shifting to the permanent location even after 2 years and fulfilling the norms of Approval Process Handbook, the “Approved Intake” in the Course(s) shall be reduced to 50%. If an Institution has not shifted even after 4 years, the Council shall take appropriate action.

1.3.5 The existing Institutions approved by other Regulatory Bodies, seeking approval for the first time from AICTE for conducting Technical Programme(s)

- a. The existing Institutions approved by the Council of Architecture/ Pharmacy Council of India in the previous Academic Years without having approval from AICTE.
- b. The existing Institutions offering Course(s) in Applied Arts and Crafts/ Vocational (Technical) Programme without having approval from AICTE.
- c. Non-Technical Institutions seeking approval for conducting MCA/ MBA Courses. Further, for such Institutions, exclusive Building and Principal are not required. However, the Institutions should fulfill all other norms (as specified in the Approval Process Handbook) such as separate Head of the Department, Faculty, Infrastructure, Built-up area, etc.
- d. In all the above cases, Institutions seeking approval for the first time from AICTE shall submit an application as a new Technical Institution for all their existing Technical Programme(s) and Course(s).

1.4 Submission of Application

1.4.1 User ID and Password

- a. An unique USER ID shall be allotted to each new application for setting up of a new Technical Institution on payment of ₹5000/- (Five Thousand Only), through the payment gateway on AICTE Web-Portal www.aicte-india.org.
- b. If any existing Institution has forgotten the Password, the Institution shall apply to the concerned Regional Office with an Affidavit¹ for “Forgotten Password” along with the proof of payment of ₹5000/- (Five Thousand Only), through the payment gateway on AICTE Web-Portal www.aicte-india.org. Regional Officer shall verify and upload on the Web-Portal for allotment of Password to the Applicants.
- c. Institutions applying for 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 shall apply from their existing Login itself.
- d. Using the USER ID, the application in the prescribed Format shall be filled and submitted on AICTE Web-Portal www.aicte-india.org. Using this USER ID, the Applicant shall be able to track the status of the application at various stages of processing.

1.4.2 Payment

- 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 Level are given below:



| Sl. No. | Type of Institution | TER Charges ₹ in Lakh |
|---------|--|-----------------------|
| i | Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD | 6.0 |
| ii | Government/ Government aided Institutions | Nil |
| iii | All other Institutions | 8.0 |
| iv | ALL Applicants under (i), (ii), (iii) and (v) whose application was rejected and issued Final LoR in the previous year i.e. 2018-19* | 3.0 |
| v | Existing Institutions seeking approval for the first time from AICTE under Clause 1.3.5.a, b and c | 2.0 |

* Not applicable for Application which was rejected in 2018-19 and TER Charges refunded under Clauses 1.4.2.h and 1.4.7.b of this Chapter.

Applicants under (vi) are not eligible for refund of TER Charges as per Clauses 1.4.2.h and 1.4.7.b of this Chapter.

- b. TER Charges ₹ in Lakh for other applications are given below:

| Sl. No. | Type of Institution | Change in Site/ Location/ Conversion of Women's Institution into Co-ed Institution and vice-versa/ Conversion of Diploma Level into Degree Level/ To start new Programme(s)/ Level(s) in the existing Institutions | Conversion of Degree Level into Diploma Level |
|---------|--|--|---|
| i | Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD | 2.0 | 0.75 |
| ii | Government/ Government aided Institutions | Nil | Nil |
| iii | All other Institutions | 3.0 | 1.00 |

- c. In an extraordinary circumstance, if any additional Scrutiny Committee has to be conducted **inclusive of the Court directions to any type of Institutions**, the Applicant has to remit ₹1.0 Lakh through online.
- d. In an extraordinary circumstance, if any additional Expert Visit Committee has to be conducted **inclusive of the Court directions to any type of Institutions**, the Applicant has to remit ₹2.0 Lakhs through online.
- e. 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.
- 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.a, b, c and e, if rejected at the level of Scrutiny/ Re-Scrutiny without availing the appeal provision/ Applicant withdrawing Letter of Intent (LoI), the TER Charges after a deduction of ₹50000/- (Rupees Fifty Thousands only) shall be refunded to the Applicant/ Institution.



In case of rejection of an application submitted for Conversion of Diploma Level into Degree Level and under Clause 1.5.2, if opted for the issue of Extension of Approval of the existing Programme(s) and Course(s), after deducting the applicable TER Charges, refund shall be made.

- 1.4.3** All Applicants shall ensure that the data entered/ edited are correct. Facility to edit the data is available until the submission of the application by pressing the “submit” tab.

After pressing the “submit” tab, the data entered is not allowed for any further editing till the processing of the application is completed. Applicants shall exercise utmost caution before pressing the “submit” tab.

Application should be submitted on AICTE Web-Portal on or before the last date as notified in the Public Notice.

- 1.4.4** All Applicants shall submit an Affidavit⁴ sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner on ₹100/- Non-Judicial stamp paper/ e-stamp paper. In case of any false information, AICTE shall invoke the provisions, both civil and/ or criminal as per the Regulations in place.

- 1.4.5** A printout of the complete online application as submitted on AICTE Web-Portal, along with the proof of payment, and documents mentioned as per Appendix 16 of Approval Process Handbook duly attested by the Chairman/ Secretary of the Trust/ Society/ Company shall be submitted on the date of Scrutiny at the Regional Office.

- 1.4.6** Applications complete in all respects shall only be processed.

1.4.7 Views of State Government/ UT and affiliating University/ Board

- a. The State Government/ UT and the affiliating University/ Board shall forward their views on the application received by them to the concerned Regional Office, not later than one week from the last date of submission of application as per the Public Notice.
- b. Based on the views (if any) of the State Government/ UT and the affiliating University/ Board for setting up of new Technical Institution, the Regional Committee shall take a decision about the processing of application or to reject the same. If the application is not processed further, the TER Charges after a deduction of ₹50000/- (Rupees Fifty thousand only) shall be refunded to the Applicant.
- c. 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.

1.5 Establishment of a new Technical Institution

1.5.1 Requirements and Eligibility

- a. The Promoter Trust/ Society/ Company shall have the Land as required and has its Lawful possession with clear title in the name of the Promoter Trust/ Society/ Company on or before the date of submission of application.
- b. Requirements for Technical Institution shall be as per the norms specified in Chapter VI of 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 as designated by concerned State Government/ UT. In case of the Applicant seeking LoA, Buildings for the **First Year** should be completed in all respects as per the Infrastructure requirements.



- d. The Head of the “Technical Institution” shall be named as the “Principal/ Director” having qualifications as per AICTE norms as defined for Principal in a Programme of the Technical Institution.

1.5.2 The existing Institution applied for Closure of the Institution are also eligible to apply for starting a new Technical Institution in the same premises in the same year.

Technical Institutions applying under this Clause shall have to apply for Progressive/ Complete Closure of the Institution for the existing Programme(s) and Course(s) and shall apply for the starting a new Technical Institution. 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 (except Government/ Government aided Institution/ Central/ State University) in the form of FDRs and/ or Bank accounts in the Nationalized Bank or Scheduled Commercial Banks recognized by Reserve Bank of India shall be as under on the date of Scrutiny.

| Sl. No. | Programme proposed (Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree) | Total minimum funds required as proof of operational expenses at the time of Scrutiny in the Name of the Trust/ Society/ Company (₹ in Lakh) |
|---------|--|--|
| i | Engineering and Technology | 100 |
| ii | Pharmacy | 50 |
| iii | Architecture and Planning | |
| | a. Architecture | 50 |
| | b. Planning | 50 |
| iv | Applied Arts, Crafts and Design | |
| | a. Applied Arts and Crafts | 50 |
| | b. Design | 50 |
| v | Hotel Management and Catering Technology | 50 |
| vi | MCA | 50 |
| vii | Management | 50 |

1.5.4 The Applicants shall not use name of the Technical Institution in such a way that the abbreviated form of the name of the Technical Institution becomes **IIM/ IIT/ IISc/ NIT/ IISER/ IIIT/ IIST/ AICTE/ UGC/ MHRD/ 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 Technical Institution and other names as prohibited under the Emblems and Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the Technical Institution is established by the Government of India or its name is approved by the Government of India.

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

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

1.5.7 The Courses as per Appendix 2 of Approval Process Handbook shall be approved for a New Technical Institution at the Level of a Diploma/ Under Graduate/ Post Graduate, a combination of Diploma, Under Graduate and Post Graduate shall not be approved. However, the “Maximum Intake allowed” for the Programmes shall be as per Appendix 3 of Approval Process Handbook.



1.5.8 Procedure

- a. The application shall be processed as per the Procedure of Scrutiny/ Re-Scrutiny Committee as per Clause 1.10 and thereon of this Chapter for the issue of Letter of Intent (LoI)/ Letter of Rejection (LoR).
- b. The application under Clause 1.5.2 of this Chapter shall be processed simultaneously for Closure of the existing Institution and starting a new Technical Institution following the respective procedures specified in the Approval Process Handbook.

However, the application for the new Technical Institution shall be processed ONLY if the Closure of the Institution is found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee.

1.6 Change of Site/ Location

1.6.1 Requirements and Eligibility

- a. The existing Institution seeking for approval for Change of Site/ Location shall apply on AICTE Web-Portal along with the Extension of Approval as per norms.
- b. The additional documents to be submitted for Change of Site/ Location shall be as per Appendix 16 of Approval Process Handbook.
- c. The Change of Site/ Location shall be allowed within the jurisdiction of the affiliating University/ Board. However, for PGDM Institutions, the Change in Site/ Location shall be allowed within the City/Town.

1.6.2 Procedure

- a. The application shall be processed as per the Procedure of the Scrutiny Committee followed by Expert Visit Committee. It shall be necessary to provide Built-up area as per norms required to conduct 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.
- b. 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.
- c. 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.
- d. 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.
- e. On approval of new Location, all activities of the Institution shall necessarily be carried out at newly approved Location only.
- f. 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.
- g. Request for approval for partial shifting of the Programme(s) and Course(s) in the Institution shall not be considered.



1.6.3 If any Institution is found to function in an unauthorized/ temporary location, violating the norms as specified in Approval Process Handbook, the Council shall take appropriate action.

1.7 Conversion of Women's Institution into Co-ed Institution and vice-versa

1.7.1 Requirements and Eligibility

- 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 Conversion of Women's Institution into Co-ed Institution and vice-versa shall be as per Appendix 16 of Approval Process Handbook.
- c. The Institution may also seek change in the Name of the Institution.

1.7.2 Procedure

- a. The application shall be processed as per the procedure of the Scrutiny Committee followed by Expert Visit Committee.
- b. It shall be necessary to provide Built-up area as per the norms required to conduct all the existing Course(s).
- c. 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.

1.8 Conversion of Diploma Level into Degree Level and vice-versa

1.8.1 Requirements and Eligibility

- a. The existing Institutions shall be eligible for Conversion of Degree Level into Diploma Level and vice-versa in ONE Programme only.
- b. The existing Institutions applying for Conversion of Degree Level into Diploma Level in any Programme shall have to apply for Progressive/ Complete Closure of ALL the Regular/ First Shift and Second Shift/ Part Time (if any) including Post Graduate Course(s) in the corresponding discipline, if any, for the existing Course(s).

The existing Institutions applying for Conversion of Diploma Level into Degree Level in any Programme shall have to apply for Progressive/ Complete Closure of ALL the Regular/ First Shift and Second Shift/ Part Time (if any) for the existing Course(s).

If the application for Conversion 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.

- c. The additional documents to be submitted for Conversion of Diploma Level into Degree Level and vice-versa shall be as per Appendix 16 of Approval Process Handbook.
- d. The Institutions which are in existence for a minimum period of 5 years ONLY are eligible.
- e. **Merger of the Courses is not permitted.**
- f. **Conversion of Level shall be permitted ONLY for Regular/ First Shift Course(s).**
- g. The Conversion shall be permitted for all the Courses in the said Level and 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 Approval Process Handbook, then such Course(s) shall not be permitted for Conversion.

- h. The Institution may also seek change in the Name of the Institution.

1.8.2 Procedure

- a. 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 Approval Process Handbook (as applicable) on AICTE Web-Portal as per the norms. In case, the closest available nomenclature does not exist as per Annexure 3 or 4 of Approval Process Handbook, then such Course(s) shall have to be applied for Closure.
- b. The application for Conversion of Diploma Level into Degree Level shall be processed as per the procedure of the Scrutiny Committee followed by Expert Visit Committee while the Conversion of Degree Level into Diploma Level shall be processed through Scrutiny Committee only.
- c. It shall be necessary to provide adequate Infrastructural facilities as specified in the Approval Process Handbook to conduct all Programme(s) and Course(s).
- d. The Conversion of Diploma Level into Degree Level and vice-versa shall be effected only after the grant of approval by the Council and the intake shall be fixed as that of the “Approved Intake” of the Regular/ First Shift Course.

Note: Land relaxation and refund of additional Security Deposit 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 as specified in the Approval Process Handbook shall have to be fulfilled.

1.9 To start new Programme(s)/ Level(s) in the existing Institutions

1.9.1 Requirements and Eligibility

- a. The existing Institutions seeking approval to start new Programme(s)/ Level(s) 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 16 of Approval Process Handbook. However, the Institutions shall be permitted to apply for the same only after one batch of students pass out.
- b. The Institutions applying under Break in EoA/ Restoration of Intake are not eligible.
- c. Such Institutions shall not be eligible to apply for other categories listed under Chapter I/ II/ III of Approval Process Handbook except Extension of Approval/ Continuation of NRI/ supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries for the existing Course(s).
- d. The Institutions shall be permitted to apply for ANYONE Level (Diploma/ Under Graduate) in an existing Programme/ a new Programme, not exceeding THREE Division(s)/ Course(s). However, the norms of the concerned Regulatory Authorities shall also be fulfilled.
- e. To start additional/ new courses at Post Graduate Level, the same shall be processed as per Clause 2.7 of Approval Process Handbook wherever corresponding/ allied Under Graduate Level is available. However, the Constituent Colleges of State/ Central Universities shall be permitted to start Post Graduate Level without corresponding/ allied Under Graduate Level.
- f. The Built-Up area requirement for the entire duration for all the Programme(s)/ Level(s) shall be fulfilled in all respects and 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 Programme(s)/ Level(s).

- g. The Land shall be the sum of the highest Land required among the Programme(s) and 50% of the Land required for each of the other Programme(s)/ Level(s) including the new Programme(s).
- h. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) in anyone of the Programmes of the Institution.
- i. The Institution may also seek change in the Name of the Institution.

1.9.2 Procedure

- a. The application shall be processed as per the as per the procedure of the Scrutiny Committee followed by an Expert Visit Committee.

1.10 Evaluation of the application by the Scrutiny/ Re-Scrutiny Committee

- a. The applications submitted under this Chapter shall be evaluated by a Scrutiny/ Re-Scrutiny Committee constituted as per Appendix 13.4 of Approval Process Handbook by the Regional Officer by the selection of members through the automated selection process provided on AICTE Web-Portal. However, if any member of the Scrutiny/ Re-Scrutiny 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. Under extraordinary circumstances, the Scrutiny/ Re-Scrutiny Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman.
- b. The date and time for Scrutiny Committee shall be informed by the concerned Regional Office.
- c. The concerned Regional Officer or an Officer of the Council shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings, however, he/ she shall not be part of the Committee.
- d. Two representatives of the Applicant shall be invited to present their case along with the supporting documents before the Scrutiny/ Re-Scrutiny Committee.

Self-attested Photo ID proof and an authorization letter from the Chairman/ Secretary of the Trust/ Society/ Company shall be produced to the Committee.

- e. Applicants shall present their application and **ALL** original documents along with self-attested copies as per Appendix 16 of Approval Process Handbook, before the Scrutiny Committee. Applicants shall adhere to Scrutiny schedule and not to remain absent at the time of Scrutiny.

In the event of the Applicant getting Letter of Intent (LoI) and if the Applicant is interested in getting Letter of Approval (LoA) in the current Academic Year itself, the Applicant shall submit the resolution of the Trust/ Society/ Company to the Scrutiny Committee for **processing the same for the Current Academic Year**.

- f. The Scrutiny Committee shall verify the authenticity of the documents submitted by the Applicant as mentioned above and shall countersign all the documents that are accepted.
- g. Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the Applicant Trust/ Society/ Company through the Web-Portal.



- h. 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 concerned Regional Office.
- i. The Re-Scrutiny Committee shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards and shall countersign all the documents that are accepted.
- j. The Regional Officer shall ensure and certify that all the fields of the Scrutiny/ Re-Scrutiny Committee Report are filled completely.
- k. Applications which are found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee shall be processed further
 - In case of new Technical Institutions, the report of the Scrutiny/ Re-Scrutiny shall be made available to the Regional Committee for the issue of Letter of Intent (LoI).
 - In case of Change of Site/ Location, Conversion of Women's Institution into co-ed Institutions and vice-versa and Conversion of Diploma into Degree Level and to start new Programme(s)/ Level(s) in the existing Institutions, an Expert Visit Committee shall be recommended. The date of visit shall be communicated through the Web-Portal.
- l. The applications which are not recommended by the Scrutiny/ Re-Scrutiny Committee, shall also be made available to the Regional Committee for the issue of Letter of Rejection (LoR).
- m. The attested copies of original documents shall be retained by the Regional Office.

1.11 Evaluation of the application by the Expert Visit Committee

- a. The Expert Visit Committee shall be constituted as per Appendix 13.6 of Approval Process Handbook by the Regional Officer by the selection of members through the automated selection process provided in AICTE Web-Portal. However, if any member of an Expert Visit Committee is unable to attend the scheduled visit or refuses or incapacitated to take part in such scheduled visit, 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. Under extraordinary circumstances, the Expert Visit Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman. The Expert Visit Committee shall verify physically the Infrastructural facilities of the Institution.
- b. Additional experts, if required, may be co-opted in any of the Committee for processing of applications, Complaints, etc.
- c. An Expert Visit Committee shall visit the proposed premises of the Institution to verify the following:
 - Readiness with respect to Appendix 4 of Approval Process Handbook, i.e. Instructional, Administrative and Amenities area requirements for the First Year of the Technical Institution as per the Building Plan duly accepted and counter-signed by the Scrutiny Committee members.
 - Readiness with respect to Appendix 5 of Approval Process Handbook, i.e. Computer, Software, Internet, Printers, Laboratory Equipment, Books, Journals and Library facilities of the Technical Institution.
 - Readiness with respect to Appendix 6 of Approval Process Handbook, i.e. Essential and Desirable requirements of the Technical Institution.



- Progress related to appointment of Principal/ Director and Faculty with respect to the norms, standards and conditions prescribed by the Council.
- d. The concerned Regional Officer shall make necessary arrangements for the conduct of the Expert Visit Committee, however, he/ she shall not be a part of the Committee.
- e. The Expert Visit Committee shall have access to the Report of the Scrutiny/ Re-Scrutiny Committee.
- f. The Expert Visit Committee 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 Approval Process Handbook. The mere presentation of Purchase Orders/ Payment records for subscription, etc. without actual availability shall not be considered.
- g. The Expert Visit Committee shall also verify documents in original as mentioned in Appendix 16 of Approval Process Handbook with respect to actual Infrastructure visited.
- h. The Applicant shall arrange for Video recording at his/ her own expense with the date and time of the entire proceedings of the Expert Visit Committee and shall hand over the same to the Committee which shall form a part of the Expert Visit Committee Report.
- i. The video recording 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 Committee, GPS Coordinates at the entrance of the main Building, Class rooms, Laboratories, Workshops, Office Room, Barrier free environment facilities such as ramp/ lift/ toilets, Library, Computer Centre, meeting with Students and Faculty members (in case of existing Institutions), in addition to the recording of other details.
- j. The Applicant shall also arrange Laptop/ Desktop with Internet facility, Scanner and Printer to the Expert Visit Committee.
- k. The Expert Visit Committee shall submit the following to the Regional Office:
 - Its visit Report in the prescribed format
 - Attested Copies of documents (as applicable) as mentioned in Appendix 16 of Approval Process Handbook
 - Video recording of the Expert Visit Committee during visit
 - Attendance sheet duly signed/ digitally authenticated by the members of the Expert Visit Committee and representatives of Applicant Trust/ Society/ Company present during the visit
- l. The Regional Officer shall ensure and certify that all the fields of the Expert Visit Committee Report are filled completely.
- m. The scanning and uploading of the Scrutiny/ Re-Scrutiny Committee Report and Expert Visit Committee Report including the Video recording shall be done by the concerned Regional Office.

1.12 Evaluation of the application by Regional Committee

- a. The Reports of Scrutiny/ Re-Scrutiny Committee and Expert Visit Committee, as applicable, shall be made available to the Regional Committee. The Regional Committee shall consider these Reports along with the views of concerned State Government/ UT and affiliating University/ Board, if any, and recommends the application for further processing. The Regional Officer shall ensure and certify that all the fields of the Regional Committee Report are filled completely.



- b. Regional Officer concerned, while forwarding the recommendations of the Regional Committee for further processing of issuance of LoI/ LoA (as applicable) or otherwise to AICTE Head Quarter shall verify that the procedures and parameters prescribed under these Regulations and Approval Process Handbook are followed by the Scrutiny/ Re-Scrutiny Committee, Expert Visit Committee and Regional Committee.
- c. The Approval Bureau at AICTE Head Quarter shall also verify that the procedures and parameters prescribed under these Regulations and Approval Process Handbook are followed. The concerned Officer in Approval Bureau shall ensure and certify that all the fields of all the Reports are filled completely. If not, the same shall be brought to the notice of the Council.

1.13 Grant of Approval

- a. The Executive Committee after considering the recommendations of the Regional Committee and views of the Approval Bureau shall take decision either to grant of approval or otherwise. The decisions of the Executive Committee shall be ratified by the Council.
- b. In case of new Technical Institutions, the Council if deems fit shall grant approval to issue 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. On expiry of the validity, the LoI issued stands cancelled and the Applicant shall make a fresh application for the issuance of Letter of Intent.
- c. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of a Letter of Intent (LoI) (in case of Scrutiny/ Re-Scrutiny)/ Letter of Approval (LoA) (in case of Expert Visit Committee) or Letter of Rejection (LoR) with specific reasons for rejection of the application.
- d. In case of the applications recommended for Letter of Intent (LoI) and expressed their interest in getting Letter of Approval (LoA) in the current Academic Year itself, shall be processed further by an Expert Visit Committee.
- e. The Report of Expert Visit Committee shall be processed further as per Clauses 1.12 and 1.13.a of Approval Process Handbook.
- f. 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 the creation of Security Deposit.

The existing Institutions applied under Clause 1.3.5 and in existence for more than 10 years with the respective Regulatory Bodies are exempted from the payment of Security Deposit.

The Applicant shall submit the payment proof of the Security Deposit along with an Affidavit³ 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.

Applicants shall deposit the prescribed amount in AICTE's bank account as applicable to the category of the Institutions indicated below:



Security Deposit applicable for Institutions under different Programmes ₹ in Lakhs

| Sl. No. | Programme | Diploma/ Post Diploma | | Under Graduate | | Post Graduate Diploma/ Post Graduate Degree | |
|---------|--|---|--------|---|--------|---|--------|
| | | Minority/ Women's/ PwD/ J&K/ North Eastern States | Others | Minority/ Women's/ PwD/ J&K/ North Eastern States | Others | Minority/ Women's/ PwD/ J&K/ North Eastern States | Others |
| i | Engineering and Technology | 12 | 15 | 28 | 35 | 28 | 35 |
| ii | Pharmacy | 12 | 15 | 12 | 15 | 12 | 15 |
| iii | Architecture and Planning | | | | | | |
| | a. Architecture | 12 | 15 | 12 | 15 | 12 | 15 |
| | b. Planning | 12 | 15 | 12 | 15 | 12 | 15 |
| iv | Applied Arts, Crafts and Design | | | | | | |
| | a. Applied Arts and Crafts | 12 | 15 | 12 | 15 | 12 | 15 |
| | b. Design | - | - | 12 | 15 | 12 | 15 |
| v | Hotel Management and Catering Technology | 12 | 15 | 12 | 15 | 12 | 15 |
| vi | MCA | - | - | - | - | 12 | 15 |
| vii | Management | 12 | 15 | - | - | 12 | 15 |

- 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 Quality Improvement Programme for Faculty and giving Scholarships to students.
- h. Applicants, whose applications are recommended for the Conversion of Women's Institution into Co-ed Institution or Conversion of Diploma Level into Degree Level, shall create the Security Deposit for the remaining amount as per the requirements of Approval Process Handbook for the remaining period of 10/ 8 years, as applicable. No deposit is required where NOC was already issued to the Institution for the release of the earlier FDR.
- i. The Principal amount shall be returned to the Trust/ Society/ Company on expiry 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.
- 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. 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.

1. **The Council shall normally not grant Conditional Approval to any Institution.**

- m. Applications for Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution and vice-versa/ To start new Programme(s)/ Level(s) in the existing Institutions rejected by Council shall be processed for Extension of Approval as per Chapter II of Approval Process Handbook.

Applications for an existing Institution for the Closure of the Institution and starting a new Technical Institution in the same premises in the same year/ 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 Approval Process Handbook. **However, it is the 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.**

- n. An Institution/ Applicant, if aggrieved by the decision of the Executive Committee, shall **appeal** as per Clause 1.15 of this Chapter and the final decision of the Council shall be uploaded on or before 30th April of the Calendar Year.

1.14 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 prescribed 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 Staff in the prescribed Format shall also be uploaded on the Web-Portal of AICTE.
- d. Without the appointment of all the Faculty members and other Staff, an Institution shall not commence the Courses.

1.15 Appeal Procedure

- a. As per the provision laid down in Clause 1.13.n of this Chapter, 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 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.
- c. Applicants should adhere to the given schedule of Standing Appellate Committee and not to remain absent in view of the stern time limit given by the Hon'ble Supreme Court. Hence, the Applicants are instructed to be prepared with the supporting documents in proof of the compliance of deficiencies and present the same to the Committee, even if short notice of time is given.
- d. The Report of the Scrutiny Committee and Expert Visit Committee (as applicable) shall be placed along with the observations of the Approval Bureau, before the Standing Appellate Committee on the date and time scheduled by AICTE. An Officer of the Council concerned



shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings; however, he/ she shall not be a part of the Committee.

- e. Two representatives of the Institution shall be invited to present their case along with the compliance and supporting documents, before the Standing Appellate Committee.

Self-attested Photo ID proof and an authorization letter from the Chairman/ Secretary of the Trust/ Society/ Company shall be produced to the Committee.

- f. The Standing Appellate Committee shall either Recommend/Not Recommend the case to the Council or recommend to Scrutiny (in case of LoI)/ Expert Visit Committee (in case of LoA). Accordingly, Scrutiny/ Expert Visit Committee shall be conducted as per Clause 1.10/ 1.11 respectively, of this Chapter and the reports of the same shall be placed before another Standing Appellate Committee to Recommend/Not Recommend, inviting the representatives of the Institution along with the compliance and supporting documents.
- g. The concerned Officer in Approval Bureau shall ensure and certify that all the fields of all the Reports are filled completely.
- h. 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.
- i. Applicants, whose applications are recommended for grant of approval by the Council shall be informed for submission of Security Deposit along with an Affidavit³ as per Clause 1.13.e of this Chapter.
- j. A final Letter of Intent/ Letter of Approval/ Letter of Rejection with the reasons for rejection of the application shall be issued to the Institution through Web-Portal, on or before 30th April of the Calendar Year.
- k. LoI/ LoA shall not be granted after 30th April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon^{ble} Supreme Court of India in CA No.9048/ 2012.

1.16 Process Flowchart for the establishment of a new Technical Institution is given in Annexure 5 of Approval Process Handbook.



Grant of Approval through single application for the following:

- Extension of Approval to the existing Institutions/ Continuation of approval after a break in the preceding Academic Year/ Restoration of Intake
- Extended EoA
- Increase in Intake/ Additional Course(s)
- Integrated/ Dual Degree Course
- To start Diploma in Degree Pharmacy Institutions and vice-versa
- Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus
- Closure of the Institution
- Conversion of Management Institutions running PGDM Course into MBA Course
- Conversion of Second Shift Course(s) into First Shift Course(s)
- Closing of MBA Programme and Introduction of MCA Programme and vice-versa
- Introduction/ Continuation of Fellowship Programme in Management
- Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries
- Introduction/ Continuation of seats for Non Resident Indian(s)
- Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses
- Change in the Name of the Institution or affiliating University/Board
- Change in the Name of the Bank
- Change in the Name of the Trust/ Society/ Company

2.1 Introduction

- a. Institution offering Technical Education shall not continue Technical Programme(s)/ Course(s) beyond the specified period of approval given by the Council.
- b. Each Institution 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 Course(s).

2.2 Time Schedule for processing of applications

- a. AICTE shall notify through a Public Notice in the leading newspapers and through AICTE Web-Portal from time to time inviting applications with cut-off dates for various purposes and processing thereof. The time schedule mentioned in the Public Notice 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 AICTE Web-Portal and payment shall not be later than the last date as notified in the Public Notice.



2.3 Submission of application

2.3.1 Allotment of USER ID

- a. If the Institution has not obtained a USER ID/ Password previously, a unique USER ID shall be allotted to Applicant Institutions on payment of ₹5000/- (Five Thousand Only), through the payment gateway on AICTE Web-Portal www.aicte-india.org.
- b. If any existing Institution has forgotten the Password, the Institution shall apply to the Regional Office with an Affidavit¹ for “Forgotten Password” along with the proof of payment of ₹5000/- (Five Thousand Only), through the payment gateway on AICTE Web-Portal www.aicte-india.org. The Regional Officer shall verify and upload on the Web-Portal for allotment of Password to the Applicants for further processing.
- c. The existing Institutions shall use the USER ID’s allotted to them previously. An Applicant using their login ID and password shall enter/ edit data as required.
- d. Using the USER ID, the application in the prescribed Format shall be filled and submitted on AICTE Web-Portal www.aicte-india.org. Using this USER ID, the Applicant shall be able to track the status of the application at various stages of processing.
- e. A unique identification number is allotted to each application for further reference.

2.3.2 Seeking approval of the Council for

- a. Extension of Approval to the existing Institutions/ Continuation of approval after a break in the preceding Academic Year(s)/ Restoration of Intake
- b. Extended EoA
- c. Increase in Intake/ Additional Course(s)
- d. Introduction of Integrated/ Dual Degree Course
- e. To start Diploma in Degree Pharmacy Institutions and vice-versa
- f. Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus
- g. Closure of the Institution
- h. Conversion of Management Institutions running PGDM Course into MBA Course
- i. Conversion of Second Shift Course(s) into First Shift Course(s)
- j. Closing of MBA Programme and Introduction of MCA Programme and vice-versa
- k. Introduction/ Continuation of Fellowship Programme in Management
- l. Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries
- m. Introduction of Non Resident Indian(s) seats
- n. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses



- o. Change in the Name of the Institution or affiliating University/Board
- p. Change in the Name of the Bank
- q. Change in the Name of the Trust/ Society/ Company

2.3.3 Payment

- a. TER Charges ₹ in Lakh for various applications of (Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree) Institutions are given below:

| Type of Institution | Extension of Approval | | Break in EoA/ Restoration of Intake/ | Introduction of OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats | Continuation of OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats | | |
|---|---|-----------------------|--|---|---|-----------------------------------|---------------------------------|
| | Extension of approval per Programme | Amount of Late Fee | | | “Approved Intake” Upto 600# | “Approved Intake” 601-1200# | “Approved Intake” > 1200# |
| Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD | 0.75 | 2.0 | 3.0 | 3.0 | 0.75 | 2.0 | 3.0 |
| Government/ Government aided Institutions/ Central University/ State University** | Nil | 0.10 | Nil | Nil | Nil | Nil | Nil |
| All other Institutions | 1.0 | 2.0 | 3.0 | 5.0 | 1.0 | 3.0 | 5.0 |

| Type of Institution | Diploma in Degree Pharmacy and vice-versa/ Conversion of Second Shift Course into First Shift Course/ Change in the Name of the Trust/ Society/ Company/ Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus | Conversion of Management Institutions running PGDM Course into MBA Course/ Closing of MBA Programme and Introduction of MCA Programme and vice-versa/ Introduction or Continuation of NRI seats/ Increase in Intake/ additional Course(s)/ Introduction of Integrated/ Dual Degree Course(s) | Introduction of Fellowship Programme in Management | Closure of the Institution/ Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses/ Change in the Name of the Institution/ affiliating University/ Board* |
|---|--|---|--|---|
| Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD | 2.0 | 0.75 | 10.0 | 0.25 |
| Government/ Government aided Institutions** | Nil | Nil | Nil | Nil |
| All other Institutions | 3.0 | 1.0 | 15.0 | 0.50 |

* No TER Charges shall be levied, if the State Government/ UT changes the jurisdiction of the affiliating University.

** TER charge is applicable, if self-financing Courses are offered at Government aided Institutions.

Approved Intake of the previous Academic Year shall be considered.

Note:

- TER Charges for Change in the Name of the Bank is ₹ 5000/-.
- TER Charges shall not be refunded in any case, if the application is processed and rejected as specified in the Approval Process Handbook.



- No NOCs from University/ Board/ State Government/ UT shall be required for reduction in Intake to Non-Zero Intake of Course(s) and Closure of Second Shift Course(s).
 - b. In an extraordinary circumstance, if an additional Scrutiny Committee has to be conducted **inclusive of the Court directions to any type of Universities**, the Applicant has to remit ₹1.0 Lakh through online.
 - c. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted **inclusive of the Court directions to any type of Universities**, the Applicant has to remit ₹2.0 Lakhs through online.
 - d. Above TER Charges are applicable irrespective of number of Divisions/ Courses applied for Increase in Intake/ Closure.
 - e. 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.
 - f. Only those applications submitted within the cut-off date shall be considered for processing, subject to realization of the Payment.
- 2.3.4** All Applicants shall ensure that the data entered/ edited are correct. Facility to edit the data is available until the submission of the application by pressing the “submit” tab.
- 2.3.5** AICTE Web-Portal permits the generation of Deficiency Report for the applications.
- 2.3.6** After pressing the “submit” tab, the data shall not be allowed for any further editing, till the processing of application is completed. Hence, Applicants shall exercise utmost caution before pressing the “submit” tab.
- 2.3.7** Application should be submitted on AICTE Web-Portal on or before the last date as notified in the Public Notice.
- 2.3.8** If an Applicant/ Institution has wrongly submitted an application, the same shall be represented to AICTE, Head Quarter along with the Resolution of the Trust/ Society/ Company, duly signed by the Chairman/ Secretary to that effect in the Format³, atleast 7 days before the last date as notified in the Public Notice. With the approval of the Competent Authorities, the application shall be reopened ONE TIME to enable the Applicant/ Institution to rectify the same and resubmit with necessary TER Charges along with the Late Fee as applicable.
- After the submission of the application, if an Applicant intends to revoke the application for a specific purpose (other than Extension of Approval), the same shall be represented by the Institution to AICTE, Head Quarter along with the Resolution of the Trust/ Society/ Company, duly signed by the Chairman/ Secretary to that effect in the Format³, atleast 7 days from the last date as notified in the Public Notice. Such requests shall be processed and placed before the Executive Committee for approval. The decision of the Executive Committee shall be communicated to the Institution through the Web-Portal. If approved, the TER Charges after a deduction of ₹25000/- (Rupees Twenty Five Thousand only) shall be refunded to the Applicant and if the Closure of the Course/ Programme/ Institution is revoked as per the approval of the Council, the necessary TER Charges for Extension of Approval along with the Late Fee as applicable shall be paid.
- 2.3.9** An Affidavit⁴ sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner on ₹100/- Non-Judicial stamp paper/ e-stamp paper shall be uploaded. In case of false information, AICTE shall invoke the provisions, both civil and/ or criminal as per the Regulations in place.



2.3.10 All Institutions shall upload the documents as per Appendix 17 of Approval Process Handbook in the Web-Portal. **HARD COPIES OF THE APPLICATION/ ADDITIONAL DOCUMENTS SHOULD NOT BE SUBMITTED TO THE REGIONAL OFFICE.**

Applications other than Extension of Approval to be processed by the Scrutiny/ Re-Scrutiny Committee shall present their application and **ALL** original documents along with self-attested copies before the Committee.

2.3.11 Institution/ Trust/ Society/ Company or a member belonging to these, if charge-sheeted, Extension of Approval to such Institution shall not be withheld on the basis of charge-sheet filed by the CBI. AICTE shall consider the grant of Extension of Approval on its merit after looking into material collected by CBI in the investigation and shall conduct Scrutiny of documents, Expert Visit Committee and Standing Appellate Committee as required.

2.3.12 Applications complete in all respects shall only be processed.

2.3.13 Feedback from Faculty members and students available in AICTE Web-Portal about the Institution shall be given due importance. Institutions at random would be subject to surprise inspection for the fulfillment of the norms of Approval Process Handbook.

2.3.14 If any document submitted is found to be fraudulent, criminal case shall be filed against the Principal of the Institution and the Chairman/ Secretary of the Trust/ Society/ Company.

2.4 The Institution shall be given an opportunity to comply the deficiencies, if any, before the Scrutiny/ Re-Scrutiny Committee, to fulfill the criteria of “Zero Deficiency” based on Self-Disclosure, for processing the application, as applicable.

2.5 EoA/ Break in EoA/ Restoration of Intake

2.5.1 Requirements and Eligibility

- a. The Institution seeking approval for EoA/ Break in EoA/ Restoration of Intake shall apply on AICTE Web-Portal along with the documents as per Appendix 17 of Approval Process Handbook.
- b. Institutions applying for Break in EoA/ Restoration of Intake shall not be eligible for increase in the Intake/ Introduction of new Course(s)/ Introduction of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats/ Twinning/ Fellowship Programme.

2.5.2 Procedure

- a. The applications received shall be processed as per the norms and procedures prescribed in the Approval Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws.
- b. Grant of Extension of Approval is based on Self-Disclosure of required facilities and Infrastructure availability as submitted online on AICTE Web-Portal. 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.
- c. Institutions which had not applied for Extension of Approval in the preceding Academic Years shall be considered as “Break in EoA” and shall be processed for Extension of Approval upon verification of adequate Infrastructural facilities as specified in the Approval Process Handbook by an Expert Visit Committee.
- d. Restoration of Intake shall be processed upon verification of adequate Infrastructural facilities as specified in the Approval Process Handbook by an Expert Visit Committee.



- e. The Council shall monitor for fulfillment of all norms by the Institution and in the event of Non-Fulfillment, the Council shall initiate penal action as per the Regulations.

2.5.3 Institutions having Course(s) where admission is less than 30% of “Approved Intake” for the past 5 years consistently, the Council shall reduce 50% of the “Approved Intake” in such Course(s) in the current Academic Year with the approval of the Council.

2.6 Extended EoA

2.6.1 Requirements and Eligibility

- a. Each Institution offering Technical Programme shall submit an application to the Council, every year for Extension of Approval of Course(s) offered by the Institution. However,

In case of Institutions having at least 50% of **eligible Course(s)** accredited by NBA, and if the valid accreditation period is beyond 10th April of the next Calendar Year and those Institutions who have applied and obtained NBA accreditation from 1st July of the corresponding Academic Year, the period of approval for such Institutions for the existing Course(s) shall be for a minimum period of **THREE** years or for the Academic Year up to which the NBA accreditation is valid, whichever is more.

(OR)

In case of Institutions having UGC Autonomous status (Academic/ Administrative/ Financial Autonomous) as conferred by the affiliating University, and if the live Autonomy period is valid beyond 10th April of the next Calendar Year, the period of approval for such Institutions for the existing Course(s) shall be for a minimum period of **THREE** years or for the Academic Year up to which the Autonomy is valid, whichever is more.

- b. The Institution seeking approval for Extended EoA shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook.
- c. The Institution shall have “Zero Deficiency” based on Self-Disclosure as per the Deficiency Report generated through Web-Portal.
- d. No punitive action shall be pending against the Institution or FIR filed by CBI or any other agency.

2.6.2 Procedure

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Extended EoA.
- b. Institutions approved for extended EoA are waived from paying TER Charges for Extension of Approval (EoA) ONLY for the extended years. However, such Institutions are required to submit the application for EoA and maintain ALL the norms and standards as specified in Approval Process Handbook.
- c. The Council shall monitor for fulfillment of all norms by the Institution and in the event of Non-Fulfillment, the Council shall initiate penal action as per Regulations and the extended approval shall be withdrawn. In such eventuality, the Institution needs to apply afresh and remit the TER Charges in the subsequent years.

2.7 Increase in Intake/ Additional Course(s)

2.7.1 The existing Institutions shall expand its activities by the Addition of new/ additional Course(s)/ Divisions, in the Regular/ First Shift provided they have a valid National Board of Accreditation (NBA) in place for following reasons.

- a. Increased demand in certain domains as per the industrial need for technical personnel



- b. To increase the utilization of Infrastructure available at the Technical Institutions
- c. Ensure quality of Technical Education being imparted

2.7.2 Requirements and Eligibility

- a. The Institution shall have valid NBA accreditation for the existing Course(s) as deemed necessary.
- b. The Institution applied for NBA and awaiting for the results of the visit is also eligible to apply, but a valid NBA Certificate shall be produced at the time of Scrutiny.
- c. The Institution seeking approval for Increase in Intake/ Additional Course(s) shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook.
- d. The Institution shall have “Zero Deficiency” based on Self-Disclosure as per the Deficiency Report generated through Web-Portal.
- e. No punitive action is pending against the Institution or FIR is filed by CBI or any other agency.

2.7.3 Institutions shall be eligible for new Course(s)/ expansion of existing Course(s), equal to the number of valid NBA accredited Course(s), limited to a maximum of **FOUR** within the definition of Division/ Programme/ Level in the Regular/ First Shift, subject to the following conditions:

- a. A maximum of two Divisions shall be allowed to be added in the existing valid NBA accredited Diploma/ Under Graduate/ Post Graduate Course(s), subject to the condition that total number of Divisions after expansion per Course shall not exceed **THREE** Divisions.
- b. New Diploma/ Under Graduate Course(s) with only **ONE** Division shall be allowed at the respective Level including Technical Campus.
- c. New Post Graduate Course(s) with only **ONE** Division shall be allowed in specializations where corresponding or relevant Under Graduate Course(s) exist.
- d. Institutions with any accredited Course shall be permitted to utilize the benefit of accreditation **only once** for increase in the Intake/ additional Course(s) etc.
- e. If an Institution is having more than **FOUR** accredited Courses, the accredited Course(s) above **FOUR** shall be utilized for increase in the Intake/ additional Course(s) in the subsequent years subject to the validity of accreditation.
- f. Institution getting approval for new Course(s) in a particular Academic Year shall also be considered for grant of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries, subject to fulfillment of norms of Approval Process Handbook.
- g. **An existing Course having a valid NBA accreditation shall be used for an increase in the Intake/ Introduction of a new Course ONLY ONCE within a span of 6 years.**

However, if the accreditation of any Course is renewed after the Inspection by NBA, the Institutions shall utilize the benefit of such accreditation once again for an increase in the Intake/ Introduction of a new Course.

- h. No increase in the Intake shall be given to Institutions where FIR/ CBI/ CVC/ any other investigation agency/ Anti Ragging/ Punitive actions are initiated by AICTE for any violation in the norms and standards where inquiries are pending. Such Applications of Institutions



shall be processed through a Standing Hearing Committee and the Report shall be placed before the Executive Committee for further processing of issuance of approval or rejection.

2.7.4 According to the NBA, a minimum of two batches shall pass out for a Course to be eligible for accreditation, for an Institution.

- a. The existing Institutions having total “Approved Intake” less than the “Maximum Intake Allowed”/ Institutions not eligible to apply for NBA accreditation, shall be permitted to increase (without NBA accreditation) upto the “Maximum Intake Allowed” in each Programme (considering all the specialisations in case of MBA) as that of a new Technical Institution, as per Appendix 3 of Approval Process Handbook, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal.

Institutions seeking for approval for Increase in Intake/ Additional Course(s) (without NBA accreditation) and having total “Approved Intake” equal to/ exceeding the “Maximum Intake Allowed” shall have to apply for the closure of Course(s) as per the Procedure to maintain the total “Approved Intake” less than the “Maximum Intake Allowed” and shall apply for increase in Intake/ Additional Course(s). However, the total Intake shall not exceed as specified in Appendix 3 of Approval Process Handbook, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal.

- b. 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.
- c. In all the above cases, the Institution shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook.

2.7.5 Procedure

- a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for increase in the Intake/ additional Course(s) for Extension of Approval.
- b. An appeal shall be allowed for submitting NBA/ UGC Autonomy Certificate, if it was not issued by the NBA/ UGC at the time of the Scrutiny.

2.7.6 To maintain the quality of Education, 60% of the eligible Courses in any Technical Institution shall be accredited in the next 4 years time, else EoA shall not be issued by the Council.

2.7.7 Institutions having an “Approved Intake” less than a Division size in any of the Regular/ First Shift Course(s) as prescribed by the Council may apply for Intake of full Division size themselves and shall maintain Faculty: Student ratio accordingly, without NBA accreditation/ NOC from affiliating University/ Board/ State Government/ UT; subject to “Zero Deficiency” based on Self-Disclosure in AICTE Web-Portal. However, this is not applicable in case of Institutions under penal action.

2.8 Introduction of Integrated/ Dual Degree Course

2.8.1 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 time to time.

- a. 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 Approval Process Handbook.
- b. Five Years Integrated Degree in Planning leading to Master of Planning.



- c. Five Years Integrated Degree in Computer Applications leading to Master of Computer Application.
- d. Five Years Integrated/ Dual Degree in Management leading to Master of Business Administration (MBA).
- e. Five and half Years Integrated Degree in Hotel Management and Catering Technology leading to a Master in Hotel Management and Catering Technology.

2.8.2 Requirements and Eligibility

- a. 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 on AICTE Web-Portal for approval of respective Integrated Degree. It is mandatory for the existing Engineering and Technology/ Planning/ Hotel Management and Catering Technology/ MCA/ Management Course to be accredited by NBA to start the respective Integrated Degree Course.
- b. Approval shall be considered only to those Institutions where there is “Zero Deficiency” based on Self-Disclosure.
- c. No OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries/ NRI seats shall be allotted for these Course(s).
- d. Collaboration and Twinning Programme shall not be permitted for these Course(s).
- e. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook to the Regional Office along with the application.
- f. University affiliation for these Course(s) shall be necessary before effecting admission.
- g. Only one Division of 60 students (40 students in case of Planning) shall be approved for Institutions applying for Integrated Degree in Engineering and Technology/ Planning/ Management/ MCA where University affiliated Course(s) in Engineering and Technology/ Planning/ Management/ MCA Programme respectively are already in existence.

In case of Hotel Management and Catering Technology, approval shall be given for only 60 students within “Approved Intake” for Institutions applying for Five and Half Years Integrated Degree in Hotel Management and Catering Technology. However, this Intake shall not be additional Intake. The approval shall be for selecting 60 students amongst the students already admitted in the Institution to form a batch for this Course.

2.8.3 Procedure

The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for the addition of respective Integrated/ Dual Degree Course.

2.9 To start Diploma in Degree Pharmacy Institutions and vice-versa

2.9.1 Requirements and Eligibility

- a. The existing Institutions offering Diploma in Pharmacy shall be permitted to start Degree in Pharmacy and vice-versa in the same Institution provided that the Built-up area, Faculty: Student ratio and other requirements shall be fulfilled as specified in the Approval Process Handbook.
- b. The Institution shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook.



2.9.2 Procedure

- a. The application shall be considered upon verification of adequate Infrastructural facilities as specified in the Approval Process Handbook by an Expert Visit Committee.
- b. The existing Institutions running Degree Pharmacy Programme shall only be permitted to run Pharm.D. Programme. Applications for the Introduction of Pharm.D. shall be processed as per Clause 2.7 of this Chapter. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook.

2.10 Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus

2.10.1 Requirements and Eligibility

- a. The existing Institutions running under the same Trust/ Society/ Company operating in the same location within a distance of 2km shall be permitted to merge into a single Institution with a main Campus and an off Campus, if necessary.
- b. The Built-Up area requirement for the entire duration for all the Programmes shall be fulfilled in all respects and shall maintain Faculty: Student ratio as specified in the Approval Process Handbook.
- c. The Land shall be the sum of the highest Land required among the Programme(s) and 50% of the Land required for each of the other Programme(s) that are to be merged.
- d. The Institutions shall apply on AICTE Web-Portal along with their individual Extension of Approval as per the norms, with the additional documents as per Appendix 17 of Approval Process Handbook.
- e. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) in anyone of the Programmes of the Institution.
- f. The Institution shall also prefer the PID and may seek change in the Name of the Institution.

2.10.2 Procedure

- a. The application shall be processed as per the Clause 1.10 followed by Clause 2.23 as specified in the Approval Process Handbook.
- b. “Approved Intake” for the Courses of the Institution after the merger shall be based on the admission status of the last five years of all the Institutions that are to be merged, rounded off to the size of the Division. In any case, the total number of Divisions after merger per Course shall not exceed THREE Divisions (considering all the specialisations in case of MBA).

2.10.3 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.

2.11 Closure of the Institution

2.11.1 Requirements and Eligibility

- a. The existing Institution seeking for Progressive Closure or Complete Closure shall apply on AICTE Web-Portal as per norms.



- b. 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 lapse at the end of each Academic Year progressively.

However, final Closure order shall be issued after completion of the Programme(s) and submission of Affidavit² by the Institution.

- c. In case of Complete Closure, the Institution shall be closed completely in one instance.
- d. 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.
- e. The additional documents to be submitted for Closure of the Institution shall be as per Appendix 17 of Approval Process Handbook.
- f. For Closure of PGCM/ PGDM Institution, NOC from affiliating University/ Board/ State Government/ UT is not applicable.

2.11.2 Procedure

- a. The application shall be processed as per the procedure of the Scrutiny Committee.
- b. The Closure of the Institution shall be effected only on receipt of approval by the Council.

2.11.3 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. However, the Institution shall not be eligible for any refund of TER Charges. 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.

2.11.4 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.

2.12 Conversion of Management Institutions running PGDM Course into MBA Course

2.12.1 Requirements and Eligibility

- a. The Institution shall have to apply for Progressive/ Complete Closure of PGDM Regular/ First Shift and Second Shift/ Part Time (if any), for the existing Course(s), if applying for starting of MBA Course.
- b. Conversion of Management Institutions running PGDM Course into MBA Course is permissible, provided that the Intake after conversion shall not exceed "Maximum Allowed Intake", subject to the fulfillment of the Built-up area, Faculty: Student ratio and other requirements as specified in the Approval Process Handbook.
- c. The existing Management Institutions seeking approval for the Conversion of PGDM Course into MBA Course shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of Approval Process Handbook.
- d. In case of the application being rejected, the same shall be processed for the Closure/ issue of Extension of Approval of the PGDM Course(s) as per the choice mentioned in the application.



2.12.2 Procedure

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Conversion of Management Institutions running PGDM Course into MBA Course.
- b. The Conversion of PGDM Course into MBA Course shall be effected only after the grant of approval by the Council and the intake shall be fixed as that of the “Approved Intake” of the Regular/ First Shift Course and the same shall not exceed “Maximum Allowed Intake”.

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

2.13 Conversion of Second Shift Course(s) into First Shift Course(s)

2.13.1 Requirements and Eligibility

- a. Institutions offering Course(s) only in Second Shift or offering same Course(s) in both the First and Second Shifts at the same Level shall be permitted to convert the Second Shift Course(s) into First shift, subject to the fulfillment of the Built-up area, Faculty: Student ratio and other requirements based on the combined “Approved Intake” as specified in the Approval Process Handbook.
- b. The existing Institution seeking approval for Conversion of Second Shift Course(s) into First Shift Course(s) shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook.

2.13.2 Procedure

The application shall be considered upon verification of adequate Infrastructural facilities as specified in the Approval Process Handbook by an Expert Visit Committee.

2.14 Closing of MBA Programme and Introduction of MCA Programme and vice-versa

2.14.1 Requirements and Eligibility

- a. The Institution shall have to apply for Progressive/ Complete Closure of MBA Regular/ First Shift and Second Shift/ Part Time (if any), for the existing Course(s), if applying for the starting of MCA Course and vice-versa.
- b. Institutions offering MBA Course shall be permitted to introduce MCA Course and vice-versa with the same “Approved Intake” which shall not exceed the “Maximum Allowed Intake”, upon closure of the existing Programme, subject to the fulfillment of the Built-up area, Faculty: Student ratio and other requirements based on the “Approved Intake” as specified in the Approval Process Handbook.
- c. The existing Institution seeking approval for Closing of MBA Programme and Introduction of MCA Programme and vice-versa shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook.
- d. In case of the application being rejected, the same shall be processed for the Closure/ issue of Extension of Approval of the MBA/ MCA Course(s), as applicable, as per the choice mentioned in the application.
- e. The Institution may also seek change in the Name of the Institution.



2.14.2 Procedure

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Closing of MBA Programme and Introduction of MCA Programme and vice-versa.
- b. The Closing of MBA Programme and Introduction of MCA Programme and vice-versa shall be effected only after the grant of approval by the Council and the intake shall be fixed as that of the “Approved Intake” of the Regular/ First Shift Course and the same shall not exceed “Maximum Allowed Intake”.

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

2.15 Introduction/ Continuation of Fellowship Programme in Management

- a. The approval shall be granted for the complete duration of the Fellowship Programme in Management.
- b. The minimum duration of the Course shall be 2 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.

2.15.1 Requirements and Eligibility

- a. Institutions where Course(s) in Management Programme (MBA/ PGDM/ MMS) are already in existence shall be eligible to apply for approval of Fellowship Programme in Management. It is mandatory for the existing Management Course (as applicable) to be accredited by NBA to start Fellowship Programme in Management.
- b. The Institution should have a valid accreditation by NBA.
- c. The existing Institution seeking approval for Introduction of Fellowship Programme in Management shall apply on AICTE Web-Portal.
- d. The Institution shall have “Zero Deficiency” based on Self-Disclosure as per the Report generated.
- e. Since inception, the Institution should have been free from serious Complaints regarding the CBI investigation, ragging, Non-Payment of dues to Council and other punitive actions.
- f. The Institution should have the required number of Full Time Faculty members as per AICTE norms for running MBA/ MMS/ PGDM Programme.
- g. The Institutions should have at least 50% and 25% of the Full Time Faculty members with Ph.D./ Fellow from AICTE approved Institutions/ AIU recognized University/ reputed University from abroad/ IIM, if the Institutions apply for 20 seats and 10 seats (inclusive of Executive Fellow Programme) respectively. These Faculty members should have at least two papers published in refereed indexed cited International/ National Journals in the last 3 years. Each Professor and Associate Professor shall not guide more than FOUR and TWO research scholars respectively at a time.
- h. The Institution should have subscribed Journals in Business Management area of Organizational Behaviour/ Human Resource, Finance and Accounts, Marketing, Operations, IT Systems, Economics, etc.



- i. The existing Institutions seeking approval for the Introduction of Fellowship Programme shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of Approval Process Handbook.

2.15.2 Procedure

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Introduction of Fellowship Programme in Management.
- b. The eligible Institution shall be allotted a maximum of 20 seats for Fellowship Programme in Management. However, the Institution may apply for 10 seats also.
- c. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal as per Clause 1.15 of Approval Process Handbook.

2.15.3 Student's eligibility, procedure for admission and conduct of the Programme shall be as per details given in Appendix 20 of Approval Process Handbook.

2.15.4 The Institution shall submit an application for Continuation of approval for Fellowship Programme in Management, as a part of application of Extension of Approval, every year, giving details of Faculty and other facilities.

2.16 Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries

2.16.1 Requirements and Eligibility

- a. The existing Institution having at least 50% of **eligible Course(s)** accredited by NBA, and if the valid accreditation period is beyond 10th April of the next Calendar Year, seeking approval for the Introduction of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries shall apply on AICTE Web-Portal.
- b. Institutions selected for Study in India Programme by the Government of India are eligible for the grant of introduction of PIO in ALL Programmes/ Courses without Expert Visit Committee and TER Charges. 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/ PIO/ Children of Indian Workers in Gulf Countries shall be waived. However, the Institution shall upload the selection letter for Study in India Programme and the document for the Fee waiver provided to the students.
- c. Institutions having Infrastructural facilities based on AICTE norms and fulfilling following criteria shall be eligible to apply for approval for admitting students in this scheme.
- d. The Institutions shall provide suitable Hostel/ Residential accommodation to the Foreign Students/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO) 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. The Institution shall have "Zero Deficiency" based on Self-Disclosure as per the Report generated.
- f. The Institution was not enforced any punitive action previously by AICTE.
- g. The existing Institutions seeking approval for the Introduction of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of Approval Process Handbook.



- h. Fifteen percent (15%) supernumerary seats over and above the “Approved Intake” per Course shall be approved in AICTE approved Institutions and University Departments, for admitting students from Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ 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. 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/ PIO/ Foreign Nationals and vice-versa. **Further, any vacant seat in the “Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ 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.**
- j. **Beside this, any vacant seat in the “Approved Intake” after the last round of the admission of the concerned State Government/ UT, may be filled with NRI/ Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in the Gulf Countries, subject to the approval from AICTE for the above seats and fulfillment of requisite norms as specified in the Approval Process Handbook.**

2.16.2 Procedure

- a. The availability of adequate Infrastructural facilities and other requirements as per the Norms of Approval Process Handbook in the Applicant Institution shall be verified by Expert Visit Committee.
- b. Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ 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.

2.16.3 The Institution shall submit an application for Continuation of approval for supernumerary seats for admitting Foreign National/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries, as a part of application of Extension of Approval, every year, giving details of Faculty and other facilities.

2.16.4 If any punitive action is enforced on an Institution, NRI/ OCI/ PIO/ Children of Indian Workers in the Gulf Countries seats shall be withdrawn.

2.16.5 Institutions admitting Foreign Nationals should ensure registration of foreign students with concerned Foreigners Regional Registration Officer (FRRO) as well as with the local police station about their entry and exit in India. Further the Institutions shall adhere to the norms specified by the Ministry of External Affairs, Government of India.

2.16.6 Fee and Admission

- a. The concerned State Government/ UT shall notify the tuition and other fee for candidates admitted under Foreign Nationals/ OCI/ PIO seats. The children of Indian workers in the Gulf Countries shall be treated at par with resident Citizens if admitted to seats reserved for them i.e. One Third (1/3) of 15% supernumerary seats. The fee prescribed for NRI seats shall not be applicable to this admission.
- b. Admission to these seats shall be made on merit basis among Applicants of these categories.



2.17 Introduction/ Continuation of seats for Non Resident Indian(s)

2.17.1 Requirements and Eligibility

- a. The existing Institution seeking approval for admitting Sons/ Daughters of Non Resident Indian(s), Institutions shall apply on AICTE Web-Portal.
- b. Five percent (5%) of seats within “Approved Intake” shall be allowed for admission under NRI category.
- c. The Institution shall have “Zero Deficiency” based on Self-Disclosure as per the Report generated.
- d. The existing Institutions seeking approval for the Introduction of Non Resident Indian(s) shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of Approval Process Handbook.

2.17.2 Procedure

- a. Grant of Approval for admission under NRI is based on Self-Disclosure of required facilities and Infrastructure availability as submitted online on AICTE Web-Portal.
- b. 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 thus admitted against vacant NRI seats.

2.17.3 The Institution shall submit an application for Continuation of approval for NRI seats, as a part of application of Extension of Approval, every year, giving details of Faculty and other facilities.

2.17.4 Fee and Admission

- 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 NRI seats, 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 in their Brochure and Web site, the number of NRI seats available in the Course(s)/ Division.
- c. Competent Authority for admission shall prepare a merit list of Applicants by inviting applications from eligible NRI students and effect admission 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 shall also display information regarding admitted candidates in their Web sites for information to the students and other stakeholders.
- f. The concerned State Government/ UT shall notify the tuition and other fee for candidates to be admitted under NRI seats.



2.18 Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses

2.18.1 Requirements and Eligibility

- The existing Institutions seeking approval for Change in the Name of the Course(s) (Refer Annexure 6 or 7 of Approval Process Handbook)/ Reduction in Intake/ Closure of Programme/ Course shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of Approval Process Handbook.
- Merger of certain Regular/ First Shift 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 Approval Process Handbook, so that the Intake after merger shall be equal to the sum total of the individual Course(s) and Divisions, subject to the condition that total number of Divisions after merger per Courses shall not exceed THREE Divisions, provided the Faculty student ratio be maintained. Merger is considered for all Divisions of a Course while partial merger of few Divisions is not permissible. For example, if an Institution offering Courses such as Computer Science and Engineering and Software Engineering, both the Courses shall be merged either to Computer Science and Engineering or Software Engineering.
- Institutions may apply for reduction in Intake in any of the Regular/ First Shift Course(s) within a Division by themselves in AICTE Web-Portal and maintain Faculty: Student ratio accordingly without NOC from affiliating University/ Board/ State Government/ UT and the restoration shall be permitted within a Division without NBA.

Illustration for Reduction/ Restoration in Intake

| No. of Divisions | Approved Intake for Under Graduate | Permissible Reduction in Intake | Permissible Intake for Restoration |
|------------------|------------------------------------|---------------------------------|------------------------------------|
| 1 | 60 | 30 | 60 |
| 2 | 120 | 90 | 120 |
| 2 | 120 | 60 | 60 |
| 3 | 180 | 150 | 180 |
| 3 | 180 | 120 | 120 |

| No. of Divisions | Approved Intake for Post Graduate | Permissible Reduction in Intake | Permissible Intake for Restoration |
|------------------|-----------------------------------|---------------------------------|------------------------------------|
| 1 | 30 | 18 | 30 |
| 1 | 30 | 24 | 30 |

- Institution running Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses shall apply for either the Closure of such Division or addition of the Intake to the respective Course offered in the First Year Regular/ First Shift subject to the condition that total number of Divisions after merger per Course shall not exceed THREE Divisions, provided the Faculty: Student ratio be maintained.

2.18.2 Procedure

- The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses, as applicable.
- For Closure of the Programme(s)/ Course(s), the Institution shall submit the relevant NOCs on or before 31st December of the Calendar Year.



2.19 Change in the Name of the Institution or affiliating University/ Board

2.19.1 Requirements and Eligibility

- a. The existing Institution seeking approval for Change in the Name of the Institution or affiliating University/ Board shall apply on AICTE Web-Portal along with the relevant documents as per Appendix 17 of 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 Approval Process Handbook.

2.19.2 Procedure

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Change in the Name of the Institution or affiliating University/Board, as applicable.

2.20 Change in the Name of the Bank

2.20.1 Requirements and Eligibility

- a. The existing Institution seeking approval for Change in the Name of the Bank shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of Approval Process Handbook.
- b. The Change in the Bank shall be applicable, only if it is a Scheduled Bank.

2.20.2 Procedure

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Change in the Name of the Bank.

2.21 Change in the Name of the Trust/ Society/ Company

2.21.1 Requirements and Eligibility

- a. The existing Institution seeking approval for Change in the Name of the Trust/ Society/ Company including merger of the Trust/ Society/ Company shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of Approval Process Handbook.
- b. The merger/ conversion shall be permitted only for those Trusts/ Societies/ Companies having the same common objects of education, etc. and either of which have not been disqualified by AICTE/ Court of Law/ any Statutory Body in the past.
- c. Merger of the Trust/ Society/ Company shall be processed as per the respective Laws laid down in the Acts.
- d. In case of any dispute among the members of merged 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.
- e. 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.
- f. 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.



2.21.2 Procedure

- a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Change of Trust/ Society/ Company.
- b. Composition of the Scrutiny Committee for Change of Trust/ Society/ Company shall be as per Chapter I of Approval Process Handbook.
- c. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to appeal as per Clause 1.15 of Approval Process Handbook.

2.21.3 The Council reserves its right to reject the application for Change in the Name 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.

2.22 Evaluation of the application by the Scrutiny/ Re-Scrutiny Committee

- a. The applications submitted under this Chapter shall be evaluated by a Scrutiny/ Re-Scrutiny Committee constituted as per Appendix 13.5 of Approval Process Handbook Regional Officer by the selection of members through the automated selection process provided on AICTE Web-Portal. However, if any member of the Scrutiny/ Re-Scrutiny 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. Under extraordinary circumstances, the Scrutiny/ Re-Scrutiny Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman.
- b. The date and time for Scrutiny Committee shall be informed by the concerned Regional Office.
- c. The concerned Regional Officer or an Officer of the Council shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings, however, he/ she shall not be part of the Committee.

- d. Two representatives of the Applicant shall be invited to present their case along with the supporting documents before the Scrutiny/ Re-Scrutiny Committee.

Self-attested Photo ID proof and an authorization letter from the Chairman/ Secretary of the Trust/ Society/ Company shall be produced to the Committee.

- e. Applicants shall present their application and **ALL** original documents along with self-attested copies as per Appendix 17 of Approval Process Handbook, before the Scrutiny Committee. Applicants shall adhere to Scrutiny schedule and not to remain absent at the time of Scrutiny.
- f. The Scrutiny Committee shall verify the authenticity of the documents submitted by the Applicant as mentioned above and shall countersign all the documents that are accepted.
- g. Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the Applicant through the Web-Portal.
- h. 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 concerned Regional Office.
- i. The Re-Scrutiny Committee shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards and shall countersign all the documents that are accepted.



- j. The Regional Officer shall ensure and certify that all the fields of the Scrutiny/ Re-Scrutiny Committee Report are filled completely.
- k. The scanning and uploading of the Scrutiny/ Re-Scrutiny Committee Report shall be done by the concerned Regional Office.
- l. Applications which are found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee shall be processed further to incorporate the necessary changes in the issue of Extension of Approval.
- m. The attested copies of original documents shall be retained by the Regional Office.

2.23 Evaluation of the application by the Expert Visit Committee

- a. The Expert Visit Committee shall be constituted as per Appendix 13.6 of Approval Process Handbook by the Regional Officer by the selection of members through the automated selection process provided in AICTE Web-Portal. However, if any member of an Expert Visit Committee is unable to attend the scheduled visit or refuses or incapacitated to take part in such scheduled visit, 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. Under extraordinary circumstances, the Expert Visit Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman. The Expert Visit Committee shall verify physically the Infrastructural facilities of the Applicant Institution.
- b. Expert Visit Committee wherever applicable, shall verify actual availability of Faculty, Equipment, Computers, Software, Internet, Printers, Book Titles, Book Volumes and subscription of National and International Journals etc. as specified in the Approval Process Handbook. Further, Expert Visit Committee members should interact with students and Faculty members, in the absence of Institution authorities. The Expert Visit Committee shall also verify the facts relating to Complaints, if forwarded by the Regional Office and give specific remarks in the Report.
- c. Additional experts, if required, may be co-opted in any of the Committee for processing of applications, Complaints, etc.
- d. The concerned Regional Officer shall make necessary arrangements for the conduct of the Expert Visit Committee, however, he/ she shall not be a part of the Committee.
- e. The Expert Visit Committee shall have access to the Report of the Scrutiny/ Re-Scrutiny Committee, if applicable.
- f. The Applicant shall arrange for Video recording at his/ her own expense with the date and time of the entire proceedings of the Expert Visit Committee and shall hand over the same to the Committee which shall form a part of the Expert Visit Committee Report.
- g. The video recording 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 Committee, GPS Coordinates at the entrance of the main Building, Class rooms, Laboratories, Workshops, Office Room, Barrier free environment facilities such as ramp/ lift/ toilets, Library, Computer Centre, meeting with Students and Faculty members (in case of existing Institutions), in addition to the recording of other details.
- h. The Applicant shall also arrange Laptop/ Desktop with Internet facility, Scanner and Printer to the Expert Visit Committee.
- i. The Expert Visit Committee shall submit the following to the Regional Office:



- Its visit Report in the prescribed format
 - Attested Copies of all documents (as applicable) as mentioned in Appendix 17 of Approval Process Handbook
 - Video recording of the Expert Visit Committee during visit
 - Attendance sheet duly signed/ digitally authenticated by the members of the Expert Visit Committee and representatives of Applicant Trust/ Society/ Company present during the visit
- j. The Regional Officer shall ensure and certify that all the fields of the Expert Visit Committee Report are filled completely.
 - k. The scanning and uploading of the Expert Visit Committee Report including the Video recording shall be done by the concerned Regional Office.
 - l. The report of the Expert Visit Committee/ Show Cause notice, if issued shall be placed before the Standing Hearing Committee. The schedule of the Standing Hearing Committee shall be notified on the Web-Portal.
 - m. Two representatives of the Institution shall be invited to present their case along with the compliance and supporting documents before the Standing Hearing Committee.

Self-attested Photo ID proof and an authorization letter from the Chairman/ Secretary of the Trust/ Society/ Company shall be produced to the Committee.
 - n. 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 by a detailed Speaking Order.
 - o. If the Institution is aggrieved by the decision of the Executive Committee, the Institution shall have the right to **appeal once** as per Clause 1.15 of Approval Process Handbook.

2.24 Grant of Approval

2.24.1 The applications shall be processed as per the procedure given 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.

2.24.2 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.

2.24.3 Extension of Approval shall not be granted after 30th April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon’ble Supreme Court of India in CA No.9048/ 2012.

2.24.4 Institutional information, including Faculty and students data shall be updated on AICTE Web-Portal by the Institution for downloading the Extension of Approval letter.

2.24.5 Student’s eligibility for admission shall be as per Appendix 1 of Approval Process Handbook.

2.24.6 Institutions shall follow the Academic Calendar as per Appendix 19 of Approval Process Handbook.



3.1 Objectives

- a. To facilitate Collaboration and Twinning Programme between Indian and Foreign Universities/ Institutions in the field of Technical Education, Research and Training.
- b. To safeguard the interest of the student community in India and ensure uniform maintenance of Norms and Standards as prescribed by various Statutory Bodies.
- c. To ensure accountability for all such educational activities by Foreign Universities/ Institutions in India.
- d. To safeguard against entry of Non-Accredited Institutions in the Country of origin to impart Technical Education in India.
- e. To safeguard the Nation's interest and take punitive measures, wherever necessary, against the erring Institutions.

3.2 Requirements and Eligibility

- a. Foreign Universities/ Institutions interested in imparting Technical Education in Collaboration or through a Twinning Programme in India leading to the award of Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree.
- b. A Department of an Indian University or Institution which is already in existence and duly approved by the Council, interested in imparting Technical Education leading to the award of Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree of a Foreign University/ Institution through Collaborative/ Twinning arrangements, provided there is "Zero Deficiency" based on Self-Disclosure.
- c. A Department of an Indian University or Institution should have a valid NBA accreditation beyond 10th April of the next Calendar Year in the Programme/ Course for which Twinning is sought.
- d. No Foreign University/ Institution shall establish/ operate its educational activity in India leading to the award of Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree without specific approval of the Council.
- e. Accreditation by the authorized agency in the Parent Country shall be the pre-requisite condition for any Foreign University or Institution to start its operation for imparting Technical Education in India.
- f. The Educational Programmes to be conducted in India by Foreign Universities or Institutions leading to the award of Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level (ONLY for Regular/ First Shift Courses) shall have the same nomenclature as it exists in their Parent Country. There shall not be any distinction in the academic Curriculum, mode of delivery, pattern of examination, etc. and such Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree should be fully recognized in their Parent Country.
- g. Any Course or Programme, which jeopardizes the National interest shall not be allowed to be offered in India.



- h. 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.
- i. The existing Institutions seeking approval for the Introduction of Collaboration and Twinning Programme shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of Approval Process Handbook.

3.3 Collaboration and Twinning Programmes

- a. The Indian Partner Institution shall be affiliated to the University/ Board (Not applicable to PGDM Institutions).
- b. The Foreign University/ Institution and the Indian Partner Institution shall enter into a bipartite agreement/ MoU for this purpose.
- c. The Indian Institution and the concerned affiliating University/ Board shall also enter into a bipartite agreement/ MoU for this purpose.
- d. For Course(s) where University/ Board approval is not mandatory, the Foreign University/ Institution and the Indian Partner Institution shall enter into a bipartite agreement/ MoU for this purpose.
- e. **The students admitted under the Twinning Programme should spend at least one Semester for the two years Programme and two Semesters for four years of the Course in the Foreign University/ Institution in its Parent Country.**
- f. 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. The Intake of such students shall be over and above the “Approved Intake” of the Programme being conducted by the Indian Partner Institution.
- g. The Degree shall be awarded by the Foreign University/ Institution and in its Parent Country.

3.4 TER Charges

- a. The TER Charges shall be paid through AICTE payment gateway 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 type 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 | Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD | 10.0 | 5.0 |
| ii | Government/ Government aided Institutions/ Central/ State University | Nil | Nil |
| iii | All other Institutions | 15.0 | 7.5 |



3.5 Procedure

- a. The existing Institution seeking approval for Collaboration and Twinning Programme shall apply on AICTE Web-Portal and shall be processed by the Scrutiny/ Re-Scrutiny Committee followed by Expert Visit Committee as per the procedure mentioned in Clauses 1.10 and 1.11 of Approval Process Handbook.
- b. Lateral Entry and supernumerary seats shall not be allowed in Foreign Collaboration and Twinning Programme.
- c. Institution shall provide all required documents in original as per Appendix 17 of Approval Process Handbook as the case may be, at the time of the Scrutiny/ Re-Scrutiny/ Expert Visit Committee for verification. The Institution shall submit attested copies of all the original documents to the Expert Visit Committee.

3.6 The Institution shall submit 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/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree and any other information that the Council shall ask for.

3.7 The Council shall cause an **Inspection**, 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.



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 the State Governments, while Private Universities are mostly supported by various bodies and Societies. Universities in India are recognized by the University Grants Commission (UGC), which draws its power from the University Grants Commission Act, 1956. The types of Universities include:
 - **Central Universities** are established by an Act of Parliament and are under the purview of the Department of Higher Education in the Union Human Resource Development Ministry.
 - **State Universities** are run by the concerned State Government/ Union Territories of India and are usually established by a local legislative assembly act. University shall also have “Constituent College”, an Institution/ Department/ College/ School as a part of the University.
 - **Institution Deemed to be University** is an Institution for Higher Education so declared on the recommendations of the Commission by the Central Government, under Section 3 of the UGC Act.
 - **Private Universities** are established by State/ Central legislature and approved by the UGC. They can grant degrees but they are not allowed to have Off-Campus/ Affiliated Colleges.
- b. All categories of Universities shall maintain standards, higher than the minimum infrastructure, Faculty and other norms given in the Approval Process Handbook.
- c. Central, State and Private Universities may apply for approval by providing Infrastructure and other requirements as specified in the Approval Process Handbook.
- d. Institutions Deemed to be Universities offering Technical Course(s)/ Programme(s) shall not admit students without prior approval of the Council.
- e. Off-Campus of the University is a Campus established by it and approved by UGC, outside the main campus (within or outside the State) operated and maintained as its constituent unit, having the University’s complement of facilities, Faculty and staff.
- f. Area of operation of State Universities/ Private Universities shall be as approved by the University Grants Commission/ State jurisdiction.
- g. Applicants shall submit the application on AICTE Web-Portal www.aicte-india.org.
- h. The applications received shall be processed as per the norms and procedures prescribed in the Approval Process Handbook. The Applicant shall also adhere to the existing Central, State and Local Laws.

4.2 Time Schedule for processing of applications

- a. AICTE shall notify through a Public Notice in the leading newspapers and through AICTE Web-Portal from time to time, inviting applications with cut-off dates for various purposes and processing thereof. **The time schedule mentioned in the Public Notice shall be final and binding.** To process any request from the Universities regarding approval, online application is mandatory. Applications submitted offline are not valid.



- 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.

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, Pharmacy, Architecture and 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.
- c. Provided that the members/ trustees/ promoters of a managing Trust/ Society/ Company of an Institution Deemed to be University, not being controlled by Government/ UT, shall not be directly or indirectly connected with the members/ trustees/ promoters of a managing Trust/ Society/ Company.

4.3.3 In all the above cases, Universities seeking approval for the first time from AICTE shall submit an application as a new Technical Institution for all their existing Technical Programme(s) and Course(s). Institution Deemed to be University having multiple Campuses/ Off Campuses/ Constituent Colleges shall apply separately for approval.

4.4 Submission of Application

4.4.1 User ID and Password

- a. A unique USER ID shall be allotted to each new application on payment of ₹5000/- (Five 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 ID's allotted to them previously.
- c. If any University has forgotten the Password, the University shall apply to Regional Office with an Affidavit¹ for "Forgotten Password" along with the proof of payment of ₹5000/- (Five Thousand Only), through the payment gateway on AICTE Web-Portal www.aicte-india.org. Regional Officer shall verify and upload in the Web-Portal for allotment of Password to the Applicants for further processing.
- d. Using the USER ID, the application in the prescribed Format shall be filled and submitted on AICTE Web-Portal www.aicte-india.org. Using this USER ID, the Applicant shall be able to track the status of the application at various stages of processing.



4.4.2 Details of 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 University/ Institution Deemed to be University (Government) | Nil |
| ii | Institution Deemed to be University (Private)/ Private University | 8.0 |
| iii | ALL Applicants under (ii) whose application was rejected and issued Final LoR in the previous year i.e. 2018-19* | 3.0 |

* Not applicable for Application which was rejected in 2018-19 and TER Charges refunded under Clauses 1.4.2.h and 1.4.7.b of Chapter I of Approval Process Handbook.

- b. In an extraordinary circumstance, if an additional Scrutiny Committee has to be conducted **inclusive of the Court directions to any type of Universities**, the Applicant has to remit ₹1.0 Lakh through online.
- c. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted **inclusive of the Court directions to any type of Universities**, the Applicant has to remit ₹2.0 Lakhs through online.
- 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.
- e. Only those applications submitted within the cut-off date including payment shall be considered for processing.

4.4.3 All Applicants shall ensure that the data entered/ edited are correct. Facility to edit the data is available until the submission of the application by pressing the “submit” tab.

After pressing the “submit” tab, the data entered is not allowed for any further editing till the processing of application is completed. Hence, Applicants shall exercise utmost caution before pressing the “submit” tab.

Submission of an application on AICTE Web-Portal on or before the last date as mentioned in the schedule is mandatory.

4.4.4 An Affidavit⁴ sworn before First Class Judicial Magistrate or Notary or an Oath Commissioner on ₹100/- Non-Judicial stamp paper/ e-stamp paper shall be uploaded. In case of any false information, AICTE shall invoke the provisions, both 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 Approval Process Handbook) as submitted on AICTE Web-Portal, along with the proof of payment, and documents mentioned as per Appendix 16 of Approval Process Handbook duly attested by the Chairman/ Secretary of the Trust shall be submitted on the date of Scrutiny at the Regional Office failing which the Scrutiny shall not be conducted.

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

4.4.7 Applications complete in all respects shall only be processed.



4.5 Grant of Approval

4.5.1 Requirements and Eligibility

- a. The Promoter Trust/ Society/ Company shall have the Land as required and has its Lawful possession with clear title in the name of the Promoter Trust/ Society/ Company/ Institution 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 Technical 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 fulfill the norms as per UGC Regulations.

- 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 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/ MHRD/ 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 in AICTE Web-Portal for all the Technical Programme(s) as approved by University Grants Commission for Approval.

4.5.4 Evaluation of the application by Scrutiny/ Re-Scrutiny Committee

- a. The applications shall be evaluated by a Scrutiny/ Re-Scrutiny Committee constituted as per Appendix 13.4 of Approval Process Handbook by the Regional Officer by the selection of members through automated selection process provided on AICTE Web-Portal. However, if any member of the Scrutiny/ Re-Scrutiny 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 approved panel of the experts manually. Under extraordinary circumstances, the Scrutiny/ Re-Scrutiny Committee shall also be constituted manually by the Regional Officer with prior approval of the Chairman.
- b. The date and time for Scrutiny shall be informed by the concerned Regional Office.
- c. Concerned Regional Officer or an Officer of the Council shall assist the Committee and place relevant records and documents before the Committee and make necessary arrangements for the conduct of the meetings; however, he/ she shall not be part of the Committee.
- d. Two representatives of the Applicant shall be invited to present their case along with the supporting documents before the Scrutiny/ Re-Scrutiny Committee.



Self-attested Photo ID proof and an authorization letter from the Chairman/ Secretary of the Trust/ Society/ Company shall be produced to the Committee.

- e. The Applicants are classified into THREE categories, as Category I, II and III. Universities with a NAAC score more than 3.51 and above; 3.26 to 3.50 and notified by UGC as Category I and II respectively as per the UGC (Categorization of Universities (Only) for grant of Graded Autonomy) Regulations, 2018 are considered as Category I and II respectively. University shall be in Category III, if it does not come either under Category I or Category II.
 - f. For Applicants falling under Category I and II, the Scrutiny/ Re-Scrutiny Committee shall verify
 - NAAC Certificate having scores more than 3.26
 - 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
 - UGC approval letter(s) for the main Campus and Off Campuses, if any.
 - Such Universities shall have to adhere to norms and standards specified by AICTE from time to time and an Affidavit¹⁰ to this effect shall be submitted to the University Grants Commission.
 - g. Applicants falling under Category III shall present their application and **ALL** original documents along with self-attested copies as per Appendix 16 (as applicable) of Approval Process Handbook, before the Scrutiny Committee. Applicants shall adhere to Scrutiny schedule and not to remain absent at the time of Scrutiny.
 - h. The Scrutiny Committee shall verify the authenticity of the documents submitted by the Applicant as mentioned above and shall countersign in all the documents that are accepted.
 - i. Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the Applicant Trust/ Society/ Company through Web-Portal.
 - j. 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 concerned Regional Office.
 - k. The Re-Scrutiny Committee shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards and shall countersign all the documents that are accepted.
 - l. The Regional Officer shall ensure and certify that all the fields of the Scrutiny/ Re-Scrutiny Committee Report are filled completely.
 - m. Applications which are found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee in case of Applicants falling under Category I and II shall be placed before Regional Committee for issue of LoA and in case of Category III, the same shall be processed further by an Expert Visit Committee. The date of visit shall be communicated through Web-Portal.
 - n. The attested copies of original documents shall be retained by the Regional Office.
- 4.5.5 Application shall be processed by Expert Visit Committee as per Clause 1.11 of Approval Process Handbook. An academic expert shall be the nominated by the UGC. However, a Vice Chancellor/ Former Vice Chancellor/ Director of IIT/ NIT nominated by AICTE shall be the Chairman of the Expert Visit Committee.



4.5.6 Application shall be processed by Regional Committee as per Clause 1.12 of Approval Process Handbook.

4.5.7 Grant of Approval shall be as per Clause 1.13 of Approval Process Handbook.

- a. The Executive Committee after considering the recommendations of the Regional Committee and views of the Approval Bureau shall take decision 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 a Letter of Approval (LoA) or Letter of Rejection (LoR) with the specific reasons for rejection of the application.
- c. Applicants (except Central University/ State University/ Institution Deemed to be University (Government)) whose applications are recommended for Letter of Approval (LoA) by the Executive Committee shall be informed for submission of Security Deposit as applicable as per Clause 1.13.e of Approval Process Handbook.
 - 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.
- d. The amount deposited by the University shall remain with the Council. The interest accrued on this deposit shall be utilized by the Council for Quality Improvement Programme for Faculty and giving Scholarships to students.
- e. The Principal amount shall be returned to the Trust/ Society/ Company on expiry 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 and/ or Non-Performance by the University and/ or Complaints against the University.
- f. 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.
- g. If the application for the new Technical Institution is rejected at the level of Scrutiny/Re-Scrutiny and not availed the appeal provision, the TER Charges after a deduction of ₹50000/- (Rupees Fifty Thousand only) shall be refunded to the Applicant.
- h. **The Council shall normally not grant Conditional Approval to any University.**
- i. The University/ Applicant, if aggrieved by the decision of Executive Committee, shall **appeal** as per Clause 1.15 of Approval Process Handbook and the final decision of the Council shall be uploaded on or before 30th April of the Calendar Year.
- j. Faculty shall be made available as per the norms, standards and conditions prescribed by the Council.



- k. 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, on or before 30th April of the Calendar Year.
- l. LoA shall not be granted after 30th April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA No.9048/ 2012.
- 4.6 Universities 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 Course(s) offered by the University.
- 4.7 Applications submitted for other Categories in Chapter I/ II/ III of Approval Process Handbook
 - a. The requirements, eligibility and procedure shall be as per the concerned Clauses of Chapter I/ II/ III of Approval Process Handbook.
 - b. Details of Technical Education Regulatory (TER) Charges

| Sl. No. | Type of University | TER Charges ₹ in Lakh |
|---------|---|--|
| i | Central University/ State University/ Institution Deemed to be University (Government)* | Nil |
| ii | Institution Deemed to be University (Private)/ Private University | Corresponding TER Charges as mentioned in Chapter I/ II/ III |

* TER Charges is applicable, if self-financing Courses are offered

- c. In an extraordinary circumstance, if an additional Scrutiny Committee has to be conducted **inclusive of the Court directions to any type of Universities**, the Applicant has to remit ₹1.0 Lakh through online.
- d. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted **inclusive of the Court directions to any type of Universities**, the Applicant has to remit ₹2.0 Lakhs through online.
- e. The applications shall be processed as per the procedure given in Approval Process Handbook and the Executive Committee/ Council shall grant Extension of Approval as applicable for 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.
- f. The decision of the Council shall be included in the issuance of Extension of Approval and uploaded in the Web-Portal and the Universities shall download the same through their login. Speaking orders (in case of reduction in Intake, No Admission, etc.) shall be uploaded in the Web-Portal not later than 10th May of the Calendar Year.
- 4.8 Extension of Approval shall not be granted after 30th April of the Calendar Year in compliance to the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA No.9048/ 2012.
- 4.9 Student's eligibility for admission shall be as per Appendix 1 of Approval Process Handbook.
- 4.10 Increase in Intake/ New Course shall be processed as per Clause 2.7 of Chapter II of Approval Process Handbook. The Scrutiny Committee shall verify the additional documents as specified in Appendix 17 of Approval Process Handbook.



Universities offering Technical Programme(s) approved by the Council, falling under Category I and II as declared by UGC are exempted from taking approval for increase in Intake/ New Course from AICTE. However, such Universities 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. If any complaints are received about the violation of the norms, AICTE shall inspect the University and inform the 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 UGC.

- 4.11 Board of Management (BoM) shall be constituted for Institution Deemed to be University (Private)/ Private University. **BoM of Universities shall be as per Acts and Statutes of UGC.** The minutes of the meetings shall be uploaded periodically in the website of the Universities.
- 4.12 The Universities shall display in their web site the mandatory disclosure including students admitted, their fee structure, Time schedule for payment of fee for the entire programme, Refund Policy etc.
- 4.13 To maintain a high standard in Technical Education, the Universities shall adopt quality measures such as revision of Curricula 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 the granting Patents.



5.1 National Skills Qualifications Framework (NSQF)

- a. The National Skills Qualifications Framework (NSQF) 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 learner must possess regardless of whether they are obtained through formal, Non-Formal or informal learning.
- b. The respective State Technical Educational Boards and/ or Universities shall affiliate the Institutions approved by AICTE for running of Vocational Courses. The fees shall be regulated by the respective state bodies. A No Objection Certificate as per Format 2 has to be submitted by the Institution.
- c. Any Technical Institution which is approved by AICTE is eligible for running the Vocational Courses.
- d. The Institution shall have to apply online on AICTE Web-Portal as per the calendar of AICTE for seeking approval.
- e. An Institution shall be allowed to seek up to 100 seats from the given specialisation, with a Division size of 25 each. Institution may choose one specialisation with 4 Divisions or 4 specialisations with one Division of each specialisation or such other combination.
- f. Education component shall be taught by the Institution and the skill component shall be covered by AICTE approved Skill Knowledge Provider (SKP)/ Training Provider approved by National Skill Development Corporation (NSDC) or Government Agency.
- g. Skill Knowledge Providers/ Trainers (SKP) have to be registered with AICTE or other authorised bodies such as NSDC for imparting specific skills. If the approved SKP is not located near the vicinity of College/ Institution, then the Institution can sign a MoU with the nearby SKP/ Training Provider (TP)/ Industry, with the prior approval of AICTE. AICTE shall conduct an Expert Visit Committee to such SKP before approving the Institution to sign a MoU. Details of the facilities available at SKP has to be submitted online.
- h. A student shall register with an AICTE approved Technical Institution for Diploma in Skills (D.Skills), Diploma in Vocation (D.Voc.) or Bachelor in Vocation (B.Voc.) to acquire formal education credits. (For credit framework, refer to SAMVAY document).
- i. The student completes the skill modules as required at various certification levels, one level at a time, acquires the necessary credits from the Skill Knowledge Provider/Trainers (SKP), and gives them on to the Institution where he is registered for Diploma in Skills (D.Skills), Diploma in Vocation (D.Voc.) or Bachelor in Vocation (B.Voc.).
- j. These 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 and 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.
- k. Certification levels, in line with NSQF, as required shall entail the student for the award of a Diploma of Vocation (D.Voc.) or Bachelor in Vocation (B.Voc.). Since D.Skills is purely to provide skills (and not formal education), hence there shall be no equivalence for the same.

1. 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 Skills (D.Skills), Diploma of Vocation (D.Voc.) or Bachelor of Vocation (B.Voc.).
- m. In all certification levels of 'Knowledge and Skill' have been identified (as per 1.10 of Appendix 1 of Approval Process Handbook. First two Levels refer to Standard IX and X at school level. These shall be with the CBSE Schools or Schools affiliated to State Boards and equivalent other boards.
- n. Each level requires notifying hours of education and training per annum. For the Vocational stream leading to a Degree/ Diploma/ Post Diploma, these hours shall have both Vocational and academic component as notified by MHRD/AICTE. 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.
- o. A candidate shall have freedom to choose either a Vocational stream or a conventional stream to reach graduation level. In addition, a candidate shall have freedom to move from Vocational stream to current formal higher education stream or vice versa at various stages. This multi-level entry and exit system shall allow the candidate to seek employment after any level and re-join the education as and when feasible to upgrade qualifications/ skill competency.
- p. 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 SKP. A suitable bridge Course where necessary may be run by the Institution for imparting the knowledge to the student seeking Lateral Entry.
- q. A student who has acquired the skills through work experience, can also enter the Vocational stream at an appropriate level provided he is assessed for the skills acquired from a registered SKP. The qualification with upward mobility is given in SAMVAY Document accessible at https://www.aicte-india.org/sites/default/files/SAMVAY_1_.pdf.

5.2 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:

5.2.1 Requirements and Eligibility

- a. Vocational Education Programme(s) shall be conducted in an AICTE approved Institutions in the existing Infrastructure as per the norms of Approval Process Handbook.
- b. Skill based Course(s) that shall be started by AICTE approved Institutions are given below. Additional specialisation if any shall be added and updated on the website.

| Sl. No | Specialization | Relevant Sector |
|--------|-------------------------------------|--|
| i. | Automotive Manufacturing Technology | Mechanical or any allied branches |
| ii. | Automobile Servicing | |
| iii. | Production Technology | |
| iv. | Industrial Tool Manufacturing (ITM) | |
| v. | Refrigeration and Air Conditioning | Electronics/ Mechanical or any allied Branch |
| vi. | Software Development | Computer Science/ Information Technology/ MCA or any allied Branch |
| vii. | Graphics and Multimedia | |
| viii. | BFSI | MBA/ PGDM or any allied Branch |
| ix. | Travel and Tourism | MBA/ Hotel Management or any allied Branch |
| x. | Food Processing | Agriculture/ Hotel Management or any allied Branch |
| xi. | Electronic Manufacturing Services | Electronics/ Electrical or any allied Branch |



| | | |
|-------------|---------------------------------|---|
| xii. | Medical Image Technology | Pharmacy or any allied Branch |
| xiii. | Printing and Packing Technology | Printing Technology or any allied Branch |
| xiv. | Interior Design | Architecture or any allied Branch |
| Only B.Voc. | | |
| xv. | Mobile Communication | Electronics/ Electronics and Telecommunication or any allied Branch |
| Only D.Voc. | | |
| xvi. | Architecture Assistantship | Architecture or any allied Branch |

- c. Resolution of the Trust/ Society/ Company approving the Institution to start Diploma/ Degree in Vocational Courses, duly signed by the Chairman/ Secretary in the Format³.
- d. The NOC (as per Format 2) of the respective State Technical Education Boards/ affiliating Universities for curriculum, evaluation, practical etc. is taken before starting the Course.
- e. The Head of the Institution conducting “Vocational Education Programme” shall be the “Principal” of the Parent Institution where Vocational Education Programme(s) are conducted.
- f. All Institutions initially shall be eligible for a maximum of four (4) Sectors/Specializations per location, consisting of a maximum 100 students with a batch size of 25 students.
- g. If there are no deficiencies, then the Council shall allot the intake applied for, as specified in the Approval Process Handbook.
- h. Institutions shall appoint Teaching Staff, Coordinator and other Technical Supporting Staff and Administrative Staff strictly in accordance with the methods and procedures of the concerned affiliating University, or the Technical Boards.
- i. A MoU shall be signed between the Institution and the SKP as per Format 4.

5.2.2 Admission, Curriculum and Fees

- a. The Institution shall publish in their Brochure and Web site the details of this scheme and the specialization offered and approved intake in respective specialization.
- b. The Institution shall invite applications, giving advertisement in newspapers and publishing the same in the Institution's Web site.
- c. The Procedure, Rules and Regulations for admission shall be as prescribed by the affiliating University or Board of Technical Education.
- d. The Institution shall upload the student information in AICTE Web-Portal and also display information regarding admitted candidates in their Web site for information to the students and other stakeholders.
- e. Admission to these seats shall be made on merit basis among Applicants.
- f. The concerned State Government/UT shall notify the tuition and other fees for candidates to be admitted.
- g. Model Structure of the Curricula for different Course(s) proposed by the Council and available in AICTE Web-Portal shall be used as a guideline and the Institutions may adopt the same with suitable changes as approved by the affiliating bodies.

5.2.3 Procedure

- a. Existing AICTE approved Institution shall apply for Vocational Education Programme on AICTE Web-Portal and select Sectors/ Specialization from AICTE Web-Portal.



- b. The 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.
- c. The Scrutiny Committee report shall be placed before the Regional Committee.
- d. Recommendation of the Regional Committee shall be uploaded on Web-Portal by the Regional Officer and forwarded for further processing.

5.3 Norms for Vocational Education Provider

- a. The existing resources of the Institution including Faculty, Library, Class Room, Computer Centre, etc. shall be used for running the Vocational Courses subject to the condition that AICTE approval had been granted for same or allied sector for regular Courses.
- b. Industry experts or Guest Faculty may be called for supplementing the curriculum as required.

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



- 6.1** The **Duration and Entry Level Qualifications** for the Technical Programme such as Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Levels shall be as provided in the Appendix 1 of Approval Process Handbook.

A Faculty/ Employee working on Full Time basis in an Institution/ Organisation and pursuing/ pursued any Full Time Course for the same duration as that of Regular Shift shall be considered as invalid for the purpose of employment/ higher studies.

However, the Faculty/ Employee shall pursue a Course as Part Time for longer duration, in the same City.

- 6.2** The **list of approved nomenclature of Courses** at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Programmes in Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology/ MCA/ Management shall be as provided in the Appendix 2 of Approval Process Handbook.

Provided that if any Institution propose to start a new Course, 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 to process the same in the respective Board.

- 6.3** The “Maximum Intake Allowed” in a Technical Institution offering Technical Programme(s) at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level, **WITHOUT NBA**, shall be as per the Appendix 3 of Approval Process Handbook. However, for the Programmes other than Pharmacy and Architecture and Planning in Diploma/ Under Graduate Level, a **MAXIMUM OF THREE DIVISIONS PER COURSE** is permissible **WITH NBA**, applicable to MBA also.

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

- a. Land as required with clear title shall be in the Name of the Trust/ Society/ Company, in case of Institutions. However, in case of the Institution Deemed to be Universities (Private)/ Private Universities, Land shall be under the undisputed ownership and possession of the University.
- 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 Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) (for a period of minimum 30 years with at least 25 years of live Lease 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.
- 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 Certificate shall be obtained from the Competent Authority as designated by concerned State Government/ UT.
 - f. The Land Conversion Certificate shall be obtained from the Competent Authority as designated by concerned State Government/ UT.
 - g. The Land Classification Certificate shall be obtained from the Competent Authority as designated by concerned State Government/ UT.
 - h. 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.
 - i. 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 fit for human habitation shall be produced. Structural Stability Certificate is valid for a period of FIVE years from the date of issue.
 - j. In case of any modifications are done in existing Building, stability of entire construction needs to be checked and also Building Plan need to be re-validated, in case of major changes.
 - k. A valid Fire Safety Certificate shall be obtained from the Competent Authority. The Fire Safety Certificate is valid for a period THREE years for Non-Residential Buildings from the date of issue.
 - l. State wise Competent Authorities for issuing the Certificates pertaining to the Land/ Building including Occupancy Certificate are given in Annexure 8 of Approval Process Handbook.
- 6.5** The Technical Institutions shall follow **Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment** as provided in the Appendix 5 of Approval Process Handbook.
- 6.6** The Technical Institutions shall follow **Norms for Essential and Desirable requirements** as provided in the Appendix 6 of Approval Process Handbook.
- a. The Language Laboratory shall be used for Language tutorials. These are attended by students who voluntarily opt for remedial English Classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. These especially benefits students who are deficient in English and also aim at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporaneous speaking, debates, skills, etc. This Laboratory shall have an area of 66 m² and to be provided with 25 Computers for every 1000 students for each Institution offering Diploma/ Under Graduate Courses.
 - b. Barrier Free Built Environment for disabled and elderly persons, including the availability of specially designed toilets for ladies and gents. Refer Design Manual for a Barrier Free Environment available in AICTE Web-Portal www.aicte-india.org.

The Institution should provide appropriate facilities to take care of the physically challenged students and elderly persons. Every Building should have at least one entrance accessible to the handicapped and shall be indicated by proper signage. This entrance shall be approached through a ramp together with the stepped entry. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Development, Government of India.

Condition A: for Building up to 3 or 4 floors (for Buildings of height <15 m)



- The Lift can be provided but not essential.
- The ramp shall be finished with non-slip material to enter the Building. Minimum width of ramp shall be 1800 mm with maximum gradient 1:12, the one-way length of the ramp shall not exceed 9 m having double handrail at a height of 800 and 900 mm on both sides extending 300 mm beyond top and bottom of the ramp. Minimum gap from the adjacent wall to the hand rail shall be 50 mm.
- All teaching-learning facilities for physically challenged people shall be provided in the ground floor itself.
- Unisex toilets with all facilities specified by the National Building Code to be provided only in the ground floor of regular Buildings.

Condition B: If the Building is a multi-storeyed Building i.e. more than 4 floors

- Lift must be provided with all provisions as per the National Building Code.
 - Unisex toilets with all facilities specified by the National Building Code are to be provided in every floor.
 - Special reserved car parking facilities are to be provided.
- c. Safety and Security measures in the Campus

The essential responsibility of Campus safety is to safeguard students, Staff, and the general Campus community from the threat of violence, and to provide appropriate interventions to support individuals in crisis. To ensure the safety in the Campus, the following measures shall be available in the Institution:

- CCTV shall be installed in the Campus at appropriate locations within the premises of an Institution.
- Access to the outsiders shall be limited.
- The staff shall be trained to protect the students from any abuse.
- The Institution shall have at least an annual safety program encouraging the Campus community to look out for themselves and one another.
- Special needs of students, Faculty and Staff with disabilities have to be taken care in the event of an emergency.
- Counselling arrangements for the affected individuals shall be provided.

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

The Institution should not demand for the Original Degree Certificates from the Faculty members at the time of joining the Institution.

- a. In the following Programmes, the Adjunct Faculty/ Resource Person as per guidelines given in Annexure 9 of Approval Process Handbook is permissible (up to a maximum), as the Programmes require more practical exposure.



- Design - 20%
- Architecture - 25%
- 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/ Resource Person 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 number of Adjunct Faculty for the benefit of the students to get the Industrial exposure.

- The Second Shift shall have 50% Faculty from those working in Regular/First shift and 50% additional Faculty are to be appointed for each Second Shift Course.
- For every Post Graduate Course, there should be at least one Professor with Ph.D. qualification.
- Faculty requirement for a Course may comprise of Faculty of Science and Humanities and other interdisciplinary specialisation depending on the University Curriculum.
- Number of Technical and Non-Teaching Staffs depends on the Institution/ University/ concerned Government norms.
- Aadhaar seeding has to be provided for the Faculty.
- The Technical Institutions may introduce online Aadhaar linked Biometric attendance for regular Faculty members.

Disclaimer:

Annexures 6 and 7 of Approval Process Handbook provide the major domains and the corresponding possible nomenclatures under each domain which is applicable to AICTE approved Institutions. Inter disciplinary Courses are numerous and more firmly entrenched in the academy than ever. Such Courses are being offered at various Universities, IITs, NITs, IISERs, NISERs and other Institutes of National importance, other than the nomenclatures listed in Approval Process Handbook and AICTE cannot update all the existing nomenclatures. However, the recruiting authorities shall decide the equivalent Course(s) based on the curricula and syllabus, without taking approval from AICTE, depending on the needs of their Programme(s)/ Course(s).

- The Technical Institutions shall follow **Faculty Cadre and Qualifications** as provided in the Appendix 8 of Approval Process Handbook.

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

- Lateral Entry to Second Year Diploma Course(s) 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.
- Lateral Entry to Second Year Degree Course(s) in Engineering and Technology/ Pharmacy/ MCA Programme 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.
- 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 where "No Admission" have been issued for the current Academic Year 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. However, in the Institutions where "No Admission" have been issued for the previous Academic Year 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 that of the previous Academic Year.
 - f. Any Foreign National 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 Degree Course(s). The Institutions having approval for the supernumerary seats in such Course(s) as per Clause 2.16 of 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.
 - g. **The Council shall not permit the Introduction or Continuation of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses.**
- 6.10 The concerned State Government/ UT Admission Authority shall decide modalities for the admission.
 - 6.11 Induction training for 3 weeks is mandatory for First Year Students.
 - 6.12 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.
 - 6.13 The PGDM Institutions shall follow **Norms for PGDM Programmes** as provided in the Appendix 9 of Approval Process Handbook.
 - 6.14 The Technical Institutions shall follow **Subscription of Journals** as provided in the Appendix 10 of Approval Process Handbook.
 - 6.15 Format for **Detailed Project Report** (DPR) for the establishment of a new Technical Institution shall be as provided in the Appendix 11 of Approval Process Handbook.
 - 6.16 The Technical Institutions shall follow **Prevention and Prohibition of Ragging** as provided in the Appendix 12 of Approval Process Handbook.
 - 6.17 **Structure of Various Committees** is given in the Appendix 13 of Approval Process Handbook.
 - 6.18 **Regional Offices of AICTE** are given in the Appendix 14 of Approval Process Handbook.
 - 6.19 The Technical Institutions shall follow **Grievance Redressal** as provided in the Appendix 15 of Approval Process Handbook.
 - 6.20 **Documents to be submitted** for applications under Chapter I are given in Appendix 16 of Approval Process Handbook.
 - 6.21 **Documents to be submitted** for applications under Chapter II/ III are given in Appendix 17 of Approval Process Handbook.



- 6.22 Recommended Composition of Board of Governors** in the Technical Institutions is given in the Appendix 18 of Approval Process Handbook.
- 6.23** The Technical Institutions shall follow **Academic Calendar** as specified in the Appendix 19 of Approval Process Handbook.
- 6.24** The Technical Institutions shall conduct the **Fellowship Programme in Management** as specified in the Appendix 20 of Approval Process Handbook.
- 6.25** The Institutions may conduct skill development Courses of any other Regulatory Body 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 Committee shall be conducted for the issue of NOC.
- 6.26 The Council shall not permit the Introduction of Part Time/ Second Shift Courses.**
- The Council shall permit the Introduction/ Continuation of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats ONLY in the Regular Shift Courses.**
- 6.27** Ample space shall be made available for 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.
- 6.28** Total Built-Up area under each sub-categories such as Instructional area, Administrative area, Amenities area and Circulation area for each Programme shall be fulfilled. Built-Up area in excess than 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 Research Park, Start-up Centre, Innovation Club, Entrepreneurship, etc.
- 6.29** 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.
- 6.30** Mandatory disclosures as given in the Annexure 10 shall be displayed in the website of each Technical Institution.
- 6.31** The Institutions shall adopt the minimum standards and qualifications as specified in Approval Process Handbook. However, Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall surpass the minimum standard and qualifications specified.
- 6.32** In National Defence/ Security areas, the maximum Divisions or Intake over and above specified in Appendix 3 of Approval Process Handbook shall be considered as the case may be, subject to the fulfillment of other norms of Approval Process Handbook.
- 6.33** Recommendations of National Fee Committee for the maximum tuition and development fee for Regular/ First Shift Programme(s) as given in Annexure 11 of Approval Process Handbook have been accepted by the Council and shall have to be followed.
- 6.34** 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 Approval Process Handbook and on fulfillment, the NBA shall be intimated suitably.
- 6.35** Universities other than Institutions Deemed to be Universities falling under Category III as notified by UGC do not require prior approval of AICTE to commence a new Course and



Programme in Technical Education, however Universities have an obligation or duty to conform to the standards and norms lay down by AICTE.

- 6.36** AICTE does not recognize the Programme(s)/ Course(s) in Technical Education offered through distance mode except Management, MCA and Diploma/ Degree in Travel and Tourism Programmes, with the explicit approval of AICTE.
- 6.37** 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 Disability (PwD)” in the mainstream of Technical and Vocational Education.
- 6.38** Affidavit⁴ specified in Approval Process Handbook shall be uploaded in the Web-Portal in e-stamp paper with digital signature of the authorized signatories.
- 6.39** 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 7.1.b/ 7.19 of Approval Process Handbook, as applicable in the next Academic Year in AICTE Web-Portal, in the absence of any specific court order to the contrary.

6.40 Tuition Fee Waiver scheme (TFW)

- a. Scheme shall be applicable to all approved Technical Institutions offering Diploma, Post Diploma, Under Graduate Programme(s), MCA, PGDCA, MBA 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

- Sons/ Daughters of parents whose 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 30% of “Approved Intake” are filled up.
- 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.

6.41 Supernumerary seats for J&K under Prime Minister's Special Scholarship Scheme (PMSSS)

- 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).
- 2 seats per Course shall be available for these admissions 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.
- The scheme shall be mandatory for all Institutions approved by the Council subject to, the changes suggested by the Inter-Ministerial Committee of MHRD from time to time.
- Eligibility**
 - All students domicile of J&K are eligible for seats under this scheme.
 - The student passed Higher Secondary Examination (12th Std.) from the schools located in J&K.
 - Sons/ Daughters of parents whose annual income from all sources does not exceed ₹8.00 Lakh.
- Admission Procedure**
 - AICTE shall invite applications under this category, make a separate merit list for this category and effect admission on the basis of 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.

6.42 Release of Security Deposit

6.42.1 Procedure

- The Trust/ Society/ Company shall upload/ submit the following documents in AICTE Web-Portal for the release of the FDR/ RTGS.
 - Application/ request letter of the Institution for FDR/ RTGS release
 - Affidavit^s 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 (ies) of the Demand Draft (if any) submitted to AICTE for creation of RPGF/ Online payment proof for Security Deposit



- b. Regional Office after verification shall forward the same to the Approval Bureau, Grievance Redressal Cell (GRC) and Vigilance Cell of AICTE to give their clearance 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 RO.
 - d. In case of RTGS, the sanction order shall be issued by the Council.
- 6.42.2**Renewal of FDR after maturity is not permitted. However, in case of auto renewal, the remarks of the concerned Bank should be obtained for the release of the FDR.
- 6.42.3**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.
- 6.42.4**In case an Institution/ Trust/ Society/ Company violates the Security Deposit related norms, the Council shall initiate appropriate penal action.
- 6.42.5**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.
- 6.42.6**For the Institutions approved for Progressive Closure, Security Deposit 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.



7.1 Introduction

- a. An Institution running 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.
- b. If any Technical Institution contravenes any of the provisions of relevant Regulations, the Council after making appropriate inquiry through Standing Hearing Committee and after providing an opportunity of being heard through the Standing Appellate Committee 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 after completion of two Academic Years for setting up a new Technical Institution with a different name as per the procedure defined in Approval Process Handbook.
- c. Further that, the students admitted to the 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. AICTE approval given to the Course(s) in the previous Academic Year(s), if any, to such Institution against which the admitted students shall be treated as AICTE approved Course(s) only.
- d. If any of the information mentioned in the Affidavit is proved as false, penal action shall be initiated on the Deponent.

7.2 Non-Submission/ Submission of incomplete/ false information on application for Extension of Approval

Non-Submission/ submission of incomplete/ false information, while applying for Extension of Approval shall invite appropriate penal action against the Institution. The Institution shall be liable to any one or more of the following punitive actions by the Council.

- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)
- Withdrawal of approval of the Institution

7.3 Non-Fulfillment 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.

- Reduction in “Approved Intake”
- No admission for one Academic Year



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

Institutions not adhering to the Pay scales, or qualifications prescribed for Faculty members for **more than 12 months** and not maintaining prescribed Faculty: Student ratio shall be liable to any one or more of the following punitive actions by the Council.

- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in respective Course(s) for one Academic Year
- Withdrawal of approval in the respective Course(s)
- Withdrawal of approval of the Institution

The Council may initiate penal action for not regularizing and ensuring the timely and full payment of the salary of the Staffs through Electronic Clearing Service (ECS) by nationalized banks.

7.5 Non-Fulfillment 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 following punitive actions by the Council.

- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)
- Withdrawal of approval of the Institution

7.6 Non-Fulfillment 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 following punitive actions by the Council.

- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year

7.7 Non-Fulfillment of Location/ Built-up Area/ Land at the time of year of establishment or 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 following punitive actions by the Council.



- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)
- Withdrawal of approval of the Institution

7.8 Non-Adhering to the timing/ Faculty requirements for the Second Shift

The Second Shift shall have to be run as per the declared timings from 12 Noon to 7 pm with 50% additional Faculty, which would be subject to surprise inspection leading to Closure of Course in case timings are not being followed/ with insufficient Faculty.

7.9 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 following punitive actions by the Council.

- Five times the total fees collected per student shall be levied against each excess admission
- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)
- Withdrawal of approval of the Institution

7.10 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 following by the Council:

- Twice the total fee collected per student and the excess fee collected shall be refunded to the student
- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission status in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)
- Withdrawal of approval of the Institution



7.11 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/ PGDM Institutions not having NAD or not uploading student enrollment data in the AICTE Web-Portal/ Institutions demanding for the Original Degree Certificates from the Faculty members at the time of joining the Institution

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/ PGDM Institutions not having NAD or not uploading student enrollment data in the AICTE Web-Portal/ 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 following punitive actions by the Council:

- No admission for one Academic Year
- Withdrawal of approval of the Institution

7.12 Violation of norms in case of Collaboration and Twinning Programme

- a. If a Foreign University/ Institution fails to comply with any of the conditions as contained in the Approval Process Handbook, the Council after giving reasonable opportunity of being heard through Standing Appellate Committee shall withdraw the approval of the Twinning Programme granted to such University/ Institution to offer their Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree in India and forbid such Foreign University/ Institution to either open Centres 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 repatriation of funds from India to home Country.
 - 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 running Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level Programme in Technical Education in India directly or in Collaboration with an Indian Partner without obtaining approval, the Council shall initiate immediate action under the Indian Penal Code for Criminal breach of Trust, misconduct, fraud, cheating, etc.
- d. Once the approval of the Twinning Programme is withdrawn, the Council shall make an attempt in co-ordination with concerned State Government/ UT to re-allocate the students enrolled in 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 are accommodated.
- 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.



7.13 Refund cases

7.13.1 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.

7.13.2 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 monthly fees and hostel rent, where applicable.

7.13.3 The last date for withdrawal of PGDM admission for the purpose of refund of fees shall be 30th June of every year.

7.13.4 In case the vacated seat is not filled, the Institution should refund the Security Deposit and return the original documents.

7.13.5 The Institution should not demand fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

7.13.6 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 following punitive actions by the Council.

- Fine for Non-Compliance of refund rules of the fee levied against each case shall be five times the total fee collected per student
- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)

7.14 AICTE shall initiate appropriate penal action, if Plagiarism is found in the academic, research, project work, journal publication, etc. of the Institutions. Each Institution should have a Plagiarism Software to check the integrity of the work of the students and Faculty by ensuring that all content is unique.

7.15 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 that had not created FDR/created FDR for lesser duration/ lesser amount than prescribed at the time of LoA have to create the same accordingly as specified in Approval Process Handbook.

7.16 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.

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



7.18 Complaint Cases

- a. In case of receipt of any Complaint(s) about an Institution, the same shall be processed by Public Grievance Redressal Cell (PGRC) of AICTE.
- b. The Complaint shall be placed before a Standing Complaint Scrutiny Committee (SCSC) for further necessary action. If necessary, the complainant 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.
- c. The report of the Expert Visit Committee/ Show Cause notice, if issued shall be placed before the Standing Hearing Committee.
- d. Two representatives of the Institution shall be invited to 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. Self-attested Photo ID proof and an authorization letter from the Chairman/ Secretary of the Trust/ Society/ Company shall be produced to the Committee.
- e. The recommendations of the Standing Hearing Committee shall be placed before the Executive Committee for approval.
- f. The decision of the Executive Committee shall be uploaded in 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 1.15 of Approval Process Handbook.
- g. As per CVC guidelines, Anonymous/ Pseudonymous Complaints shall not be processed.
- h. 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.

7.19 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 1.15 of 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 in AICTE Web-Portal, or otherwise Speaking Order shall be also be uploaded in the Web-Portal.

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



8.1 No Institution shall offer Technical Programme(s)/ Course(s) without approval of the Council

If any Institution offering Technical Programmes without the approval of the Council shall be declared as unapproved Institution.

8.2 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

- a. 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 Approval Process Handbook.
- b. The legal date of starting of the Institution shall be from the date of issue of the Letter of Approval from AICTE.
- c. Students, who are admitted prior to approval by the Council, shall not have any right for re-admission and shall have to fulfill all the requirements for admission as prescribed by the Competent Authority for admission.

8.3 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 may be.**8.4 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 may be.****8.5 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.**

Appendix 1

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

1.1 Diploma Programmes (Full Time)

| Sl. No. | Programme | Duration | Eligibility |
|---------|---|--|--|
| i | Skill | 3 years | Not passed 10 th Std./ SSC examination. |
| ii | Engineering and Technology | 3 OR 4 years | Passed 10 th Std./ SSC examination. Obtained at least 35% marks in the qualifying examination. |
| iii | Pharmacy | 2 years | Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject. |
| iv | Architectural Assistantship | 3 years | Passed 10 th Std./ SSC examination. Obtained at least 35% marks in the qualifying examination. |
| v | Applied Arts and Crafts | 3 OR 4 years | Passed 10 th Std./ SSC examination. Obtained at least 35% marks in the qualifying examination. |
| vi | Design | 3 OR 4 years | Passed 10 th Std./ SSC examination. Obtained at least 35% marks in the qualifying examination. |
| vii | Hotel Management and Catering Technology | 3 years OR 4 years after 10 th Std. where same exists | Passed 10+2 examination. Obtained at least 35% marks in the qualifying examination. OR Passed 10 th Std./ SSC examination. Obtained at least 35% marks in the qualifying examination. |
| viii | All Programmes except Pharmacy (Lateral Entry to Second Year Diploma) | 2 years | Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject. OR 10+2 Science (with Mathematics as one of the Subject) or 10+2 Science with Technical Vocational subject. OR 10 th + (2 years ITI) with appropriate Trade in that order shall be eligible for admission to Second Year Diploma Course(s) of appropriate Programme. |
| ix | Vocational (NSQF Level 5) | 3 years | Passed 10 th Std./ SSC examination. |

Note:

- D.Skills is purely to provide skills (and not formal education), hence there shall be no equivalence for the same.
- There shall be no vertical mobility for D.Skills.



- D.Skills will be provided by the State Technical Board.

In case a student exits after the First/ Second year, s/he shall be provided with Certificate Skills 1/ 2 Certificate respectively.

1.2 Post Diploma Programmes (Full Time)

| Sl. No. | Programme | Duration | Eligibility |
|---------|--|-------------------------|--|
| i | Engineering and Technology | 18 Months OR 2 years | Passed Diploma examination. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying examination. |
| ii | Applied Arts and Crafts | 18 Months OR 2 years | Passed Diploma examination. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying examination. |
| iii | Hotel Management and Catering Technology | 18 Months OR 2 years | Passed Diploma examination. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying examination. |

1.3 Under Graduate Degree Programmes (Full Time)

| Sl. No. | Programme | Duration | Eligibility |
|---------|----------------------------|----------|---|
| i | Engineering and Technology | 4 years | Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject. Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together. OR Passed Diploma (in Engineering and Technology) examination with at least 45% marks (40% in case of candidates belonging to reserved category) |
| ii | Pharmacy | 4 years | Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject. |
| iii | Architecture | 5 years | Passed 10+2 examination with Physics, Chemistry and Mathematics as mandatory subjects with 50% in aggregate and 50% each subject. OR Passed Diploma examination with Mathematics as compulsory subject having obtained at least 50% marks (45% in case of candidates belonging to reserved category) marks in the aggregate. and Qualifying NATA (Or) Any other Aptitude Test conducted by Competent Authority of the State Government/ UT. |
| iv | Planning | 4 years | Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with |



| | | | |
|------|--|------------------------------|---|
| | | | <p>one of the Chemistry/ Engineering Drawing/ Computer Science/ Biology/ Technical Vocational subject.</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) marks in the above subjects taken together.</p> |
| v | 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> |
| vi | 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> |
| vii | 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> |
| viii | Engineering and Technology (Lateral Entry to Second year) | 3 years | <p>a. Passed Diploma examination with at least 45% marks (40% in case of candidates belonging to reserved category) in appropriate branch of Engineering and Technology.</p> <p>b. Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject.</p> <p>c. Provided that the students belonging to B.Sc. Stream, shall clear the subjects Engineering Graphics/ Engineering Drawing and Engineering Mechanics of the First Year Engineering Programme along with the Second year subjects.</p> <p>d. Provided that the students belonging to B.Sc. Stream shall be considered only after filling the supernumerary seats in this category with students belonging to the Diploma stream.</p> <p>e. Passed D.Voc. Stream in the same or allied sector.</p> <p>f. In the above cases, a suitable bridge Courses, if required such as in Mathematics may be conducted.</p> |
| ix | All Programmes other than Engineering and Technology/ Architecture/ Planning/ Design | Lateral Entry to Second year | Passed Diploma examination in a Programme with at least 45% marks (40% in case of candidates belonging to reserved category) in appropriate Programme. |
| x | Vocational (NSQF Level 7) | 3 years | Passed 10+2 examination. |



1.4 Post Graduate Diploma/ Post Graduate Degree Programmes (Full Time)

| Sl. No. | Programme | Duration | Eligibility |
|---------|--|----------|--|
| i | Engineering and Technology | 2 years | <p>Passed Bachelor's Degree or equivalent in the relevant field.</p> <p>Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.</p> |
| ii | Pharmacy M.Pharm. | 2 years | <p>Passed Bachelor Degree in Pharmacy.</p> <p>Obtained at least 55% marks (50% in case of candidates belonging to reserved category) in the qualifying Examination.</p> |
| iii | Pharmacy Pharm.D. | 6 years | <p>Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject.</p> <p>OR</p> <p>Passed Diploma in Pharmacy.</p> |
| iv | Pharmacy Pharm.D. (Post Baccalaureate) | 3 years | <p>Passed Bachelor Degree in Pharmacy.</p> <p>Obtained at least 55% marks (50% in case of candidates belonging to reserved category) in the qualifying Examination.</p> |
| v | Architecture | 2 years | <p>Passed Bachelor Degree in Architecture.</p> <p>Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.</p> |
| vi | Planning | 2 years | <p>Passed Bachelor Degree in Planning/ Architecture/ Civil Engineering/ Geography/ Economics/ Social Sciences or equivalent Degree.</p> <p>Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.</p> |
| vii | Applied Arts and Crafts | 2 years | <p>Passed Bachelor Degree in Fine Arts or equivalent Degree.</p> <p>Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.</p> |
| viii | Design | 2 years | <p>Passed Bachelor Degree of minimum 4 years duration.</p> <p>Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.</p> |
| ix | Hotel Management and Catering Technology | 2 years | <p>Passed Bachelor Degree in Hotel Management and Catering Technology or equivalent Degree.</p> <p>Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination.</p> |



| | | | |
|------|------------------------------------|--|--|
| x | MCA | 3 years | Passed BCA/ B.Sc./ B.Com./ B.A. with Mathematics at 10+2 level or at Graduation Level. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination. |
| xi | Management (MBA) | 2 years | Passed Bachelor Degree of minimum 3 years duration. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination. |
| xii | Management (PGCM) | More than 1 year and not exceeding 2 years | Passed Bachelor's Degree of minimum 3 years duration. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination. |
| xiii | Management (PGDM) | Not less than 21 Months | Passed Bachelor's Degree of minimum 3 years duration. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination. |
| xiv | Management (Executive PGDM) | 15 Months or 18 Months | Passed any Bachelors Degree of minimum 3 years duration and a minimum of 5 years relevant managerial/ supervisory experience. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination. |
| xv | MCA (Lateral Entry to Second year) | 2 years | Passed in BCA, B.Sc. (IT/ Computer Science) with Mathematics as a Course at 10+2 level or at the Graduation Level. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination. |
| xiv | Lateral Entry to Vocational | 2 years | Passed Bachelor's Degree in Vocation (Level 7) qualified in related sector with minimum 2 years of industrial experience. Obtained at least 50% marks (45% in case of candidates belonging to reserved category) in the qualifying Examination. |

1.5 Integrated Courses (Full Time)

| Sl. No. | Programme | Duration | Eligibility |
|---------|----------------------------|----------|--|
| i | Engineering and Technology | 5 years | Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject. Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together. |



| | | | |
|-----|--|---------------|---|
| ii | Planning | 5 years | <p>Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Engineering Drawing/ Computer Science/ Biology/ Technical Vocational subject.</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) marks in the above subjects taken together.</p> |
| iii | Hotel Management and Catering Technology | 5 and ½ 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> |
| iv | MCA | 5 years | <p>Passed 10+2 examination with Mathematics as compulsory subjects.</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.</p> |
| v | MBA | 5 years | <p>Passed 10+2 examination.</p> <p>Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together.</p> |

1.6 Diploma Programmes (Part Time)

| Sl. No. | Programme | Duration | Eligibility |
|---------|--|--|---|
| i | Engineering and Technology, Hotel Management and Catering Technology | Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the duration of the Regular Course. | <p>Passed 10th Std./ SSC examination and 2 year ITI after 10th Std.</p> <p>OR</p> <p>Passed 10th Std./ SSC examination and minimum of Two years Full Time work experience in a registered Firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought.</p> |

1.7 Post Diploma Programmes (Part Time)

| Sl. No. | Programme | Duration | Eligibility |
|---------|--|--|--|
| i | Engineering and Technology, Hotel Management and Catering Technology | Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the duration of the Regular Course. | <p>Passed Diploma in the relevant Discipline/ Field/ Programme.</p> <p>Minimum of Two years Full Time work experience in a registered Firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought.</p> |



1.8 Under Graduate Degree Programmes (Part Time)

| Sl. No. | Programme | Duration | Eligibility |
|---------|--|--|--|
| i | Engineering and Technology, Hotel Management and Catering Technology | Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the duration of the Regular Course. | Diploma in the relevant Discipline/ Field/ Programme. Minimum of Two years Full Time work experience in a registered Firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought. |

1.9 Post Graduate Diploma/ Post Graduate Degree Programmes (Part Time)

| Sl. No. | Programme | Duration | Eligibility |
|---------|---|--|--|
| i | Management (PGCM/ PGDM) | Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the duration of the Regular Course. | Passed Bachelor's Degree of minimum 3 years duration. Minimum of Two years Full Time work experience in a registered firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought. |
| ii | Management (Executive PGDM) | Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the duration of the Regular Course. | Passed any Bachelors Degree of minimum 3 years duration and a minimum of 5 years relevant managerial/ supervisory experience. |
| iii | Engineering and Technology, Hotel Management and Catering Technology, MCA, Management (MBA) | Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the duration of the Regular Course. | Passed Degree in relevant discipline/ field/ Programme. Minimum of Two years Full Time work experience in a registered firm/ Company/ Industry/ Educational and/ Government, Autonomous Organizations in the relevant field in which admission is sought. |



1.10 Certification Levels of Skill Courses

| | | Case 1 | | Case II | | |
|---------------------|-----------------------------------|-------------------------------|------------------------------|--------------------------|-----------------|--|
| Certification Level | Normal Qualification | Vocational Qualification | Certifying Body | Vocational Qualification | Certifying Body | |
| 1 | Secondary School Grade IX | Grade IX (Vocational) | School | Grade IX (Vocational) | School | |
| 2 | Secondary School Grade X | Grade X (Vocational) | School | Grade X (Vocational) | School | |
| 3 | Higher Secondary School Grade XI | Diploma (Vocational) | Board of Technical Education | Grade XI (Vocational) | School | |
| 4 | Higher Secondary School Grade XII | | | Grade XII (Vocational) | School | |
| 5 | 1 st Year Bachelor's | | | Degree (Vocational) | University | |
| 6 | Second Year Bachelor's | Advanced Diploma (Vocational) | | | | |
| 7 | Third Year Bachelor's | | | | | |

1.11 Reservation Policy of the Central Government/ Respective State Government/ UT as the case shall be applicable to all the above Programmes (1.1 to 1.9)

1.12 The concerned State Government/ UT Admission Authority shall decide modalities of admissions

- 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 MHRD 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.aicte-india.org/sites/default/files/SAMVAY_1_.pdf



Credit and Awards

| NSQF Level | Equivalent Academic Standard | School Education | Higher education | |
|-----------------|-----------------------------------|--|---|--|
| | | Cumulative Number of Credits and Awards | | |
| Certifying Body | | Recognized Board | Recognized Technical/ Skill/ Vocational Board | UGC Recognized University |
| 1 | 9 th Std. | 35-40, Certificate Level 1 | Entry Level HSLC (for Diploma in Vocational) | Entry Level SSLC (for Bachelor in Vocational) |
| 2 | 10 th Std. | 70-80, Certificate Level 2/ SSLC/ High School | | |
| 3 | 11 th Std. | 105-120, Certificate Level 3 | | |
| 4 | 12 th Std. | 140-160, Certificate Level 4/ HSLC/ Intermediate | 90-120, Certificate Level 4 | 25-30, Higher Certificate |
| 5 | First Year Under Graduate Degree | | 135-180, Certificate Level 5 | 45-60, Diploma Level 5 |
| 6 | Second Year Under Graduate Degree | | | 90-120, Advanced Diploma Level 6 |
| 7 | Third Year Under Graduate Degree | | | 135-180, B.Voc. Level 7 |
| 8 | First Year Post Graduate Degree | | | 180-240, PG Diploma Level 8 |
| 9 | Second Year Post Graduate Degree | | | 225-300, M. Voc. Level 9 |
| 10 | Post Master/ Research Level | | | Post Master Diploma/ Research Degree may be awarded based on the compliance of UGC regulations |



Appendix 2

2.0 Approved Nomenclature of Courses

2.1 Diploma in Engineering and Technology

| Sl. No. | Name of The Course |
|---------|--|
| 1 | 3-D Animation and Graphics |
| 2 | Administration Services |
| 3 | Advanced Electronics and Communication Engineering |
| 4 | Aero Space Engineering |
| 5 | Aeronautical Engineering |
| 6 | Agricultural Engineering |
| 7 | Agricultural Technology |
| 8 | Agriculture Engineering |
| 9 | Aircraft Maintenance Engineering |
| 10 | Aircraft Maintenance Engineering (Avionics) |
| 11 | Aircraft Maintenance Engineering (Helicopter and Power Plants) |
| 12 | Animation and Multimedia Technology |
| 13 | Apparel Design and Fabric |
| 14 | Apparel Design and Fabrication Technology |
| 15 | Apparel Design and Fashion Technology |
| 16 | Apparel Manufacture and Design |
| 17 | Apparel Technology |
| 18 | Applied Electronics |
| 19 | Applied Electronics and instrumentation Engineering |
| 20 | Applied Videography |
| 21 | Armament Engineering |
| 22 | Armament Engineering (Gun Fitter) |
| 23 | Artificer Training (Electrical) |
| 24 | Artificer Training (Electronics) |
| 25 | Artificer Training (Mechanical) |
| 26 | Audiography and Sound Engineering |
| 27 | Automation and Robotics |
| 28 | Automobile Engineering |
| 29 | Automobile Engineering (Automobile Fitter) |
| 30 | Automotive Engineering |
| 31 | Beauty and Hair Dressing |
| 32 | Beauty Culture and Cosmetology |
| 33 | Biomedical Electronics |
| 34 | Biomedical Engineering |
| 35 | Biomedical instrumentation |
| 36 | Biotechnology |
| 37 | CAD CAM |
| 38 | Campus Wide Network Design and Maintenance |
| 39 | Carpet Technology |
| 40 | CDDM |
| 41 | Cement Technology |
| 42 | Ceramic Engineering and Technology |
| 43 | Ceramic Technology |
| 44 | Ceramics |
| 45 | Ceramics Engineering |
| 46 | Chemical Engineering |
| 47 | Chemical Engineering (Fertilizer) |
| 48 | Chemical Engineering (Oil Technology) |
| 49 | Chemical Engineering (Petro Chemical) |
| 50 | Chemical Engineering (Petrochemical) |
| 51 | Chemical Engineering (Plastic and Polymer) |
| 52 | Chemical Engineering (Sugar Technology) |
| 53 | Chemical Engineering Specialization in Petrochemicals |
| 54 | Chemical Technology |
| 55 | Chemical Technology (Paint Technology) |
| 56 | Chemical Technology (Rubber and Plastic Technology) |
| 57 | Chemical Technology (Rubber/ Plastic) |
| 58 | Chemical Technology Fertilizer |
| 59 | Cinematography |
| 60 | Civil (Construction) |
| 61 | Civil (Public Health and Environment) Engineering |
| 62 | Civil and Environmental Engineering |

| Sl. No. | Name of The Course |
|---------|---|
| 63 | Civil and Rural Engineering |
| 64 | Civil Draftsman |
| 65 | Civil Engineering |
| 66 | Civil Engineering (Construction Technology) |
| 67 | Civil Engineering (Environment and Pollution Control) |
| 68 | Civil Engineering (Environmental and Pollution Control) |
| 69 | Civil Engineering (Environmental Engineering) |
| 70 | Civil Engineering (Public Health Engineering) |
| 71 | Civil Engineering (Rural Engineering) |
| 72 | Civil Engineering and Planning |
| 73 | Civil Engineering Environment and Pollution Control |
| 74 | Civil Environmental Engineering |
| 75 | Civil Technology |
| 76 | Commercial and Computer Practice |
| 77 | Commercial Practice |
| 78 | Commercial Practice (KAN and ENG) |
| 79 | Computer Aided Costume Design and Dress Making |
| 80 | Computer and information Science |
| 81 | Computer Application and Business Management |
| 82 | Computer Applications |
| 83 | Computer Engineering |
| 84 | Computer Engineering and Application |
| 85 | Computer Hardware and Maintenance |
| 86 | Computer Hardware and Networking |
| 87 | Computer Hardware Engineering |
| 88 | Computer Hardware Maintenance |
| 89 | Computer Networking |
| 90 | Computer Science |
| 91 | Computer Science and Engineering |
| 92 | Computer Science and information Technology |
| 93 | Computer Science and Technology |
| 94 | Computer Software Technology |
| 95 | Computer Technology |
| 96 | Computer Technology and Applications |
| 97 | Construction Engineering |
| 98 | Construction Technology |
| 99 | Construction Technology and Management |
| 100 | Control and instrumentation |
| 101 | Cosmetology and Health |
| 102 | Costumer Design and Dress Making |
| 103 | Cyber Forensics and information Security |
| 104 | Dairy Engineering |
| 105 | Design and Drafting Technology |
| 106 | Digital Electronics |
| 107 | Digital Electronics and Communication Engineering |
| 108 | Digital Electronics and Microprocessor |
| 109 | Digital Systems |
| 110 | Direction Screen Play Writing and TV Production |
| 111 | Dress Designing and Garment Manufacturing |
| 112 | Drilling Engineering |
| 113 | Drilling Technology |
| 114 | ECG Technology |
| 115 | Electrical and Electronics (Power System) |
| 116 | Electrical and Electronics Engineering |
| 117 | Electrical and instrumentation Engineering |
| 118 | Electrical and Mechanical Engineering |
| 119 | Electrical Engineering |
| 120 | Electrical Engineering (Electronics and Power) |
| 121 | Electrical Engineering (Industrial Control) |
| 122 | Electrical Engineering (Instrumentation and Control) |
| 123 | Electrical Engineering industrial Control |



| Sl. No. | Name of The Course |
|---------|--|
| 124 | Electrical Power System |
| 125 | Electrical Power Systems |
| 126 | Electronic instrumentation and Control Engineering |
| 127 | Electronic Science and Engineering |
| 128 | Electronics Engineering |
| 129 | Electronics (Fiber Optics) |
| 130 | Electronics (Robotics) |
| 131 | Electronics and Avionics |
| 132 | Electronics and Communication Engineering |
| 133 | Electronics and Communication Engineering (Industry Integrated) |
| 134 | Electronics and Communication Engineering (Microwaves) |
| 135 | Electronics and Communication Technology |
| 136 | Electronics and Communications Engineering |
| 137 | Electronics and Computer Engineering |
| 138 | Electronics and Electrical Engineering |
| 139 | Electronics and instrumentation Engineering |
| 140 | Electronics and Production |
| 141 | Electronics and Telecommunication |
| 142 | Electronics and Telecommunication Engineering |
| 143 | Electronics and Tele-Communication Engineering |
| 144 | Electronics and Telecommunication Engineering (Radio and System) |
| 145 | Electronics and Telecommunication Engineering (Technological Electronic Radio) |
| 146 | Electronics and Telecommunications Engineering |
| 147 | Electronics and Video Engineering |
| 148 | Electronics Communication and instrumentation Engineering |
| 149 | Electronics Engineering |
| 150 | Electronics Engineering (Digital Electronics) |
| 151 | Electronics Engineering (Industry integrated) |
| 152 | Electronics Engineering (Micro Electronics) |
| 153 | Electronics Engineering (Specialization in Consumer Electronics) |
| 154 | Electronics Engineering Modern Consumer Electronics |
| 155 | Electronics Engineering with Microprocessor |
| 156 | Electronics instrument and Control |
| 157 | Electronics instrumentation and Control Engineering |
| 158 | Electronics Production and Maintenance |
| 159 | Electronics Robotics |
| 160 | Electronics Technology |
| 161 | Electronics Tele Communication |
| 162 | Embedded Systems |
| 163 | Engineering Education |
| 164 | Environmental Engineering |
| 165 | Fabrication Technology |
| 166 | Fabrication Technology and Erection Engineering |
| 167 | Fabrication Technology and Erection Engineering |
| 168 | Fashion and Apparel Design |
| 169 | Fashion and Clothing Technology |
| 170 | Fashion and Design |
| 171 | Fashion Designing |
| 172 | Fashion Designing and Garment Technology |
| 173 | Fashion Technology |
| 174 | Film and Video Editing |
| 175 | Film Editing and TV Production |
| 176 | Film Technology (Animation and Visual Effects) |
| 177 | Film Technology and TV Production (Cinematography) |
| 178 | Film Technology and TV Production (Digital intermediate) |
| 179 | Film Technology and TV Production (Film Processing) |
| 180 | Film Technology and TV Production (Sound Recording and Sound Engineering) |
| 181 | Finance Account and Auditing |
| 182 | Fire Technology and Safety |

| Sl. No. | Name of The Course |
|---------|--|
| 183 | Fisheries Technology |
| 184 | Food Processing and Preservation |
| 185 | Food Processing Technology |
| 186 | Food Technology |
| 187 | Footwear Technology |
| 188 | Foundry Technology |
| 189 | Garment and Fashion Technology |
| 190 | Garment Design and Fashion Technology |
| 191 | Garment Fabrication |
| 192 | Garment Manufacturing Technology |
| 193 | Garment Technology |
| 194 | Geographic information System (G.I.S.) and Global Positioning System |
| 195 | Glass and Ceramics Engineering |
| 196 | Handloom and Textile Technology |
| 197 | Heat Power Engineering |
| 198 | Home Science |
| 199 | Hotel Management and Catering Technology |
| 200 | Industrial and Production Engineering |
| 201 | Industrial Electronics |
| 202 | Industrial Production Engineering |
| 203 | Information and Communication Technology |
| 204 | Information Engineering |
| 205 | Information Science |
| 206 | Information Science and Engineering |
| 207 | Information Science and Technology |
| 208 | Information Technology |
| 209 | Information Technology and Engineering |
| 210 | Information Technology Enabled Services and Management |
| 211 | Instrument Technology |
| 212 | Instrumentation and Control Engineering |
| 213 | Instrumentation and Process Control |
| 214 | Instrumentation Engineering |
| 215 | Instrumentation Technology |
| 216 | Instruments and Medical Equipment |
| 217 | Interior Decoration |
| 218 | Interior Design |
| 219 | Jewellery Design and Manufacture Technology |
| 220 | Knitting and Garment Technology |
| 221 | Knitting Technology |
| 222 | Leather and Fashion Technology |
| 223 | Leather Goods and Footwear Tech |
| 224 | Leather Technology |
| 225 | Leather Technology Footwear Computer Aided Shoe Design |
| 226 | Leather Technology Tanning |
| 227 | Library and information Science |
| 228 | Machine Engineering |
| 229 | Machine Tools and Maintenance Engineering |
| 230 | Machine Tools Technology |
| 231 | Maintenance Engineering |
| 232 | Manufacturing Engineering |
| 233 | Manufacturing Technology |
| 234 | Marine Engineering |
| 235 | Marine Engineering and Systems |
| 236 | Marine Engineering and Systems (Artificer Training) |
| 237 | Mass Communication |
| 238 | Material Management |
| 239 | Mechanical CAD/CAM |
| 240 | Mechanical Engineering |
| 241 | Mechanical Engineering (Production) |
| 242 | Mechanical Engineering (Automobile) |
| 243 | Mechanical Engineering (CAD/CAM) |
| 244 | Mechanical Engineering (Foundry) |
| 245 | Mechanical Engineering (Industry Integrated) |
| 246 | Mechanical Engineering (Machine Tool Maintenance and Repairs) |
| 247 | Mechanical Engineering (Maintenance) |
| 248 | Mechanical Engineering (Refrigeration and Air Conditioning) |
| 249 | Mechanical Engineering (Repair and Maintenance) |
| 250 | Mechanical Engineering (Tool and Die) |
| 251 | Mechanical Engineering Automobile |



| Sl. No. | Name of The Course |
|---------|---|
| 252 | Mechanical Engineering Power Plant Engineering |
| 253 | Mechanical Engineering Production |
| 254 | Mechanical Engineering, Refrigeration and Air Conditioning |
| 255 | Mechanical Engineering (CAD) |
| 256 | Mechanical Engineering Tool Engineering |
| 257 | Mechanical Engineering Tube Well Engineering |
| 258 | Mechanical Welding and Sheet Metal |
| 259 | Mechanical Welding and Sheet Metal Engineering |
| 260 | Mechanical Engineering Computer Aided Design/Computer Aided Manufacturing |
| 261 | Mechatronics |
| 262 | Medical Electronics Engineering |
| 263 | Medical Laboratory Technology |
| 264 | Metallurgical Engineering |
| 265 | Metallurgy |
| 266 | Metallurgy and Material Technology |
| 267 | Micro Electronics |
| 268 | Mine Engineering |
| 269 | Mine Surveying |
| 270 | Mining and Mine Surveying |
| 271 | Mining Engineering |
| 272 | Modern Office Management |
| 273 | Modern Office Management and Secretarial Practice |
| 274 | Modern Office Practice |
| 275 | Multimedia Technology |
| 276 | Navy Entry Artificer/ Diploma in Mechanical and Electrical |
| 277 | Network Engineering |
| 278 | Office Management and Computer Application |
| 279 | Ophthalmic Technology |
| 280 | Opto-Electronics Engineering |
| 281 | Packaging Technology |
| 282 | Paint Technology |
| 283 | Paper Technology |
| 284 | Paper and Pulp Technology |
| 285 | Petrochemical Engineering |
| 286 | Petrochemical Refinery |
| 287 | Petrochemical Technology |
| 288 | Petroleum Engineering |
| 289 | Petroleum Technology |
| 290 | Photography |
| 291 | Plastic and Mould Technology |
| 292 | Plastic and Polymer Engineering |
| 293 | Plastic Engineering |
| 294 | Plastic Mould Technology |
| 295 | Plastic Technology |
| 296 | Plastics Engineering |
| 297 | Plastics Mould Technology |
| 298 | Plastics Processing and Testing |
| 299 | Plastics Technology |
| 300 | Polymer Technology |
| 301 | Post Plastic Mould Design |

| Sl. No. | Name of The Course |
|---------|---|
| 302 | Post Plastic Process and Testing |
| 303 | Power Electronics |
| 304 | Power Systems Engineering |
| 305 | Precision Manufacturing |
| 306 | Printing and Packing Technology |
| 307 | Printing Technology |
| 308 | Production and Industrial Engineering |
| 309 | Production Engineering |
| 310 | Production Technology |
| 311 | Pulp Technology |
| 312 | Quantity Surveying and Construction Management |
| 313 | Refrigeration and Air Conditioning |
| 314 | Renewable Energy |
| 315 | Robotics and Mechatronics |
| 316 | Rubber Technology |
| 317 | Saddlery Technology and Export Management |
| 318 | Shipbuilding Engineering |
| 319 | Small Arms Engineering |
| 320 | Sound Recording and Engineering |
| 321 | Sugar Technology |
| 322 | Surface Coating Technology |
| 323 | Survey Engineering |
| 324 | Technical Chemistry |
| 325 | Technician X-Ray Technology |
| 326 | Telecommunication Engineering |
| 327 | Telecommunication Technology |
| 328 | Textile Chemistry |
| 329 | Textile Design |
| 330 | Textile Designing |
| 331 | Textile Designing Printing |
| 332 | Textile Engineering |
| 333 | Textile Manufactures |
| 334 | Textile Manufacturing and Technology |
| 335 | Textile Manufacturing Technology |
| 336 | Textile Marketing and Management |
| 337 | Textile Processing |
| 338 | Textile Processing Technology |
| 339 | Textile Technology |
| 340 | Textile Technology (Manmade Fibre) |
| 341 | Textile Technology (Textile Design and Weaving) |
| 342 | Tool and Die Engineering |
| 343 | Tool and Die Making |
| 344 | Tool Die and Mould Making |
| 345 | Transportation Engineering |
| 346 | Transportation Engineering and Management |
| 347 | Travel and Tourism |
| 348 | TV and Sound Engineering |
| 349 | Water Technology and Health Science |
| 350 | Weapons Engineering |
| 351 | Web Designing |
| 352 | Wood and Paper Technology |
| 353 | Wood Technology |

2.2

Post Diploma in Engineering and Technology

| Sl. No. | Name of the Course |
|---------|--|
| 1 | Advanced Die and Mould Making |
| 2 | Advanced Electrical Power System |
| 3 | Advanced Electronics and Communication Engineering |
| 4 | Advanced Mechatronics and Industrial Automation |
| 5 | Advanced Refrigeration and Air Conditioning |
| 6 | Automobile Engineering |
| 7 | Biotechnology Tissue Culture |
| 8 | CAD/CAM |
| 9 | Computer Aided Design and Manufacture |
| 10 | Computer Aided Design Manufacture and Engineering |
| 11 | Computer Applications |
| 12 | Computer Hardware and Networking |

| Sl. No. | Name of the Course |
|---------|--|
| 13 | Computer Hardware Maintenance and Networking |
| 14 | Electrical Engineering |
| 15 | Electronics Communication and Instrumentation Engineering |
| 16 | Environmental Engineering |
| 17 | Fire Technology and Safety |
| 18 | Food Technology |
| 19 | Forge Technology |
| 20 | Foundry Technology |
| 21 | Geographic information System (G.I.S.) and Global Positioning System |
| 22 | Industrial Safety |
| 23 | Industrial Safety and Engineering |
| 24 | Information Technology |



| Sl. No. | Name of the Course |
|---------|---------------------------------------|
| 25 | Knitting and Garment Technology |
| 26 | Mechanical Engineering |
| 27 | Medical Electronics |
| 28 | Petrochemical Engineering |
| 29 | Plant Engineering |
| 30 | Plastic Mould Design |
| 31 | Plastic Mould Design (CAD/CAM) |
| 32 | Plastic Mould Technology |
| 33 | Plastic Technology |
| 34 | Plastics Processing and Testing |
| 35 | Polymer Science and Rubber Technology |
| 36 | Post Plastic Mould Design |
| 37 | Post Plastic Process and Testing |

| Sl. No. | Name of the Course |
|---------|---|
| 38 | Power Plant Engineering and Energy Management |
| 39 | Production Engineering System Technology |
| 40 | Refrigeration and Air Conditioning |
| 41 | Rubber Technology |
| 42 | Software Testing |
| 43 | Textile Processing |
| 44 | Thermal Power Engineering |
| 45 | Tool and Die Engineering |
| 46 | Tool Design |
| 47 | Town Planning and Architecture |
| 48 | Web Designing |

2.3

Under Graduate Degree in Engineering and Technology

| Sl. No. | Name of the Course |
|---------|---|
| 1 | 3-D Animation and Graphics |
| 2 | Advanced Mechatronics and industrial Automation |
| 3 | Aero Space Engineering |
| 4 | Aeronautical Engineering |
| 5 | Aerospace Engineering |
| 6 | Agricultural Engineering |
| 7 | Agricultural Technology |
| 8 | Agriculture Engineering |
| 9 | Aircraft Maintenance Engineering |
| 10 | Airline Management |
| 11 | Apparel and Production Management |
| 12 | Applied Electronics and Communications |
| 13 | Applied Electronics and instrumentation Engineering |
| 14 | Architectural Assistantship |
| 15 | Architecture and Interior Decoration |
| 16 | Automation and Robotics |
| 17 | Automation Engineering |
| 18 | Automobile Engineering |
| 19 | Automobile Maintenance Engineering |
| 20 | Automotive Technology |
| 21 | Biochemical Engineering |
| 22 | Biomedical Engineering |
| 23 | Biomedical instrumentation |
| 24 | Biotechnology |
| 25 | Biotechnology and Biochemical Engineering |
| 26 | Building and Construction Technology |
| 27 | Carpet and Textile Technology |
| 28 | Cement and Ceramic Technology |
| 29 | Ceramic Engineering and Technology |
| 30 | Ceramic Technology |
| 31 | Ceramics Engineering |
| 32 | Chemical and Electro Chemical Engineering |
| 33 | Chemical Engineering |
| 34 | Chemical Engineering (Plastic and Polymer) |
| 35 | Chemical Technology |
| 36 | Civil and Environmental Engineering |
| 37 | Civil and infrastructure Engineering |
| 38 | Civil and Rural Engineering |
| 39 | Civil and Water Management Engineering |
| 40 | Civil Engineering |
| 41 | Civil Engineering (Construction Technology) |
| 42 | Civil Engineering (Environmental Engineering) |
| 43 | Civil Engineering and Planning |
| 44 | Civil Engineering Environment and Pollution Control |
| 45 | Civil Environmental Engineering |
| 46 | Civil Technology |
| 47 | Computer and Communication Engineering |
| 48 | Computer Engineering |
| 49 | Computer Engineering (Software Engineering) |
| 50 | Computer Engineering and Application |
| 51 | Computer Networking |
| 52 | Computer Science and Business Systems |
| 53 | Computer Science and Engineering |
| 54 | Computer Science and Engineering (Networks) |
| 55 | Computer Science and information Technology |

| Sl. No. | Name of the Course |
|---------|---|
| 56 | Computer Science and Systems Engineering |
| 57 | Computer Science and Technology |
| 58 | Computer Technology |
| 59 | Computing in Multimedia |
| 60 | Computing in Software |
| 61 | Construction Engineering |
| 62 | Construction Engineering and Management |
| 63 | Construction Technology |
| 64 | Construction Technology and Management |
| 65 | Dairy Engineering |
| 66 | Dairy Technology |
| 67 | Digital Techniques For Design and Planning |
| 68 | Dyestuff Technology |
| 69 | Electrical and Computer Engineering |
| 70 | Electrical and Electronics (Power System) |
| 71 | Electrical and Electronics Engineering |
| 72 | Electrical and instrumentation Engineering |
| 73 | Electrical and Power Engineering |
| 74 | Electrical Engineering |
| 75 | Electrical Engineering (Electronics and Power) |
| 76 | Electrical instrumentation and Control Engineering |
| 77 | Electrical Power Engineering |
| 78 | Electrical, Electronics and Power Engineering |
| 79 | Electronic Engineering |
| 80 | Electronic instrumentation and Control Engineering |
| 81 | Electronic Science and Engineering |
| 82 | Electronics and Biomedical Engineering |
| 83 | Electronics and Communication (Communication System Engineering) |
| 84 | Electronics and Communication Engineering |
| 85 | Electronics and Communication Engineering (Industry Integrated) |
| 86 | Electronics and Communication Engineering (Microwaves) |
| 87 | Electronics and Communication Technology |
| 88 | Electronics and Computer Engineering |
| 89 | Electronics and Computer Science |
| 90 | Electronics and Control Systems |
| 91 | Electronics and Electrical Engineering |
| 92 | Electronics and Instrumentation Engineering |
| 93 | Electronics and Power Engineering |
| 94 | Electronics and Telecommunication |
| 95 | Electronics and Telecommunication Engineering |
| 96 | Electronics and Tele-Communication Engineering |
| 97 | Electronics and Telecommunication Engineering (Technologynician Electronic Radio) |
| 98 | Electronics and Telecommunications Engineering |
| 99 | Electronics and Telematics Engineering |
| 100 | Electronics Communication and Instrumentation Engineering |
| 101 | Electronics Design Technology |
| 102 | Electronics Engineering |
| 103 | Electronics Instrument and Control |



| Sl. No. | Name of the Course |
|---------|---|
| 104 | Electronics Instrumentation and Control Engineering |
| 105 | Electronics System Engineering |
| 106 | Electronics Technology |
| 107 | Energy and Environmental Management |
| 108 | Energy Engineering |
| 109 | Environment Engineering |
| 110 | Environmental Engineering |
| 111 | Environmental Science and Engineering |
| 112 | Environmental Science and Technology |
| 113 | Facilities and Services Planning |
| 114 | Fashion and Apparel Engineering |
| 115 | Fashion Technology |
| 116 | Fibres and Textiles Processing Technology |
| 117 | Fire Engineering |
| 118 | Fire Technology and Safety |
| 119 | Fisheries Engineering |
| 120 | Food Engineering and Technology |
| 121 | Food Processing and Preservation |
| 122 | Food Processing Technology |
| 123 | Food Technology |
| 124 | Food Technology and Management |
| 125 | Footwear Technology |
| 126 | Geo informatics |
| 127 | Handloom and Textile Technology |
| 128 | Industrial and Production Engineering |
| 129 | Industrial Biotechnology |
| 130 | Industrial Engineering |
| 131 | Industrial Engineering and Management |
| 132 | Industrial Production Engineering |
| 133 | Information and Communication Technology |
| 134 | Information Engineering |
| 135 | Information Science and Engineering |
| 136 | Information Science and Technology |
| 137 | Information Technology |
| 138 | Information Technology and Engineering |
| 139 | Instrument Technology |
| 140 | Instrumentation and Control Engineering |
| 141 | Instrumentation and Electronics |
| 142 | Instrumentation Engineering |
| 143 | Instrumentation Technology |
| 144 | Jute and Fibre Technology |
| 145 | Leather Technology |
| 146 | Man Made Fibre Technology |
| 147 | Man-Made Textile Technology |
| 148 | Manufacturing Engineering |
| 149 | Manufacturing Engineering and Technology |
| 150 | Manufacturing Process and Automation Engineering |
| 151 | Manufacturing Science and Engineering |
| 152 | Manufacturing Technology |
| 153 | Marine Engineering |
| 154 | Marine Technology |
| 155 | Material Science and Technology |
| 156 | Mechanical and Automation Engineering |
| 157 | Mechanical Engineering |
| 158 | Mechanical Engineering (Automobile) |
| 159 | Mechanical Engineering (Industry Integrated) |
| 160 | Mechanical Engineering (Manufacturing Engineering) |
| 161 | Mechanical Engineering (Production) |
| 162 | Mechanical Engineering (Welding Technology) |
| 163 | Mechanical Engineering Automobile |
| 164 | Mechanical Engineering Design |
| 165 | Mechatronics Engineering |

| Sl. No. | Name of the Course |
|---------|---|
| 166 | Medical Electronics Engineering |
| 167 | Medical Lab Technology |
| 168 | Metallurgical and Materials Engineering |
| 169 | Metallurgical Engineering |
| 170 | Metallurgy |
| 171 | Metallurgy and Material Technology |
| 172 | Mine Engineering |
| 173 | Mining Engineering |
| 174 | Nano Science and Technology |
| 175 | Nano Technology |
| 176 | Naval Architecture and Ship Building Engineering |
| 177 | Nuclear Science and Technology |
| 178 | Oil and Paint Technology |
| 179 | Oil Technology |
| 180 | Oils, Oleochemicals and Surfactants Technology |
| 181 | Optics and Optoelectronics |
| 182 | Packaging Technology |
| 183 | Paint Technology |
| 184 | Petrochem and Petroleum Refinery Engineering |
| 185 | Petrochem Engineering |
| 186 | Petrochemical Engineering |
| 187 | Petrochemical Technology |
| 188 | Petroleum Engineering |
| 189 | Petroleum Technology |
| 190 | Pharmaceutical Engineering |
| 191 | Pharmaceuticals and Fine Chemical Technology |
| 192 | Pharmaceuticals Chemistry and Technology |
| 193 | Plastic and Polymer Engineering |
| 194 | Plastic Technology |
| 195 | Plastics Engineering |
| 196 | Polymer Engineering |
| 197 | Polymer Engineering and Technology |
| 198 | Polymer Science and Chemical Technology |
| 199 | Polymer Science and Technology |
| 200 | Polymer Technology |
| 201 | Poultry Technology |
| 202 | Power Electronics |
| 203 | Power Electronics and instrumentation Engineering |
| 204 | Power Electronics Engineering |
| 205 | Power Engineering |
| 206 | Precision Manufacturing |
| 207 | Printing and Packing Technology |
| 208 | Printing Technology |
| 209 | Printing, Graphics and Packaging |
| 210 | Production and industrial Engineering |
| 211 | Production Engineering |
| 212 | Pulp Technology |
| 213 | Radio Physics and Electronics |
| 214 | Robotics and Automation |
| 215 | Rubber Technology |
| 216 | Safety and Fire Engineering |
| 217 | Shipbuilding Engineering |
| 218 | Silk Technology |
| 219 | Software Engineering |
| 220 | Structural Engineering |
| 221 | Surface Coating Technology |
| 222 | Telecommunication Engineering |
| 223 | Textile Chemistry |
| 224 | Textile Engineering |
| 225 | Textile Plant Engineering |
| 226 | Textile Processing |
| 227 | Textile Technology |
| 228 | Tool Engineering |

2.4

Post Graduate Diploma in Engineering and Technology

| Sl. No. | Name of the Course |
|---------|---|
| 1 | Cement Technology |
| 2 | Chemical Engineering (Sugar Technology) |
| 3 | Computer Applications |
| 4 | Computer Engineering and Application |
| 5 | Computer Hardware and Networking |

| Sl. No. | Name of the Course |
|---------|-------------------------------------|
| 6 | Food, Drug and Cosmetics |
| 7 | Industrial Engineering |
| 8 | Mechanical Engineering (Production) |
| 9 | Networking |
| 10 | Plastics Processing and Testing |



| Sl. No. | Name of the Course |
|---------|--------------------|
| 11 | Sugar Technology |
| 12 | Web Designing |

2.5 Post Graduate Degree in Engineering and Technology

| Sl. No. | Name of the Course |
|---------|--|
| 1 | Advanced Communication and information System |
| 2 | Advanced Computer Aided Design |
| 3 | Advanced Design and Manufacturing |
| 4 | Advanced Electrical Power System |
| 5 | Advanced Electronics |
| 6 | Advanced Electronics and Communication Engineering |
| 7 | Advanced Manufacturing and Mechanical Systems Design |
| 8 | Advanced Manufacturing Systems |
| 9 | Advanced Manufacturing Technology |
| 10 | Advanced Materials Technology |
| 11 | Advanced Production Systems |
| 12 | Aero Dynamic Engineering |
| 13 | Aero Space Engineering |
| 14 | Aeronautical Engineering |
| 15 | Agricultural Engineering |
| 16 | Air Armament |
| 17 | Apparel Technology |
| 18 | Applied Electronics |
| 19 | Applied Electronics and Communication System |
| 20 | Applied Electronics and Communications |
| 21 | Applied Electronics and instrumentation Engineering |
| 22 | Applied instrumentation |
| 23 | Armament Engineering (Gun Fitter) |
| 24 | Artificial intelligence |
| 25 | Atmospheric Science |
| 26 | Automated Manufacturing Systems |
| 27 | Automation |
| 28 | Automation and Control Power Systems |
| 29 | Automation and Robotics |
| 30 | Automobile Engineering |
| 31 | Automobile Technology |
| 32 | Automotive Electronics |
| 33 | Automotive Engineering |
| 34 | Automotive Systems |
| 35 | Automotive Technology |
| 36 | Avionics |
| 37 | Bio Electronics |
| 38 | Biochemical Engineering |
| 39 | Biochemical Engineering and Biotechnology |
| 40 | Bioinformatics |
| 41 | Biomedical Electronics |
| 42 | Biomedical Engineering |
| 43 | Biomedical instrumentation |
| 44 | Biomedical Signal Processing and instrumentation |
| 45 | Biometrics and Cyber Security |
| 46 | Bioprocess Engineering |
| 47 | Bioprocess Technology |
| 48 | Biotechnology |
| 49 | Biotechnology and Biochemical Engineering |
| 50 | Building Construction Technology |
| 51 | CAD/CAM |
| 52 | CAD/CAM Engineering |
| 53 | CAD/CAM/CAE |
| 54 | CAD/ CAM Robotics |
| 55 | Ceramic Engineering and Technology |
| 56 | Ceramics Engineering |
| 57 | Chemical Engineering |
| 58 | Chemical Processing in Textiles |
| 59 | Chemical Reaction Engineering |
| 60 | Chemical Science and Technology |
| 61 | Chemical Technology |
| 62 | Chemical Technology (Rubber/ Plastic) |

| Sl. No. | Name of the Course |
|---------|---|
| 63 | Civil (Construction Engineering and Management) |
| 64 | Civil (Public Health and Environment) Engineering |
| 65 | Civil (Structural Engineering) |
| 66 | Civil (Water Resource Engineering) |
| 67 | Civil Engineering |
| 68 | Civil Engineering (Computer Aided Structural Engineering) |
| 69 | Civil Engineering (Construction Technology) |
| 70 | Civil Engineering (Environmental and Pollution Control) |
| 71 | Civil Engineering (Environmental Engineering) |
| 72 | Civil Engineering (Transportation Engineering) |
| 73 | Civil Engineering (Water Management) |
| 74 | Civil Environmental Engineering |
| 75 | Combat Vehicles (Mechanical Engineering) |
| 76 | Communication and Information Systems |
| 77 | Communication and Networking |
| 78 | Communication and Signal Process |
| 79 | Communication Control and Networking |
| 80 | Communication Engineering |
| 81 | Communication Engineering and Signal Processing |
| 82 | Communication Networks |
| 83 | Communication Systems |
| 84 | Communication Technology and Management |
| 85 | Communications Engineering |
| 86 | Computational Analysis in Mechanical Science |
| 87 | Computational Mechanics |
| 88 | Computational Mechanics (Mechanical Engineering) |
| 89 | Computer Aided Analysis and Design |
| 90 | Computer Aided Design |
| 91 | Computer Aided Design and Computer Aided Manufacture |
| 92 | Computer Aided Design and Manufacture |
| 93 | Computer Aided Design Manufacture and Automation |
| 94 | Computer Aided Design Manufacture and Engineering |
| 95 | Computer Aided Design of Structures |
| 96 | Computer Aided Process Design |
| 97 | Computer Aided Structural Analysis and Design |
| 98 | Computer Aided Structural Engineering |
| 99 | Computer and Communication |
| 100 | Computer and Communication Engineering |
| 101 | Computer and information Science |
| 102 | Computer Applications |
| 103 | Computer Applications in Industrial Drives |
| 104 | Computer Cognition and Technology |
| 105 | Computer Engineering |
| 106 | Computer Engineering (Software Engineering) |
| 107 | Computer Engineering and Application |
| 108 | Computer Engineering and Networking |
| 109 | Computer Hardware and Networking |
| 110 | Computer integrated Manufacturing |
| 111 | Computer Network Engineering |
| 112 | Computer Networking |
| 113 | Computer Networking and Engineering |
| 114 | Computer Networks |
| 115 | Computer Networks and information Security |
| 116 | Computer Networks and internet Security |
| 117 | Computer Science |
| 118 | Computer Science and Engineering |
| 119 | Computer Science and Engineering (Cyber Security) |
| 120 | Computer Science and Engineering (Networks) |
| 121 | Computer Science and Information Security |



| Sl. No. | Name of the Course |
|---------|--|
| 122 | Computer Science and Information System |
| 123 | Computer Science and Information Technology |
| 124 | Computer Science and Systems Engineering |
| 125 | Computer Science and Technology |
| 126 | Computer Systems and Technology |
| 127 | Computer Technology |
| 128 | Computer Technology and Applications |
| 129 | Computer Vision and Image Processing |
| 130 | Computing in Computing |
| 131 | Construction and Project Management |
| 132 | Construction Engineering |
| 133 | Construction Engineering and Management |
| 134 | Construction Management |
| 135 | Construction Planning and Management |
| 136 | Construction Project Management |
| 137 | Construction Technology |
| 138 | Construction Technology and Management |
| 139 | Control and Instrument |
| 140 | Control and Instrumentation |
| 141 | Control Engineering |
| 142 | Control System Engineering |
| 143 | Control Systems |
| 144 | Cryogenic Engineering |
| 145 | Cyber Forensics |
| 146 | Cyber Forensics and information Security |
| 147 | Cyber Security |
| 148 | Data Sciences |
| 149 | Design and Production |
| 150 | Design and Thermal Engineering |
| 151 | Design Engineering |
| 152 | Design for Manufacturing |
| 153 | Design of Mechanical Equipment |
| 154 | Design of Mechanical Systems |
| 155 | Digital Communication |
| 156 | Digital Communication Engineering |
| 157 | Digital Communications |
| 158 | Digital Communications and Networking |
| 159 | Digital Electronics |
| 160 | Digital Electronics and Communication |
| 161 | Digital Electronics and Communication Engineering |
| 162 | Digital Electronics and Communication Systems |
| 163 | Digital Electronics Engineering |
| 164 | Digital Image Processing |
| 165 | Digital Instrumentation |
| 166 | Digital Signal Processing |
| 167 | Digital Systems |
| 168 | Digital Systems and Communications Engineering |
| 169 | Digital Systems and Computer Electronics |
| 170 | Digital Techniques and instrumentation |
| 171 | Distributed and Mobile Computing |
| 172 | Distributed Computing Systems |
| 173 | Distributed Systems |
| 174 | Drugs and Pharmaceuticals |
| 175 | Dyestuff Technology |
| 176 | Earthquake Engineering |
| 177 | E-Learning Technologies |
| 178 | Electric Power System |
| 179 | Electrical and Electronics (Power System) |
| 180 | Electrical and Electronics Engineering |
| 181 | Electrical and Mechanical Engineering |
| 182 | Electrical and Power Engineering |
| 183 | Electrical Devices and Power Systems |
| 184 | Electrical Drives and Control |
| 185 | Electrical Energy Systems |
| 186 | Electrical Engineering |
| 187 | Electrical Engineering (Electronics and Power) |
| 188 | Electrical Engineering (Instrumentation and Control) |
| 189 | Electrical instrumentation and Control Engineering |
| 190 | Electrical Machines |
| 191 | Electrical Machines and Drives |
| 192 | Electrical Power Engineering |

| Sl. No. | Name of the Course |
|---------|---|
| 193 | Electrical Power System |
| 194 | Electronic Circuits and System Design |
| 195 | Electronic Engineering |
| 196 | Electronic instrumentation and Control Engineering |
| 197 | Electronics and Communication (Communication System Engineering) |
| 198 | Electronics and Communication (Signal Processing and Communication) |
| 199 | Electronics and Communication (Signal Processing and VLSI Technology) |
| 200 | Electronics and Communication (VLSI Design) |
| 201 | Electronics and Communication (VLSI System Design) |
| 202 | Electronics and Communication (Wireless Communication Systems and Networks) |
| 203 | Electronics and Communication (Wireless Communication Technology) |
| 204 | Electronics and Communication Engineering |
| 205 | Electronics and Communication Engineering (Industry integrated) |
| 206 | Electronics and instrumentation Engineering |
| 207 | Electronics and Tele-Communication Engineering |
| 208 | Electronics and Telecommunication Engineering (Radio and System) |
| 209 | Electronics and Telecommunication Engineering (Technologynician Electronic Radio) |
| 210 | Electronics and Telecommunications Engineering |
| 211 | Electronics Communication and instrumentation Engineering |
| 212 | Electronics Design and Technology |
| 213 | Electronics Design Technology |
| 214 | Electronics Engineering |
| 215 | Electronics Product Design and Technology |
| 216 | Electronics Systems and Communication |
| 217 | Electronics Technology |
| 218 | Electronics Tele Communication |
| 219 | Embedded and Real Time Systems |
| 220 | Embedded Control Systems |
| 221 | Embedded System and Computing |
| 222 | Embedded System and VLSI |
| 223 | Embedded System and VLSI Design |
| 224 | Embedded Systems |
| 225 | Embedded Systems Technologies |
| 226 | Energetic Materials and Polymers |
| 227 | Energy and Environmental Management |
| 228 | Energy Engineering |
| 229 | Energy Management |
| 230 | Energy Science and Technology |
| 231 | Energy Systems |
| 232 | Energy Systems Analysis and Design |
| 233 | Energy Systems and Management |
| 234 | Energy Systems Engineering |
| 235 | Energy Technology |
| 236 | Energy Technology and Management |
| 237 | Engineering Analysis and Design |
| 238 | Engineering and Management |
| 239 | Engineering Design |
| 240 | Engineering Education |
| 241 | Engineering Statistics |
| 242 | Environment and Water Resource Engineering |
| 243 | Environment Engineering |
| 244 | Environmental Biotechnology |
| 245 | Environmental Engineering |
| 246 | Environmental Engineering and Management |
| 247 | Environmental Management |
| 248 | Environmental Science and Engineering |
| 249 | Environmental Science and Technology |
| 250 | E-Security |
| 251 | Farm Machinery |
| 252 | Fashion and Apparel Engineering |
| 253 | Fashion Technology |
| 254 | Financial Engineering |
| 255 | Food Biotechnology |



| Sl. No. | Name of the Course |
|---------|---|
| 256 | Food Engineering and Technology |
| 257 | Food Plant Operations Management |
| 258 | Food Process Engineering and Management |
| 259 | Food Processing Technology |
| 260 | Food Safety and Quality Management |
| 261 | Food Supply Chain Management |
| 262 | Food Technology |
| 263 | Food Technology and Management |
| 264 | Foundation Engineering |
| 265 | Foundry and Forge Technology |
| 266 | Fracture Mechanics |
| 267 | Fuel and Combustion |
| 268 | Future Studies and Planning |
| 269 | Gas Turbine Technology |
| 270 | Geo Informatics |
| 271 | Geo Informatics and Surveying Technology |
| 272 | Geomachines and Structures |
| 273 | Geomechanics and Structures |
| 274 | Geotechnical and Geoenvironmental Energy |
| 275 | Geotechnical Earthquake Engineering |
| 276 | Geotechnical Engineering |
| 277 | Geotechnology |
| 278 | Green Technology |
| 279 | Guidance and Navigation Control |
| 280 | Guided Missiles |
| 281 | Health Care and Hospital Management |
| 282 | Health Science and Water Engineering |
| 283 | Heat and Power |
| 284 | Heat Power and Thermal Engineering |
| 285 | Heat Power Engineering |
| 286 | Heat Ventilation and Air Conditioning |
| 287 | High Voltage and Power Systems Engineering |
| 288 | High Voltage Engineering |
| 289 | Highway Engineering |
| 290 | Highway Technology |
| 291 | Hill Area Development Engineering |
| 292 | Hydraulics and Flood Control |
| 293 | Hydraulics Engineering |
| 294 | Hydrology and Water Resources Engineering |
| 295 | I.T. (Courseware Engineering) |
| 296 | Illumination Engineering |
| 297 | Illumination Technology and Design |
| 298 | Image Processing |
| 299 | Industrial and Production Engineering |
| 300 | Industrial Automation and RF Engineering |
| 301 | Industrial Automation and Robotics |
| 302 | Industrial Biotechnology |
| 303 | Industrial Catalysis |
| 304 | Industrial Design |
| 305 | Industrial Drives and Control |
| 306 | Industrial Electronics |
| 307 | Industrial Engineering |
| 308 | Industrial Engineering and Management |
| 309 | Industrial Instrumentation and Control |
| 310 | Industrial Mathematics |
| 311 | Industrial Metallurgy |
| 312 | Industrial Pollution Control |
| 313 | Industrial Power Control and Drives |
| 314 | Industrial Refrigeration and Cryogenics |
| 315 | Industrial Safety |
| 316 | Industrial Safety and Engineering |
| 317 | Industrial Structures |
| 318 | Industrial System and Drives |
| 319 | Industrial Systems Engineering |
| 320 | Information and Communication Technology |
| 321 | Information Engineering |
| 322 | Information Science and Technology |
| 323 | Information Security |
| 324 | Information Security Management |
| 325 | Information Systems |
| 326 | Information Technology |
| 327 | Information Technology (Artificial Intelligence and Robotics) |
| 328 | Information Technology (Information and Cyber Warfare) |

| Sl. No. | Name of the Course |
|---------|---|
| 329 | Information Technology and Engineering |
| 330 | Infrastructure Engineering |
| 331 | Infrastructure Engineering and Management |
| 332 | Infrastructure Engineering and Technology |
| 333 | Infrastructure Management |
| 334 | Instrumentation and Control (Applied Instrumentation) |
| 335 | Instrumentation and Control Engineering |
| 336 | Instrumentation and Electronics |
| 337 | Instrumentation Engineering |
| 338 | Instrumentation Technology |
| 339 | Integrated Circuits Technology |
| 340 | Integrated Power Systems |
| 341 | Integrated Water Resources Management |
| 342 | Intelligent Systems |
| 343 | Internal Combustion and Automobiles |
| 344 | Internal Combustion Engineering |
| 345 | Internal Combustion Engines and Turbo Machinery |
| | Irrigation and Drainage Engineering |
| 346 | Irrigation Engineering |
| 347 | Irrigation Water Management |
| 348 | Laser and Electro Optics |
| 349 | Laser Technology |
| 350 | Lean Manufacturing Engineering |
| 351 | Leather Technology |
| 352 | Machine Design |
| 353 | Machine Design and Robotics |
| 354 | Maintenance Engineering |
| 355 | Man-Made Textile Technology |
| 356 | Manufacturing and Automation |
| 357 | Manufacturing Engineering |
| 358 | Manufacturing Engineering and Automation |
| 359 | Manufacturing Engineering and Management |
| 360 | Manufacturing Engineering and Technology |
| 361 | Manufacturing Process |
| 362 | Manufacturing Process and Automation Engineering |
| 363 | Manufacturing Science and Engineering |
| 364 | Manufacturing Systems and Management |
| 365 | Manufacturing Systems Engineering |
| 366 | Manufacturing Technology |
| 367 | Manufacturing Technology and Automation |
| 368 | Marine Engineering |
| 369 | Marine Technology |
| 370 | Material Engineering |
| 371 | Material Engineering (Nanotechnology) |
| 372 | Material Handling |
| 373 | Material Science and Chemical Technology |
| 374 | Material Science and Engineering |
| 375 | Material Science and Technology |
| 376 | Materials Engineering |
| 377 | Measurement and Control |
| 378 | Mechanical (Computer Aided Design, Manufacture and Engineering) |
| 379 | Mechanical (Computer integrated Manufacturing) |
| 380 | Mechanical (I.C. Engine and Automobile Engineering) |
| 381 | Mechanical and Automation Engineering |
| 382 | Mechanical Engineering |
| 383 | Mechanical Engineering (CAD/CAM) |
| 384 | Mechanical Engineering (Energy System and Management) |
| 385 | Mechanical Engineering (Industry Integrated) |
| 386 | Mechanical Engineering (Manufacturing Technology) |
| 387 | Mechanical Engineering (Production) |
| 388 | Mechanical Engineering (Thermal Engineering) |
| 389 | Mechanical Engineering Automobile |
| 390 | Mechanical Engineering Design |
| 391 | Mechanical Engineering Production |
| 392 | Mechanical Engineering (CAD) |
| 393 | Mechanical Engineering-Product Design and Development |
| 394 | Mechanical- Product Life Cycle Management |



| Sl. No. | Name of the Course |
|---------|--|
| 395 | Mechanical System Design |
| 396 | Mechanical Welding and Sheet Metal Engineering |
| 397 | Mechanical-Manufacturing Engineering |
| 398 | Mechatronics |
| 399 | Medical Electronics |
| 400 | Metallurgical and Materials Engineering |
| 401 | Metallurgical Engineering |
| 402 | Metallurgy |
| 403 | Metallurgy and Material Technology |
| 404 | Micro and Nano Electronics |
| 405 | Micro Electronics |
| 406 | Micro Electronics and Control Systems |
| 407 | Micro Electronics and VLSI Design |
| 408 | Micro Electronics and VLSI Technology |
| 409 | Micro Electronics Engineering |
| 410 | Microelectronics and VLSI Design |
| 411 | Microwave and Communication Engineering |
| 412 | Microwave and Millimeter Engineering |
| 413 | Microwave and Optical Communication |
| 414 | Microwave and Radar Engineering |
| 415 | Microwave and TV Engineering |
| 416 | Microwave Engineering |
| 417 | Microwaves |
| 418 | Mining Engineering |
| 419 | Mobile Communication and Network Technology |
| 420 | Mobile Computing Technology |
| 421 | Mobile Technology |
| 422 | Modeling and Simulation |
| 423 | Modern Communication Engineering |
| 424 | Multimedia and Software Engineering |
| 425 | Multimedia Technology |
| 426 | Nano Science and Technology |
| 427 | Nano Technology |
| 428 | Network Engineering |
| 429 | Network infrastructure Management |
| 430 | Network Security and Management |
| 431 | Networking |
| 432 | Networking and internet Engineering |
| 433 | Neural Networks |
| 434 | New Material Process and Technology |
| 435 | Nuclear Engineering |
| 436 | Nuclear Science and Technology |
| 437 | Ocean Technology |
| 438 | Oil Technology |
| 439 | Oils, Oleochemicals and Surfactants Technology |
| 440 | Optical Engineering |
| 441 | Optics and Optoelectronics |
| 442 | Opto Electronics and Communication Systems |
| 443 | Optoelectronics and Communication |
| 444 | Optoelectronics and Laser Technology |
| 445 | Opto-Electronics Engineering |
| 446 | Optoelectronics -Optical Communication |
| 447 | Packaging Technology |
| 448 | Paint Technology |
| 449 | Parallel Distributed Systems |
| 450 | Perfumery and Flavour Technology |
| 451 | Pervasive Computing Technology |
| 452 | Petrochem and Petroleum Refinery Engineering |
| 453 | Petrochemical Engineering |
| 454 | Petrochemical Technology |
| 455 | Petroleum Engineering |
| 456 | Petroleum Refining and Petrochemicals |
| 457 | Petroleum Technology |
| 458 | Pharmaceuticals and Fine Chemical Technology |
| 459 | Pharmaceuticals Chemistry and Technology |
| 460 | Physical Metallurgy |
| 461 | Plant Design |
| 462 | Plastic Engineering |
| 463 | Plastics Engineering |
| 464 | Plastics Processing and Testing |
| 465 | Plastics Technology |
| 466 | Polymer Engineering |
| 467 | Polymer Nanotechnology |

| Sl. No. | Name of the Course |
|---------|--|
| 468 | Polymer Science and Engineering |
| 469 | Polymer Science and Technology |
| 470 | Polymer Technology |
| 471 | Power and Energy Engineering |
| 472 | Power and Energy System |
| 473 | Power and Industrial Drives |
| 474 | Power Control and Drives |
| 475 | Power Electronics |
| 476 | Power Electronics and Control |
| 477 | Power Electronics and Drives |
| 478 | Power Electronics and Drives in Electrical Engineering |
| 479 | Power Electronics and Electrical Drives |
| 480 | Power Electronics and Machine Drives |
| 481 | Power Electronics and Power Systems |
| 482 | Power Electronics and Systems |
| 483 | Power Electronics Engineering |
| 484 | Power Engineering |
| 485 | Power Engineering and Energy Systems |
| 486 | Power Plant Engineering and Energy Management |
| 487 | Power System and Control |
| 488 | Power System and Control Automation |
| 489 | Power System Control and Automation |
| 490 | Power System with Emphasis H. V. Engineering |
| 491 | Power Systems |
| 492 | Power Systems and Automation |
| 493 | Power Systems and Power Electronics |
| 494 | Power Systems and Renewable Energy |
| 495 | Power Systems Control and Automation Engineering |
| 496 | Power Systems Engineering |
| 497 | Pre Stressed Concrete |
| 498 | Printing Engineering and Graphics Communication |
| 499 | Printing Technology |
| 500 | Process and Food Engineering |
| 501 | Process Control |
| 502 | Process Control instrumentation |
| 503 | Process Dynamics and Control |
| 504 | Process instrumentation |
| 505 | Process Metallurgy |
| 506 | Product Design |
| 507 | Product Design and Commerce |
| 508 | Product Design and Development |
| 509 | Product Design and Manufacturing |
| 510 | Production and Industrial Engineering |
| 511 | Production Design and Manufacturing |
| 512 | Production Engineering |
| 513 | Production Engineering and Engineering Design |
| 514 | Production Engineering System Technology |
| 515 | Production Management |
| 516 | Production Technology |
| 517 | Production Technology and Management |
| 518 | Project Management |
| 519 | Propulsion Engineering |
| 520 | Public Health Engineering |
| 521 | Quality Engineering and Management |
| 522 | Radar and Communication |
| 523 | Radio Frequency and Microwave Engineering |
| 524 | Radio Physics and Electronics |
| 525 | Refrigeration and Air Conditioning |
| 526 | Reliability Engineering |
| 527 | Remote Sensing |
| 528 | Remote Sensing and GIS |
| 529 | Remote Sensing and Wireless Sensor Networks |
| 530 | Renewable Energy |
| 531 | Robotics and Automation |
| 532 | Robotics and Mechatronics |
| 533 | Rocket Propulsion |
| 534 | Rubber Technology |
| 535 | Rural Technology |
| 536 | Science in Software Engineering |
| 537 | Scientific Computing |
| 538 | Seismic Design and Earthquake Engineering |



| Sl. No. | Name of the Course |
|---------|--|
| 539 | Sensor Technology |
| 540 | Signal Processing |
| 541 | Signal Processing and Communications |
| 542 | Signal Processing and Embedded Systems |
| 543 | Software Engineering |
| 544 | Software Systems |
| 545 | Soil and Water Conservation Engineering |
| 546 | Soil Mechanics |
| 547 | Soil Mechanics and Foundation Engineering |
| 548 | Solar Power Systems |
| 549 | Spatial information Technology |
| 550 | Sports Technology |
| 551 | Structural and Foundation Engineering |
| 552 | Structural Design |
| 553 | Structural Dynamics and Earthquake Engineering |
| 554 | Structural Engineering |
| 555 | Structural Engineering and Construction |
| 556 | Structural Engineering and Construction Management |
| 557 | Surface Coating Technology |
| 558 | System and Network Security |
| 559 | System Management |
| 560 | System Software |
| 561 | Systems and Signal Processing |
| 562 | Technical Textile |
| 563 | Technology Management |
| 564 | Telecommunication Engineering |
| 565 | Telematics |
| 566 | Textile Chemistry |
| 567 | Textile Engineering |
| 568 | Textile Processing |
| 569 | Textile Processing Technology |
| 570 | Textile Technology |
| 571 | Textile Technology (Design and Manufacturing) |
| 572 | Thermal and Fluid Engineering |
| 573 | Thermal Engineering |
| 574 | Thermal Power Engineering |
| 575 | Thermal Science Engineering |
| 576 | Thermal Sciences and Energy Systems |
| 577 | Thermal Systems and Design |

| Sl. No. | Name of the Course |
|---------|---|
| 578 | Tool Design |
| 579 | Tool Engineering |
| 580 | Town and Country Planning |
| 581 | Traffic and Transporting Engineering |
| 582 | Transportation Engineering |
| 583 | Translational Engineering |
| 584 | Transportation Engineering and Management |
| 585 | Transportation System Engineering |
| 586 | Tribology and Maintenance |
| 587 | Turbo Machinery |
| 588 | Urban Engineering |
| 589 | Virtual Prototyping and Digital Manufacturing |
| 590 | VLSI |
| 591 | VLSI and Embedded Systems |
| 592 | VLSI and Embedded Systems Design |
| 593 | VLSI and Microelectronics |
| 594 | VLSI Design |
| 595 | VLSI Design and Embedded Systems |
| 596 | VLSI Design and Signal Processing |
| 597 | VLSI Design and Testing |
| 598 | VLSI System Design |
| 599 | VLSI Systems |
| 600 | Waste Water Management, Health and Safety Engineering |
| 601 | Water and Environmental Technology |
| 602 | Water Resource Engineering |
| 603 | Water Resource Management |
| 604 | Water Resources and Environmental Engineering |
| 605 | Water Resources and Hydraulic Engineering |
| 606 | Water Resources and Hydro informatics |
| 607 | Weapons Engineering |
| 608 | Web Technologies |
| 609 | Wired and Wireless Communication |
| 610 | Wireless and Mobile Communications |
| 611 | Wireless Communication and Computing |
| 612 | Wireless Communication Technology |
| 613 | Wireless Communications |
| 614 | Wireless Networks and Applications |
| 615 | Wireless Technology |

2.6

Diploma in Pharmacy

| Sl. No. | Name of the Course |
|---------|--------------------|
| 1 | Pharmacy |

2.7

Under Graduate Degree in Pharmacy

| Sl. No. | Name of the Course |
|---------|--------------------|
| 1 | Pharmacy |

2.8

Post Graduate Degree in Pharmacy

| Sl. No. | Name of the Course |
|---------|----------------------------------|
| 1 | Industrial Pharmacy |
| 2 | Pharmaceutical Analysis |
| 3 | Pharmaceutical Biotechnology |
| 4 | Pharmaceutical Chemistry |
| 5 | Pharmaceutical Quality Assurance |
| 6 | Pharmaceutical Technology |

| Sl. No. | Name of the Course |
|---------|---------------------------------|
| 7 | Pharmaceutics |
| 8 | Pharmacognosy |
| 9 | Pharmacology |
| 10 | Pharmacy Practice |
| 11 | Phytopharmacy and Phytomedicine |
| 12 | Regulatory Affairs |

2.9

Diploma in Architecture

| Sl. No. | Name of the Course |
|---------|----------------------------|
| 1 | Architecture Assistantship |
| 2 | Interior Design |



2.10 Under Graduate Degree in Architecture

| Sl. No. | Name of the Course |
|---------|--------------------|
| 1 | Architecture |

2.11 Post Graduate Degree in Architecture

| Sl. No. | Name of the Course |
|---------|---|
| 1 | Advanced Architecture |
| 2 | Advanced Design |
| 3 | Architectural and Construction Project Management |
| 4 | Architectural Conservation |
| 5 | Architectural Design |
| 6 | Architecture and Settlement Conservation |
| 7 | Architecture Education |
| 8 | Building Management |
| 9 | Built Heritage |
| 10 | City Design |
| 11 | Computer Application |
| 12 | Construction Management |
| 13 | Energy Efficient and Sustainable Architecture |

| | |
|----|------------------------------|
| 14 | Environmental Architecture |
| 15 | Habitat Design |
| 16 | Housing |
| 17 | Interior Architecture |
| 18 | Interior Design |
| 19 | Landscape Architecture |
| 20 | Project Management |
| 21 | Real Estate Development |
| 22 | Sustainable Architecture |
| 23 | Theory and Design |
| 24 | Urban Conservation |
| 25 | Urban Design |
| 26 | Urban Design and Development |

2.12 Under Graduate Degree in Planning

| Sl. No. | Name of the Course |
|---------|--------------------|
| 1 | Planning |

2.13 Post Graduate Degree in Planning

| Sl. No. | Name of the Course |
|---------|---|
| 1 | City and Regional Planning and Management |
| 2 | City Planning |
| 3 | City Planning and Management |
| 4 | Community Planning |
| 5 | Conservation Planning |
| 6 | Environmental Planning |
| 7 | Environmental Planning and Management |
| 8 | Housing |
| 9 | Industrial Area Planning and Management |
| 10 | Infrastructure Planning |
| 11 | Infrastructure Planning and Management |
| 12 | Land-Use Planning |
| 13 | Regional and Rural Development Planning |

| Sl. No. | Name of the Course |
|---------|-----------------------------------|
| 14 | Regional Planning |
| 15 | Rural Planning and Development |
| 16 | Rural Planning and Management |
| 17 | Town and Country Planning |
| 18 | Town Planning |
| 19 | Transport Planning and Management |
| 20 | Transportation Planning |
| 21 | Urban and Regional Planning |
| 22 | Urban and Rural Planning |
| 23 | Urban Design |
| 24 | Urban Development |
| 25 | Urban Planning |

2.14 Diploma in Applied Arts and Crafts

| Sl. No. | Name of the Course |
|---------|---|
| 1 | Apparel Design and Fabrication Technology |
| 2 | Apparel Design and Fashion Technology |
| 3 | Art for Drawing Teacher |
| 4 | Beauty and Hair Dressing |
| 5 | Beauty Culture |
| 6 | Beauty Culture and Cosmetology |
| 7 | Commercial Art |
| 8 | Commercial Practice |
| 9 | Commercial Practice (KAN and ENG) |
| 10 | Cosmetology |
| 11 | Costume Design and Dress Making |
| 12 | Costume Design and Garment Technology |

| Sl. No. | Name of the Course |
|---------|---------------------------------------|
| 13 | Craft Technology |
| 14 | Fashion and Apparel Design |
| 15 | Fashion Design and Garment Technology |
| 16 | Fashion Designing |
| 17 | Fashion Technology |
| 18 | Fine Arts |
| 19 | Garment Technology |
| 20 | Home Science |
| 21 | Interior Decoration |
| 22 | Textile Design |
| 23 | Textile Designing |
| 24 | Travel and Tourism |

2.15 Post Diploma in Applied Arts and Crafts

| Sl. No. | Name of the Course |
|---------|--------------------|
| 1 | Fine Arts |
| 2 | Textile Designing |

2.16 Under Graduate Degree in Applied Arts and Crafts

| Sl. No. | Name of the Course |
|---------|--------------------|
| 1 | Applied Arts |

| Sl. No. | Name of the Course |
|---------|--|
| 2 | Applied Arts and Crafts (Fashion and Apparel Design) |



| Sl. No. | Name of the Course |
|---------|----------------------------|
| 3 | Commercial Art |
| 4 | Fashion and Apparel Design |
| 5 | Fine Arts |

| Sl. No. | Name of the Course |
|---------|--------------------|
| 6 | Painting |
| 7 | Textile Design |

2.17 Post Graduate Degree in Applied Arts and Crafts

| Sl. No. | Name of the Course |
|---------|-----------------------------------|
| 1 | Applied Arts |
| 2 | Advertisement and Public Relation |
| 3 | Customer Service Management |
| 4 | Fashion Technology |

| Sl. No. | Name of the Course |
|---------|--------------------|
| 5 | Fine Arts |
| 6 | Painting |

2.18 Under Graduate Degree in Design

| Sl. No. | Name of the Course |
|---------|--------------------|
| 1 | Design |

2.19 Post Graduate Degree in Design

| Sl. No. | Name of the Course |
|---------|--------------------|
| 1 | Design |

2.20 Diploma in Hotel Management and Catering Technology

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

| Sl. No. | Name of the Course |
|---------|--|
| 4 | Hotel Management and Catering Technology |
| 5 | Travel and Tourism |

2.21 Under Graduate in Hotel Management and Catering Technology

| Sl. No. | Name of the Course |
|---------|--|
| 1 | Culinary Arts |
| 2 | Hospitality and Tourism Administration |
| 3 | Hotel Management |

| Sl. No. | Name of the Course |
|---------|--|
| 4 | Hotel Management and Catering Technology |

2.22 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 |

| Sl. No. | Name of the Course |
|---------|--------------------|
| 3 | Hotel Management |

2.23 Post Graduate Degree in MCA

| Sl. No. | Name of the Course |
|---------|-----------------------|
| 1 | Computer Applications |

2.24 Post Graduate Certificate in Management

| Sl. No. | Name of the Course |
|---------|-----------------------|
| 1 | Finance |
| 2 | Home Textiles |
| 3 | Marketing and Finance |
| 4 | Management |

| Sl. No. | Name of the Course |
|---------|------------------------------------|
| 5 | Retail Management |
| 7 | Transport and Logistics Management |

2.25 Diploma in Management

| Sl. No. | Name of the Course |
|---------|--|
| 1 | Commercial and Computer Practice |
| 2 | Modern Office Management |
| 3 | Modern Office Management and Secretarial Practices |

| Sl. No. | Name of the Course |
|---------|--------------------------------------|
| 4 | Modern Office Practice |
| 5 | Stenography and Secretariat Practice |

2.26 Post Graduate Diploma in Management

| Sl. No. | Name of the Course |
|---------|--|
| 1 | Accountancy with Computerized Account and Taxation |
| 2 | Advertising Communication |
| 3 | Agri Business Management |
| 4 | Agriculture Business |
| 5 | Apparels |

| Sl. No. | Name of the Course |
|---------|---|
| 6 | Aviation Management |
| 7 | Banking and Financial Services |
| 8 | Banking and Insurance Service |
| 9 | Banking Insurance and Financial Service |
| 10 | Banking Insurance Finance and Allied Services |
| 11 | Big Data Analytics |



| Sl. No. | Name of the Course |
|---------|---|
| 12 | Biotechnology |
| 13 | Business Administration |
| 14 | Business Design |
| 15 | Business Design and innovation |
| 16 | Business Economics |
| 17 | Business Entrepreneurship |
| 18 | Business Management |
| 19 | Commercial and Computer Practice |
| 20 | Communications |
| 21 | Corporate Social Responsibility |
| 22 | Development Studies |
| 23 | Dietetics |
| 24 | Dual Country Program |
| 25 | E-Business |
| 26 | Energy Management |
| 27 | Entrepreneurship |
| 28 | Environment Management |
| 29 | Executive Marketing |
| 30 | Family Managed Business |
| 31 | Fashion Retail Management |
| 32 | Finance |
| 33 | Finance and Marketing |
| 34 | Finance Control |
| 35 | Financial Management |
| 36 | Financial Services |
| 37 | Foreign Trade |
| 38 | Forestry Management |
| 39 | General |
| 40 | Global Business |
| 41 | Global Management |
| 42 | Government Accounting and Internal Audit |
| 43 | Healthcare |
| 44 | Healthcare and Hospital Management |
| 45 | Hospital and Health Management |
| 46 | Hospital Management |
| 47 | Human Resource and International Business |
| 48 | Human Resource Management |
| 49 | Human Resources |
| 50 | Industrial Management |
| 51 | Industrial Safety and Environmental Management |
| 52 | Information Communication Technology in Securities Market |
| 53 | Information Technology |
| 54 | Information Technology and Management |
| 55 | Information Technology and Marketing |
| 56 | Information Technology Management |
| 57 | Infrastructure Management |
| 58 | Innovation, Entrepreneurship and Venture Development |
| 59 | Insurance and Risk Management |

| Sl. No. | Name of the Course |
|---------|--|
| 60 | Insurance Business Management |
| 61 | International Business |
| 62 | International Management |
| 63 | Jute Technology and Management |
| 64 | Law |
| 65 | Logistics and Supply Chain Management |
| 66 | Management |
| 67 | Marketing |
| 68 | Marketing and Finance |
| 69 | Marketing and Information Technology |
| 70 | Marketing and International Business |
| 71 | Marketing and Sales Management |
| 72 | Marketing Management |
| 73 | Mass Communication |
| 74 | Media and Entertainment |
| 75 | Media Management |
| 76 | Modern Office Management |
| 77 | Modern Office Management and Secretarial Practices |
| 78 | Modern Office Practice |
| 79 | National Management Programme |
| 80 | Personal Management and Human Resource Development |
| 81 | Personal Management and Human Resource Management |
| 82 | Pharma and Healthcare Management |
| 83 | Pharmaceutical Management |
| 84 | Fashion Technology |
| 85 | Project Management |
| 86 | Public Financial Management |
| 87 | Public Policy and Management |
| 88 | Research and Business Analytics |
| 89 | Retail and Fast Moving Consumer Goods |
| 90 | Retail Management |
| 91 | Retail Marketing |
| 92 | Rural Management |
| 93 | Rural Planning and Management |
| 94 | Service Management |
| 95 | Services |
| 96 | Sustainable Development Practices |
| 97 | Sustainability Management |
| 98 | Telecom |
| 99 | Telecom and Information Technology |
| 100 | Telecom and Marketing |
| 101 | Telecom Management |
| 102 | Textiles |
| 103 | Tourism and Cargo |
| 104 | Tourism and Leisure |
| 105 | Tourism and Travel |
| 106 | Tourism Management |
| 107 | Travel and Tourism |

2.27

Post Graduate Degree in Management

| Sl. No. | Name of the Course |
|---------|---|
| 1 | Administrative Management |
| 2 | Advertising and Public Relation |
| 3 | Agri Business Management/ Entrepreneurship |
| 4 | Applied Management |
| 5 | Business Administration |
| 6 | Business Economics |
| 7 | Business Management |
| 8 | Business Studies |
| 9 | Communication and Media Technology |
| 10 | Computer Management |
| 11 | Entrepreneurship |
| 12 | Environment |
| 13 | Finance Management |
| 14 | Finance Marketing |
| 15 | Finance Marketing and Human Resource Management |
| 16 | Financial Administration |
| 17 | Financial and Personnel Management |
| 18 | Financial Management |

| Sl. No. | Name of the Course |
|---------|--|
| 19 | Foreign Trade |
| 20 | General Management |
| 21 | Health Care Administration |
| 22 | Hospital Administration |
| 23 | Human Resource Development |
| 24 | Human Resource Development and Management |
| 25 | Human Resource Management |
| 26 | Industrial Management |
| 27 | Industrial Relations and Personnel Management |
| 28 | Information Management |
| 29 | Information Technology |
| 30 | International Business |
| 31 | Innovation, Entrepreneurship and Venture Development |
| 32 | Logistics and Supply Chain Management |
| 33 | Management Studies |
| 34 | Marketing and Finance |
| 35 | Marketing and Sales Management |



| Sl. No. | Name of the Course |
|---------|---|
| 36 | Marketing Management |
| 37 | Marketing |
| 38 | Mass Communication |
| 39 | Media Management |
| 40 | Personnel Administration |
| 41 | Personnel Management |
| 42 | Personnel Management and Human Resource Development |
| 43 | Public Health |

| Sl. No. | Name of the Course |
|---------|-------------------------------|
| 44 | Retail Management |
| 45 | Rural Management |
| 46 | Rural Planning and Management |
| 46 | SEM |
| 47 | Textiles |
| 48 | Tourism Management |

2.28 Fellowship in Management

| Sl. No. | Name of the Course |
|---------|---------------------------|
| 1 | Business Management |
| 2 | Human Resource Management |

| Sl. No. | Name of the Course |
|---------|--------------------|
| 3 | Management |

2.29 Stream Based Sector Specific Specializations

| Sl. No. | Sector | Sl. No. | Specialization |
|---------|----------------------------|---------|--|
| 1 | Automobiles | 1 | Engine Testing |
| | | 2 | Vehicle Testing |
| | | 3 | Vehicle Quality |
| | | 4 | Auto Electrical and Electronics |
| | | 5 | Farm Equipment and Machinery |
| 2 | Entertainment | 6 | Theatre and Stage Craft |
| 3 | Information Technology | 7 | Software Development |
| 4 | Economics and Finance | 8 | NIELIT Certified IT Professional |
| | | 9 | Retail |
| | | 10 | Banking |
| | | 11 | Financial Planning |
| | | 12 | Financial Services |
| 5 | Communications | 13 | Logistics |
| | | 14 | Mobile Communication |
| | | 15 | Mobile Telecom System |
| | | 16 | Digital Switching Systems and Next Generation Networks |
| | | 17 | Telecom Support Infrastructure |
| | | 18 | Microwave Stations |
| | | 19 | Broadband Networks |
| | | 20 | Optical Fiber Networks |
| 6 | Agriculture | 21 | Farm Machinery and Power Engineering |
| | | 22 | Soil and Water Conservation |
| | | 23 | Green House Technology |
| | | 24 | Renewable Energy |
| | | 25 | Processing and Food Engineering |
| 7 | Construction | 26 | Building Technology |
| | | 27 | Ceramic Tiles |
| | | 28 | Refractory Technology |
| 8 | Applied Arts | 29 | Fashion Technology |
| | | 30 | Interior Design |
| | | 31 | Jewellery Design |
| 9 | Travel and Tourism | 32 | Tourism |
| 10 | Printing and Publishing | 33 | Printing Technology |
| 11 | Paramedical and Healthcare | 34 | Cardiology |
| | | 35 | Neurology |
| | | 36 | Radiography |
| | | 37 | Emergency Medical Services |
| | | 38 | Laboratory |
| | | 39 | Operation Theatre |
| | | 40 | Optometry |
| | | 41 | Medical Record Science and Health Information |
| | | 42 | Endoscopy |
| | | 43 | Anesthesia and Critical Care |
| | | 44 | Renal Dialysis |
| | | 45 | Blood Bank |
| 12 | Apparel and Textile | 46 | Fashion Design |
| | | 47 | Textile Design |
| | | 48 | Apparel Manufacturing |
| | | 49 | Fashion Management |
| 13 | Culture | 50 | Knowledge Heritage: A Model of Sanskrit Studies |
| | | 51 | Intangible Cultural Heritage |
| | | 52 | Museum Techniques |



| | | | |
|----|---|----|---|
| | | 53 | Conservation |
| | | 54 | Traditional Design |
| | | 55 | Archaeology |
| | | 56 | Expressive Culture |
| | | 57 | Cultural Informatics |
| | | 58 | Holistic Sciences in Sanskrit |
| 14 | Adventure Sports | 59 | Water Based Adventure |
| | | 60 | Winter Sports and Skiing |
| | | 61 | Land Based Adventure |
| | | 62 | Aero Sports |
| | | 63 | Disaster Management |
| | | 64 | Medical and First Aid |
| | | 65 | Environment |
| 15 | Mining and Excavation | 66 | Excavation Machinery |
| | | 67 | Opencast Mining |
| | | 68 | Dimensional Stone |
| | | 69 | Underground Coal Mining |
| | | 70 | Underground Metalliferous Mining |
| 16 | Metallurgy | 71 | Casting Development and Quality Assurance |
| | | 72 | Foundry Technology |
| 17 | Service | 73 | Electronic Security |
| 18 | Manufacturing | 74 | Machining |
| 19 | Leather and Life Style Product Design and Development | 75 | Foot Wear Design and Production |
| | | 76 | Retail and Fashion Merchandise |
| | | 77 | Business and Entrepreneurship |
| | | 78 | Fashion Leather Accessories Design |
| | | 79 | Creative Design – CAD/CAM |
| | | 80 | Fashion Design |



Appendix 3

3.0 Norms for Intake and Number of Courses/ Divisions in a new Technical Institution

3.1 Diploma/ Post Diploma Level

| Sl. No. | Programme | Intake per Division | Maximum number of Diploma/ Post Diploma Certificate Course(s)/ Division(s) allowed in an Technical Institution (First Shift only) | |
|---------|--|---------------------|---|------------------------|
| | | | Course(s)/ Division(s) | Maximum Intake allowed |
| i | Engineering and Technology | 60 | 5 | 300 |
| ii | Pharmacy | 60 | 1 | 60 |
| iii | Architecture and Planning | | | |
| | a. Architecture | 40 | 2 | 80 |
| iv | Applied Arts, Crafts and Design | | | |
| | a. Applied Arts and Crafts | 30 | 3 | 90 |
| | b. Design | 30 | 3 | 90 |
| v | Hotel Management and Catering Technology | 60 | 3 | 180 |

3.2 Under Graduate Level

| Sl. No. | Programme | Intake per Division | Maximum number of Under Graduate Course(s)/ Division(s) allowed in an Technical Institution (First Shift only) | |
|---------|--|---------------------|--|------------------------|
| | | | Course(s)/ Division(s) | Maximum Intake allowed |
| i | Engineering and Technology | 60 | 5 | 300 |
| ii | Pharmacy | 60 | 2 | 100 |
| iii | Architecture and Planning | | | |
| | a. Architecture | 40 | 4 | 160 |
| | b. Planning | 40 | 3 | 120 |
| iv | Applied Arts, Crafts and Design | | | |
| | a. Applied Arts and Crafts | 30 | 3 | 90 |
| | b. Design | 30 | 5 | 150 |
| v | Hotel Management and Catering Technology | 60 | 3 | 180 |

3.3 Post Graduate Diploma/ Post Graduate Degree Level

| Sl. No. | Programme | Intake per Division | Maximum number of Post Graduate Division(s) allowed in an Institution (First Shift only) | |
|---------|----------------------------------|---------------------|--|------------------------|
| | | | Course(s)/ Division(s) | Maximum Intake allowed |
| i | Engineering and Technology | 30* | 1 | 30 |
| ii | Pharmacy | | | |
| | a. M.Pharm. | 15** | 1 | 15 |
| | b. Pharm.D. | 30 | 1 | 30 |
| | c. Pharm.D. (Post Baccalaureate) | 10 | 1 | 10 |
| iii | Architecture and Planning | | | |
| | a. Architecture | 20 | 3 | 60 |
| | b. Planning | 30* | 1 | 30 |



| | | | | |
|-----|--|----|---|-----|
| iv | Applied Arts, Crafts and Design | | | |
| | a. Applied Arts and Crafts | 30 | 3 | 90 |
| | b. Design | 15 | 3 | 45 |
| v | Hotel Management and Catering Technology | 30 | 3 | 90 |
| vi | MCA | 60 | 3 | 180 |
| vii | Management | 60 | 5 | 300 |

* Minimum of 18 seats in steps of 6 up to maximum 30

** Minimum of 6 seats in steps of 3 up to a maximum of 15

Note: One Division with Collaboration and Twinning is permissible in each Programme

3.4 Private Limited or Public Limited Company/ Industry Establishing Diploma/ Under Graduate Degree/ Post Graduate Degree (MCA/ Management) Institution

- New Technical Institution in Engineering and Technology/ Pharmacy/ Architecture and Planning/ Applied Arts, Crafts and Design/ Hotel Management and Catering Technology/ MCA/ Management established by a Private Limited or Public Limited Company/ Industry having turnover of at least ₹100 Crore per year for previous 3 years shall be eligible for application and granted approval for Intake as above following due procedure as specified in the Approval Process Handbook.
- The Institution set up by such a Private Limited or Public Limited Company/ Industry shall be governed by the norms as specified in Chapter I of Approval Process Handbook.
- Private Limited or Public Limited Company/ Industry Establishing Diploma/ Under Graduate Degree/ Post Graduate Degree Institution shall choose any Course from Appendix 2 with Intake not exceeding the maximum as above and in any combination in the same Programme.
- Built-up area, Faculty: Student ratio and other requirements shall be fulfilled as specified in the Approval Process Handbook.



4.0 Norms for Land requirement and Built-up Area for the Technical Institutions

4.1 Land Requirements for the Technical Institutions

| Programme | Land Area requirement in Acre | | | | | | | | |
|--|----------------------------------|-------|-------|---------------------------|-------|-------|---|-------|-------|
| | Diploma/ Post Diploma Programmes | | | Under Graduate Programmes | | | Institutions offering ONLY Post Graduate Programmes (MCA/ Post Graduate Diploma/ MBA) | | |
| | Mega and Metro* | Urban | Rural | Mega and Metro* | Urban | Rural | Mega and Metro* | Urban | Rural |
| Engineering and Technology | \$ | 1.5 | 4.0 | \$ | 2.5# | 7.5# | - | - | - |
| Pharmacy | \$ | 0.75 | 2.0 | \$ | 0.75 | 2.0 | - | - | - |
| Architecture and Planning | | | | | | | | | |
| a. Architecture | \$ | 1.0 | 2.0 | \$ | 1.0 | 2.0 | - | - | - |
| b. Planning | - | - | - | \$ | 1.0 | 2.0 | - | - | - |
| Applied Arts, Crafts and Design | | | | | | | | | |
| a. Applied Arts and Crafts | \$ | 0.5 | 1.5 | \$ | 0.5 | 1.5 | - | - | - |
| b. Design | - | - | - | \$ | 1.0 | 2.0 | - | - | - |
| Hotel Management and Catering Technology | \$ | 1.0 | 2.0 | \$ | 1.0 | 2.0 | - | - | - |
| MCA | - | - | - | - | - | - | \$ | 0.5 | 1.0 |
| Management | - | - | - | - | - | - | \$ | 0.5 | 1.0 |

*... Mega and Metro Cities: Greater Mumbai (UA), Delhi (UA) and Kolkata (UA), Chennai (UA) Bangalore (UA), Hyderabad (UA), Ahmedabad (UA), Pune (UA), Surat (UA) as per the Census of India 2011 (UA- Urban Agglomeration).

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

- The Built-up area requirements as specified in the Approval Process Handbook (which is in-force) are adhered to.
- 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. A copy of certified Building Bye-Laws be made available by the Applicant Institution. Copy of the approved Plan from local statutory body and the completion Plan along with the Completion Certificate from the same body, be also provided. The provisional Occupancy Certificate shall be considered only for 2 consecutive Academic Years; after two years the only afore-mentioned Completion Certificate and Completion Plan shall be considered for continuance of approval.
- Fire and life Safety Certificate from Fire Department of the concerned State is to be taken before submitting the application at AICTE.
- 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.
- Competent Authority has to certify that the place is located in Mega and Metro/ Urban/ Rural areas.

- f. The Land area required in the Mega and Metro Cities shall be calculated on the basis of the requirements as per AICTE norms for carpet area and the Municipal Corporation Bye-Laws. However, 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.

#The Land area required in Urban/ Rural shall be in a maximum of TWO plots. The Academic, Instructional, Administrative and Amenities area shall be in one plot not less than 1.5 Acre. The aerial 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.

Considering the hilly nature of Land in North Eastern States and the hilly regions of States such as Himachal Pradesh, Uttarakhand and Jammu and Kashmir 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.

Note:

- a. Starting other educational Course(s)/ Institutions (Technical/ Non-Technical) in the surplus Land 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)/ Institutions having 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 Canteen, Auditorium, Playground, Parking, etc. may be shared, provided it caters to all the students of all the Programmes.
- b. Diploma and Degree Pharmacy Programme shall be permitted to run in the same Institution with the same Land area.
- c. For an Institution established prior to 1994, the Land requirement should be fulfilled as per the norms existed thereon for the Programme(s)/ Course(s)/ Divisions applied. In case of any deviation from those norms, the Institution has to adhere to the existing norms at the time of seeking Extension of Approval.
- d. For an Institution established after 1994, the Land requirement should be fulfilled as per AICTE norms existing at the time of establishment of the Institution for the Programme(s)/ Course(s)/ Divisions applied thereon. In case of any deviation from those norms, the Institution has to adhere to the existing norms at the time of seeking Extension of Approval.
- e. If the Institution (c or d) had been given approval for more Programme(s)/ Course(s)/ Divisions later, the Land requirements as per the corresponding AICTE norms should be fulfilled. Annexure 12 of Approval Process Handbook gives Land Requirements as per AICTE norms during the previous years.

4.2 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).
- b. Access and Circulation Area (ACA) is around 25% of Built-up Area.
- c. Total Built-up area in m² is equal to (INA+ADA+AMA) + (ACA).
- d. For Post Graduate Programmes, Administrative area of Under Graduate Programmes may be shared.
- e. Institutions shall have the Barrier free environment and Sports facilities as specified in the Chapter VI of Approval Process Handbook.



4.2.1 Instructional Area (Carpet Area) in m²

A. Engineering and Technology (Under Graduate/ Post Graduate Degree) Institutions

| | Number of Rooms required | Carpet Area in m ² per Room |
|--|--|--|
| Class Rooms | Total Number of Divisions x 0.75 | 66/ 33* |
| Tutorial Rooms ⁺ | 25% of total Class Room | 33 |
| Laboratory for First Year | 4 (which includes 2 Laboratories for Basic sciences) | 66 |
| Laboratory other than First Year | 2 per Course per Year | 66 |
| Laboratory for Post Graduate Courses | 1 per Course | 66 |
| | 1 Research Laboratory | 66 |
| Workshop [#] | 1 | 200 |
| Additional Laboratory/ Workshop for "X" Category Courses | 1 | 200 |
| Drawing Hall [#] | 1 | 132 |
| Computer Centre [#] | 1 | 150 |
| Seminar Hall | 1 | 132 |
| Library ⁺⁺ | 1 | 400 |
| Language Laboratory ⁺ | 1 | 66 |

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.

* Applicable for Post Graduate Course only.

+ Language Laboratory shall have a minimum of 20 Computers with appropriate Software. Additional Laboratory required, if number of Divisions >5.

++ Additional Library area of 50 m² per 60 Students beyond 420 "Approved Intake".

"X" Category Courses such as Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and Allied Courses shall require an Additional Laboratory/ Workshop.

Drawing Halls, Computer Centres and Workshops to be created as given below:

| Approved Intake | Computer Centre | Workshop | Drawing Hall |
|--|-----------------|----------|--------------|
| Up to 600 | 1 | 1 | 1 |
| 601-1200 | 2 | 2 | 2 |
| Infrastructure Requirement shall be calculated on pro rata basis for "Approved Intake" greater than 1200 | | | |

Additional Laboratories to be created (if required) as per Curriculum of the concerned affiliating University.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCS Facility Centre and Innovation/ Fab Laboratory.



B. Engineering and Technology (Diploma/ Post Diploma) Institution

| | Number of Rooms required | Carpet Area in m ² per Room |
|--|--|--|
| Class Rooms | Total Number of Divisions x 0.75 | 66 |
| Tutorial Rooms ⁺ | 25% of total Class Room | 33 |
| Laboratory for First Year | 4 (which includes 2 Laboratories for Basic sciences) | 66 |
| Laboratory other than First Year | 2 per Course per Year | 66 |
| Workshop [#] | 1 | 200 |
| Additional Laboratory/ Workshop for “X” Category Courses | 1 | 150 |
| Drawing Hall [#] | 1 | 132 |
| Computer Centre [#] | 1 | 150 |
| Seminar Hall | 1 | 132 |
| Library ⁺⁺ | 1 | 300 |
| Language Laboratory ⁺ | 1 | 66 |

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.

⁺Language Laboratory shall have a minimum of 20 Computers with appropriate Software. Additional Laboratory required, if number of Divisions >5.

⁺⁺ Additional Library area of 50 m² per 60 Students beyond 420 “Approved Intake”.

“X” Category Courses such as Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and Allied Courses shall require an Additional Laboratory/ Workshop.

[#] Drawing Halls, Computer Centres and Workshops to be created as given below:

| Approved Intake | Computer Centre | Workshop | Drawing Hall |
|-----------------|-----------------|----------|--------------|
| Up to 600 | 1 | 1 | 1 |
| 601-1200 | 2 | 2 | 2 |

Infrastructure Requirement shall be calculated on pro rata basis for “Approved Intake” greater than 1200.

Diploma Laboratories, if shared with the Under Graduate Courses shall be upgraded to meet requirements of the Under Graduate Curriculum.

Additional Laboratories to be created (if required) as per Curriculum of the concerned University/ Board.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Institutions shall have Idea Implementation Centre/ Tinkering Laboratory/ Innovation Centre.



C. Pharmacy (Diploma/ Under Graduate/ Post Graduate Degree) Institution

| | Number of Rooms required | Carpet Area in m ² per Room |
|--|----------------------------------|--|
| Class Rooms | Total Number of Divisions x 0.75 | 66/33** |
| Tutorial Rooms ⁺ | 25% of total Class Room | 33 |
| Laboratory (for First Year UG) | 4 | 75 |
| Laboratory (for First Year Diploma) | 3 | 75 |
| Laboratory (other than First Year) | 1 per Course per year | 75 |
| Laboratory for Post Graduate | 1 per Specialization | 75 |
| Machine Room | 1 | 75 |
| Instrument Room (Second Year) | 1 | 75 |
| Animal House** | 1 | 75 |
| Computer Centre inclusive of Language Laboratory | 1 | 75 |
| Seminar Hall | 1 per Under Graduate Institution | 132 |
| | 1 per Diploma Institution | 132 |
| Library | 1 | 150 |

** Applicable for Post Graduate Course only.

+ No Tutorial Rooms required for Post Graduate Courses.

Not required for Diploma Institutions.

Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

Seminar Hall may be shared, if Diploma and Degree Pharmacy are offered in the same Institution.

For Post Graduate Programmes, Seminar Hall of respective Under Graduate Programme may be shared.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with Under Graduate Courses shall be upgraded to meet requirements of Under Graduate Curriculum.

Research Laboratory is to be provided with an area of 66 m² for each Institution offering Post Graduate Courses.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart board, PA system and Executive Chairs.

Institutions shall have MOOCS Facility Centre and Innovation/ Fab Laboratory.



D. Architecture/ Planning (Diploma/ Under Graduate/ Post Graduate Degree) Institution

| | Number of Rooms required | Carpet Area in m ² per Room |
|--------------------------------------|----------------------------------|--|
| Class Rooms | Total Number of Divisions x 0.75 | 60/ 30** |
| 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 | 60 |

** Applicable for Post Graduate Course only.

+ Only for Institutions offering Post Graduate Courses.

For Post Graduate Courses, Seminar Hall of respective Under Graduate Course may be shared.

For Courses having more than 2 Divisions, ONE Additional Studio for each Division need to be created.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be up graded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with the Under Graduate Courses shall be upgraded to meet requirements of the Under Graduate Curriculum.

Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

The Institutions shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart board, PA system and Executive Chairs.

Institutions shall have MOOCS Facility Centre and Innovation/ Fab Laboratory.



E. Applied Arts and Crafts (Diploma/ Under Graduate / Post Diploma/ Post Graduate Degree) Institution

| | Number of Rooms required | Carpet Area in m ² per Room |
|---|------------------------------|--|
| Class Rooms | 1 Room per Division per Year | 66/ 33** |
| 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 |
| Seminar Hall | 1 | 100 |
| Library | 1 | 150 |
| Language Laboratory | 1 | 66 |

⁺ No Tutorial Rooms Required for Post Graduate Programme.

** Applicable for Post Graduate Course only.

For Post Graduate Courses, Seminar Hall of respective Under Graduate Course may be shared.

For Courses having more than 2 Divisions, one Additional Studio for each Division need to be created.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be up graded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with the Under Graduate Courses shall be upgraded to meet requirements of the Under Graduate Curriculum.

Research Laboratory is to be provided with an area of 66 m² for each Institution offering Post Graduate Courses.

Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart board, PA system and Executive Chairs.

Institutions shall have MOOCS Facility Centre and Innovation Laboratory.



F. Design (Under Graduate/ Post Graduate Degree) Institution

| | Number of Rooms required | Carpet Area in m ² per Room |
|-----------------------------------|-------------------------------|--|
| Class Rooms | 1 Room per Division per Year | 100/ 50** |
| Tutorial Rooms ⁺ | 1 per Year | 33 |
| Studio/ Workshop | 1 per specialization per Year | 66 |
| Photography Laboratory | 1 | 66 |
| Computer Centre | 1 | 75 |
| Seminar Hall | 1 | 100 |
| Library | 1 | 150 |
| Language/ Audio Visual Laboratory | 1 | 66 |

⁺ No Tutorial Rooms Required for Post Graduate Course.

** Applicable for Post Graduate Course only.

For Post Graduate Courses, Seminar Hall of respective Under Graduate Course may be shared.

For Courses having more than 2 Divisions, one Additional Studio/Workshop for each Division need to be created.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be up graded to meet requirements of Post Graduate Curriculum.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCS Facility Centre and Innovation/ Fab Laboratory.



G. Hotel Management and Catering Technology (Diploma/ Under Graduate/ Post Graduate Degree) Institution

| | Number of Rooms required | Carpet Area in m ² per Room |
|---|----------------------------------|--|
| Class Rooms | Total Number of Divisions x 0.75 | 66/33** |
| Tutorial Rooms ⁺ | 25% of total Class Room | 33 |
| Laboratory (Guest Room/ House Keeping/ Front Office/ Kitchen) for First Year | 3 | 66 |
| Laboratory (Guest Room/ House Keeping/ Front Office/ Kitchen) other than First Year | 2 per Course per Year | 66 |
| Laboratory/ Guest Room for Post Graduate Programme | 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 | 66 |

⁺For Post Graduate Course, Tutorial Rooms not required.

** Applicable for Post Graduate Course only.

For Post Graduate Courses, Seminar Hall of respective Under Graduate Course may be shared.

For Courses having more than 2 Divisions, ONE Additional Laboratory for each Division need to be created.

Under Graduate Laboratories, if shared with Post Graduate Courses shall be up graded to meet requirements of Post Graduate Curriculum.

Diploma Laboratories, if shared with the Under Graduate Courses shall be upgraded to meet requirements of the Under Graduate Curriculum.

Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

Research Laboratory shall be provided with an area of 66 m² for each Institution offering Post Graduate Courses.

The Institution shall have one Smart Class Room/ Course with LCD projector, Smart Board, Internet Connection, etc.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart board, PA system and Executive Chairs.

Institutions shall have MOOCS Facility Centre.



H. MCA Institution

| | Number of Rooms required | Carpet Area in m ² per Room |
|---------------------|--------------------------|--|
| 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 |

If the Institution has more than 2 Divisions, one Additional Laboratory for each Division need to be created.

Each Class Room shall be equipped with LCD projector, Smart Board, Internet Connection, etc.

Seminar Hall shall have proper furnishing and equipment such LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCS Facility Centre and Innovation Laboratory.

I. Management (PGDM/ MBA) Institution

| | Number of Rooms required | Carpet Area in m ² per Room |
|---------------------|--------------------------|--|
| 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 |

Each Class Room shall be equipped with LCD projector, Smart Board, Internet Connection, etc.

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCS Facility Centre and Innovation Laboratory.

4.2.2 Administrative Area (Carpet Area) in m²

| | Principal/ Director Office | Board Room | Office all inclusive | Cabin for Head of Department and Department Office | Faculty Rooms | Central Stores | Maintenance | Security | Housekeeping | Pantry for Staff | Examinations Control Office | Placement Office |
|--|----------------------------|------------|----------------------|--|---|----------------|-------------|----------|--------------|------------------|-----------------------------|------------------|
| Carpet Area in m ² per Room | 30 | 20 | 150* 300\$ | 20 | 5 | 30 | 10 | 10 | 10 | 10 | 30 | 30 |
| Number of Rooms required for new Technical Institution | 1 | 1 | 1 | - | First Year Student intake/ 15 | 1 | 1 | 1 | 1 | 1 | 1 | - |
| Total Number of Rooms | 1 | 1 | 1 | 1/Department | One per Faculty (as per norms) in the Institution | 1 | 1 | 1 | 1 | 1 | 1 | 1 |

\$Technical Institution having more than one Programme

* Technical Institution having one Programme



4.2.3 Amenities Area (Carpet Area) in m²

| | Toilets (Ladies & Gents) | Boys Common Room | Girls Common Room | Cafeteria | Stationery Store and Reprography | First Aid cum Sick Room | Principal's quarter | Guest House | Sports Club/ Gymnasium | Auditorium/ Amphi Theatre | Boys Hostel | Girls Hostel |
|--|-----------------------------|---------------------|----------------------|-----------|-------------------------------------|----------------------------|---------------------|-------------|---------------------------|------------------------------|-------------|--------------|
| Carpet Area in m ² per Room for the Technical Campus having more than one Program | 350* | 100 | 100 | 150 | 10 | 10 | 150 | 30 | 200 | 400 | Adequate | Adequate |
| Carpet Area in m ² per Room for Technical Campus having one Program | 150 ^s | 75 | 75 | 150 | 10 | 10 | 150 | 30 | 100 | 250 | Adequate | Adequate |
| Number of Rooms required for the new Technical Institution | Adequate | 1 | 1 | 1 | 1 | 1 | , | , | , | , | , | , |
| Total Number of Rooms | Adequate | 1 | 1 | 1 | 1 | 1 | Desirable | Desirable | Desirable | Desirable | Desirable | Desirable |

* Total area for the Technical Institution having more than one Programme

^s Total area for the Technical Institution having one Programme

4.2.4 Circulation Area in m²

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

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

5.1 Computers, Software, Internet and Printers

| Programme | | Number of PCs/ Laptop to student ratio (Minimum 20 PCs) | Legal System Software @ | Legal Application Software** | LAN and Internet | Mail Server and Client | Printers including Color Printer (% of total number of PCs/ Laptops) |
|--|----------------|---|-------------------------|------------------------------|------------------|------------------------|--|
| Engineering and Technology | Diploma | 1:6 | 03 | 20 | All | Desirable | 5% |
| | Under Graduate | 1:6 | | | | | |
| | Post Graduate | 1:4 | | | | | |
| Pharmacy | Diploma | 1:8 | 01 | 10 | All | Desirable | 5% |
| | Under Graduate | 1:8 | | | | | |
| | Post Graduate | 1:6 | | | | | |
| Architecture and Planning | | | | | | | |
| a. Architecture | Diploma | 1:6 | 01 | 10 | All | Desirable | 5%* |
| | Under Graduate | 1:6 | | | | | |
| | Post Graduate | 1:4 | | | | | |
| b. Planning | Under Graduate | 1:6 | 01 | 10 | All | Desirable | 5%* |
| | Post Graduate | 1:4 | | | | | |
| Applied Arts, Crafts and Design | | | | | | | |
| a. Applied Arts and Crafts | Diploma | 1:6 | 01 | 10 | All | Desirable | 5% |
| | Under Graduate | 1:6 | | | | | |
| | Post Graduate | 1:4 | | | | | |
| b. Design | Under Graduate | 1:6 | 01 | 10 | All | Desirable | 5% |
| | Post Graduate | 1:4 | | | | | |
| Hotel Management and Catering Technology | Diploma | 1:6 | 01 | 10 | All | Desirable | 5% |
| | Under Graduate | 1:6 | | | | | |
| MCA | Post Graduate | 1:4 | 03 | 20 | All | Desirable | 5% |
| Management | Post Graduate | 1:6 | 01 | 10 | All | Desirable | 5% |

*At least one printer to be A1 Size Color Printer/ Plotter

** Includes Plagiarism checking Software

Internet speed required for the Institution

| Approved Intake | Internet speed |
|-----------------|----------------|
| up to 300 | 32 Mbps |
| 301 - 600 | 48 Mbps |
| 601 - 900 | 64 Mbps |
| 901 - 1500 | 100 Mbps |
| > 1500 | 200 Mbps |

At least 4Mbps Wi-Fi connectivity at 4 or 5 hotspots shall be made available.

Arrangement to view NPTEL/ SWAYAM etc. shall be made available.



- a. Utilization of Open Source Software shall be encouraged
- b. Secured Wi-Fi facility is highly recommended
- c. Purchase of the most recent hardware is desirable
- d. 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
- e. @Adequate number of software licenses is required
- f. Central Xeroxing facility for students is preferred
- g. PC shall also include Laptop in the inventory of the Institution
- h. Every Department shall have separate Computer Laboratory with at least 20 Computers and a centralized Computer Laboratory with at least 100 Computers.

5.2 Laboratory Equipment and Experiments

The Laboratories shall have Equipment as appropriate for experiments as stated/ suitable for the requirements of the affiliating University/ Board's Curriculum. It is desired that the number of experimental set-up be so arranged that maximum four students shall work on one set.

5.3 Books and Library facilities

| Programme | Total Number of Divisions | Titles | Volumes | Reading Room Seating | Multimedia PCs for Digital Library/ internet Surfing located in the reading room |
|---|---------------------------|---|---|----------------------|--|
| | | Number | | % of Total Students | % of Total Students |
| Engineering and Technology/ Pharmacy/ Architecture/ Applied Arts and Crafts/ Hotel Management and Catering Technology (Diploma) | B | Half the number as required for Under Graduate Course in the same Programme | Half the number as required for Under Graduate Course in the same Programme | 15 % (Max 150) | Minimum 10 |
| Engineering and Technology (Under Graduate) | B | 100 [#] | 500xB [#] | 15 % (Maximum 150) | Minimum 10 |
| | | 50 per [*] Course | 250 per [*] Course | | |
| Pharmacy (Under Graduate) | B | 100 [#] | 500xB [#] | | |
| | | 50 [*] | 500xB [*] | | |
| Architecture/ Planning (Under Graduate) | B | 100 [#] | 400xB [#] | | |
| | | 50 [*] | 400xB [*] | | |
| Applied Arts and Crafts/ Design (Under Graduate) | B | 100 [#] | 500xB [#] | | |
| | | 50 [*] | 500xB [*] | | |
| Hotel Management and Catering Technology (Under Graduate) | B | 100 [#] | 500xB [#] | | |
| | | 50 [*] | 500xB [*] | | |
| Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology (Post Graduate) | B | 50 [#] | 200 [#] | 25 % (Maximum 100) | |
| | | As ^{\$} Required | 100 ^{\$} | | |
| MCA/ PGDM/ MBA (Post Graduate) | B | 100 [#] | 500xB [#] | | |
| | | 50 [*] | 500xB [*] | | |



B - Number of Divisions at First year (First and Second Shifts)

| | |
|-----|--|
| 1# | Book Titles and Volumes required at the time of starting a new Technical Institution equally distributed per subject. |
| 2* | Annual Increment equally distributed per subject. |
| 3 | Total number of Titles and Volumes shall be increased in continuation till 15 years, which shall be the minimum stock of Books. Institutions shall have to add an annual increment of Books based on the changes in Curriculum and Syllabus from time to time by the affiliating University/Board. |
| 4\$ | Component for additional Division/ Course. |
| 5 | Books shall also include subjects of Science, Humanities, Management and Social Science as per the requirements of the Curriculum and Syllabus. |
| 6 | Digital Library facility with multimedia facility is essential. |
| 7 | Reprographic facility in the Library is essential. |
| 8 | Document scanning facility in the Library is essential. |
| 9 | Library Books/ non Books processing as per the standard classification and cataloging system is essential. |
| 10 | Facilities to access the Online Courses is essential. |
| 11 | Library automation software including Bar coding is desirable. |
| 12 | 50% of the total number of Titles and Volumes shall be in the form of e-books with intranet access is mandatory in case of Post Graduate Level Programme(s) and shall be desirable in case of UG/ Diploma Programme(s). |
| 13 | The Institution shall be a member of National Digital Library. Aggregators shall also be used. |



Appendix 6

6.0 Norms for Essential and Desirable requirements of the Technical Institutions

6.1 Essential requirements of the Technical Institutions

| | | |
|----|--|------------|
| 1 | Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook | Essential* |
| 2 | 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) | Essential* |
| 3 | Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012) | Essential* |
| 4 | Establishment of Internal Complaint Committee (ICC) (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. | Essential* |
| 5 | 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) | Essential* |
| 6 | Internal Quality Assurance Cell | Essential* |
| 7 | Barrier Free Built Environment for disabled and elderly persons (as per Chapter VI of Approval Process Handbook) | Essential |
| 8 | Fire and Safety Certificate | Essential |
| 9 | Implementation of mandatory Internship policy for students | Essential |
| 10 | Implementation of teacher training policy | Essential |
| 11 | Implementation of examination reforms | Essential |
| 12 | Implementation of student Induction Programme | Essential |
| 13 | Atleast 5 MoUs with Industries | Essential |
| 14 | Compliance of the National Academic Depository (NAD) as per MHRD directives, applicable to PGCM/ PGDM Institutions and University Departments | Essential |
| 15 | Safety and Security measures in the Campus (as per Chapter VI of Approval Process Handbook) | Essential |
| 16 | Implementation of Food Safety and Standards Act, 2006 at the Institution | Essential |
| 17 | Digital payment for all financial transactions as per MHRD directives | Essential |
| 18 | Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution | Essential |
| 19 | Standalone Language Laboratory | Essential |
| 20 | Potable Water supply and outlets for drinking water at strategic locations | Essential |
| 21 | Electrical Grid Power Supply Connection | Essential |
| 22 | Backup Electric Supply | Essential |
| 23 | Sports facilities | Essential |
| 24 | Sewage Disposal System | Essential |
| 25 | Display board within the premises as well as on the Web site of the of Institution indicating the feedback facility of students and Faculty available in AICTE Web-Portal | Essential |
| 26 | First aid, Medical and Counselling Facilities | Essential |
| 27 | Students Safety Insurance | Essential |
| 28 | Group Accident Policy to be provided for the employees | Essential |
| 29 | General Insurance provided for assets against fire, burglary and other calamities | Essential |
| 30 | Provision to watch MOOCS Course(s) through SWAYAM | Essential |
| 31 | Road suitable for use by Motor vehicle- Motorized Road | Essential |
| 32 | Institution-Industry Cell | Essential |



| | | |
|----|--|-----------|
| 33 | Applied for membership of National Digital Library | Essential |
| 34 | 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 | Essential |
| 35 | Appointment of Student Counsellor | Essential |
| 36 | Telephone | Essential |
| 37 | Vehicle Parking | Essential |
| 38 | General Notice Board and Departmental Notice Boards | Essential |

* **Appointment of Committees/ IQAC/ Grievance Mechanism should be made before commencement of the session, however, an Affidavit⁴ to that effect need to be submitted by the new Technical Institution at the time of inspection by Expert Visit Committee**

6.2 Desirable requirements of the Technical Institutions

| | | |
|----|---|-----------|
| 1 | Implementation of the schemes announced by Government of India | Desirable |
| 2 | Offering of Skill development Courses approved by the Council | Desirable |
| 3 | Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ Innovation Laboratory | Desirable |
| 4 | Availability of at least ONE Smart Class Room per Department | Desirable |
| 5 | Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems | Desirable |
| 6 | Waste Management and environment improvement measures to ensure a sustainable Green Campus | Desirable |
| 7 | Public announcement system at strategic locations for general announcements/ paging and announcements in emergency. | Desirable |
| 8 | Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction | Desirable |
| 9 | Efforts to encourage Final Year students to appear GATE examination | Desirable |
| 10 | Transport | Desirable |
| 11 | Post Office, Banking Facility/ ATM | Desirable |
| 12 | LCD (or similar) projectors in Class Rooms | Desirable |
| 13 | Auditorium | Desirable |
| 14 | Staff Quarters | Desirable |
| 15 | Display of Course(s) and “Approved Intake” in the Institution at the entrance of the Institution. Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s) | Desirable |
| 16 | Intellectual Property Right Cell | Desirable |
| 17 | Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY) | Desirable |
| 18 | Implementation of Startup Policy | Desirable |
| 19 | Innovation Cell/Club | Desirable |
| 20 | Social Media Cell | Desirable |
| 21 | Participation in the National Institutional Ranking Framework (NIRF) | Desirable |
| 22 | Participation in the National Innovation Ranking | Desirable |
| 23 | Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator | Desirable |

6.3 Structure of the Committees

6.3.1 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.



6.3.2 Grievance Redressal Mechanism

Each University shall appoint an Ombudsman for redressal of grievances of students. The Ombudsman shall be a person who has been a judge not below the rank of District Judge or a Retired Professor who has at least 10 years of experience. The Ombudsman shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as Ombudsman, be in a conflict of interest with the University where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to comprise, the independence of judgement toward the University.

The Ombudsman, or any member of his immediate family shall not:

- hold or have held at any point in the past, any post, employment in office or profit in the University,
- have any significant relationship including personal, family, professional or financial, with the University,
- hold any University position, called by whatever name, under the administration or governance structure of the university.

The Ombudsman in the State Technical University shall be appointed by the University on a part time basis from a panel of three names suggested by the search committee consisting of the following members:

- Nominee of the Governor of concerned State - Chairman
- Two Vice Chancellors by rotation from Public Universities of the State Concerned
- One Vice Chancellor by rotation from Private Universities of the State Concerned
- Secretary (Higher Technical Education) of the State concerned - Convenor

The Ombudsman in a Central Technical University shall be appointed by the Central Technical University concerned on a part time basis from a panel of three names suggested by the search committee consisting of the following members:

- Chairman AICTE - Chairman
- One Vice Chancellor from Central Technical Universities by rotation
- Joint Secretary Higher Technical Education, MHRD, Government of India
- Member Secretary, AICTE - Convenor

The Ombudsman shall be a part time Officer appointed for a period of three years or till 70 years of age whichever is earlier from the date he resumes the Office and may be reappointed for another one term in the same University.

In case of Technical Institution, the Vice Chancellor of the affiliating University shall constitute a Grievance Redressal Committee consisting of five members for an individual Technical Institution or a group of Technical Institutions, keeping in view the location of the Technical Institution(s) concerned. Ombudsman shall be appointed by the concerned Directorate of Technical Education for Diploma Institutions and by AICTE for PGDM Institutions.

Every Technical Institution shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:

- 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 or Reader in case of an Institution) at the Educational Institution, nominated by the Executive Authority
- 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
- Three students (comprising of atleast 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.
- At least one-half of the total members of the ICC shall be women.



- Persons in senior positions such as Chairman/ Secretary of the Society, Principal/ Director of the Institution, etc. shall not be the members of the ICCs in order to ensure autonomy of their functioning.
- The term of office of the members of the ICC 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.

6.3.3 Committee for SC/ ST

Committee shall consists of five members, out of which atleast 2 members shall be SC/ST and one member shall be a women.



Appendix 7

7.0 Norms for Faculty requirements and Cadre Ratio for the Technical Institutions

7.1 Diploma/ Post Diploma Certificate Programme

| Programme | Faculty: Student based on Approved Intake | Principal/ Director | Head of the Department | Lecturer | Total |
|---|---|------------------------|---------------------------|--------------------|------------------|
| | | A | B | C | D = A+B+C |
| Engineering and Technology/ Architecture/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology/ Management | 1:25 | 1 | 1 per Department | (S/ 25) – (A+B) | S/25 |
| Pharmacy | 1:20 | 1 | 1 per Department | (S/ 20) – (A+B) | S/20 |

S - Sum of the number of students as per “Approved Intake” at all years

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 | $\frac{S}{20 \times R} - 1$ | $\frac{S}{20 \times R} \times 2$ | $\frac{S}{20 \times R} \times 6$ | $\frac{S}{20}$ |
| Pharmacy | 1:15 | 1 | $\frac{S}{15 \times R} - 1$ | $\frac{S}{15 \times R} \times 2$ | $\frac{S}{15 \times R} \times 6$ | $\frac{S}{15}$ |
| Architecture and Planning | | | | | | |
| a. Architecture | 1:10 | 1 | $\frac{S}{10 \times R} - 1$ | $\frac{S}{10 \times R} \times 2$ | $\frac{S}{10 \times R} \times 6$ | $\frac{S}{10}$ |
| b. Planning | 1:16 | 1 | $\frac{S}{16 \times R} - 1$ | $\frac{S}{16 \times R} \times 2$ | $\frac{S}{16 \times R} \times 6$ | $\frac{S}{16}$ |
| Applied Arts Crats and Design | | | | | | |
| a. Applied Arts and Crafts | 1:10 | 1 | $\frac{S}{10 \times R} - 1$ | $\frac{S}{10 \times R} \times 2$ | $\frac{S}{10 \times R} \times 6$ | $\frac{S}{10}$ |
| b. Design | 1:10 | 1 | $\frac{S}{10 \times R} - 1$ | $\frac{S}{10 \times R} \times 2$ | $\frac{S}{10 \times R} \times 6$ | $\frac{S}{10}$ |
| Hotel Management and Catering Technology | 1:20 | 1 | $\frac{S}{20 \times R} - 1$ | $\frac{S}{20 \times R} \times 2$ | $\frac{S}{20 \times R} \times 6$ | $\frac{S}{20}$ |

S - Sum of the number of students as per “Approved Intake” for all years, R = (1+2+6)



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 | 1:12 | ~ | $\frac{S}{12 \times R}$ | $\frac{S}{12 \times R}$ | $\frac{S}{12 \times R}$ | $\frac{S}{12}$ |
| *Pharmacy | | | | | | |
| M.Pharm. | 1:10 | ~ | $\frac{S}{10 \times R}$ | $\frac{S}{10 \times R}$ | $\frac{S}{10 \times R}$ | $\frac{S}{10}$ |
| Pharm. D. | 1:15 | ~ | $\frac{S}{15 \times R}$ | $\frac{S}{15 \times R}$ | $\frac{S}{15 \times R}$ | $\frac{S}{15}$ |
| *Architecture and Planning | | | | | | |
| a. Architecture | 1:8 | ~ | $\frac{S}{8 \times R}$ | $\frac{S}{8 \times R}$ | $\frac{S}{8 \times R}$ | $\frac{S}{8}$ |
| b. Planning | 1:10 | ~ | $\frac{S}{10 \times R}$ | $\frac{S}{10 \times R}$ | $\frac{S}{10 \times R}$ | $\frac{S}{10}$ |
| *Applied Arts Crafts and Design | | | | | | |
| a. Applied Arts and Crafts | 1:10 | ~ | $\frac{S}{10 \times R}$ | $\frac{S}{10 \times R}$ | $\frac{S}{10 \times R}$ | $\frac{S}{10}$ |
| b. Design | 1:7.5 | ~ | $\frac{S}{7.5 \times R}$ | $\frac{S}{7.5 \times R}$ | $\frac{S}{7.5 \times R}$ | $\frac{S}{7.5}$ |
| *Hotel Management and Catering Technology | 1:12 | ~ | $\frac{S}{12 \times R}$ | $\frac{S}{12 \times R}$ | $\frac{S}{12 \times R}$ | $\frac{S}{12}$ |
| #MCA | 1:20 | 1 | $\frac{S}{20 \times R} - 1$ | $\frac{S}{20 \times R} \times 2$ | $\frac{S}{20 \times R} \times 6$ | $\frac{S}{20}$ |
| #MBA/ PGDM | 1:20 | 1 | $\frac{S}{20 \times R} - 1$ | $\frac{S}{20 \times R} \times 2$ | $\frac{S}{20 \times R} \times 6$ | $\frac{S}{20}$ |
| S - Sum of the number of students as per "Approved Intake" for all years *R = (1+1+1), In case of non-availability of qualified Professor, an Associate Professor may be considered. #R = (1+2+6) | | | | | | |

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).

However, Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall maintain a better Cadre ratio.



Faculty Cadre and Qualifications shall be as per:

All India Council for Technical Education, Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulations, 2010 and subsequent amendments/ new Regulations issued by AICTE from time to time.

All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Diploma) Regulations, 2010 and subsequent amendments/ new Regulations issued by AICTE from time to time.

9.0 Norms for PGDM Programme

- 9.1** Post Graduate Certificate in Management (PGCM) Programme shall be of duration more than 1 year and not exceeding 2 years.
- 9.2** The duration of the Post Graduate Diploma in Management (PGDM) Programme shall not be less than 21 months.
- 9.3** Executive PGDM Programme shall be of duration of 15/ 18 Months.
- 9.4** The Academic calendar for admission of students shall be followed as prescribed by AICTE. The admission shall be started from 1st March and end by 30th June every year.
- 9.5** Admission to PGDM Institutions 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, admission Brochure and well before the admission process initiated and inform the Applicants through specific communications.
- 9.7** The Institution shall inform AICTE 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** PGDM Institutions shall upload students' enrolment data in the prescribed format on AICTE Web-Portal since its establishment before December every year. Thereafter students' enrolment data shall be uploaded to AICTE Web-Portal within one month from the last date for admission every year.
- 9.9** The Institutions shall mandatorily mention the enrolment number allotted to each student by AICTE in their Diploma Certificate and mark sheets.
- 9.10** PGCM/ PGDM Institutions may devise their own Curriculum for the Programme, however it shall be in conformity with the Model Curriculum developed by AICTE and incorporate 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 is to be constituted as per Appendix 18 of Approval Process Handbook for Standalone PGDM Institutions. The minutes of the meetings of the Board of Governors shall be uploaded periodically in the website of the Institutions.
- 9.12** PGCM/ 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 withdrawing 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 fees shall be 30th June of every year.
- 9.13** PGCM/ PGDM Institutions shall publish the fee being charged in its website and admission Brochure well before the admission process is initiated and inform the Applicants through specific communications.
- 9.14** PGCM/ PGDM Institutions shall follow norms and standards and conditions prescribed by the Council from time to time.
- 9.15** All PGDM Institutions should upload both the transcripts and Certificates on National Academic Depository (NAD).
- 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** Institutions shall appoint OMBUDSMAN as per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012.
- 9.18** The academic session shall normally be from 1st July to 30th June of the succeeding year.



10.0 Subscription of Journals

| Programme | Total number of Courses | Journals Published in India | Journals Published at Abroad |
|---|-------------------------|---|------------------------------|
| Engineering and Technology/ Pharmacy/ Architecture/ Applied Arts and Crafts/ Hotel Management and Catering Technology (Diploma) | B | Half the number as required for Under Graduate Course in the same Programme | Desirable |
| Engineering and Technology (Under Graduate) | B | 6xB [#] | |
| Pharmacy (Under Graduate) | B | 6xB [#] | |
| Architecture/ Planning (Under Graduate) | B | 6xB [#] | |
| Applied Arts and Crafts/ Design (Under Graduate) | B | 6xB [#] | |
| Hotel Management and Catering Technology (Under Graduate) | B | 6xB [#] | |
| Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology (Post Graduate) | B | 6xB [#] | 6xB [#] |
| MBA/ PGDM/ MCA (Post Graduate) | B | 6xB [#] | |

All the Journals in the Library are to be “subscribed” and at least 25% are to be indexed by Scopus/ Web of Science/ Medline (Pharmacy).

It is desirable to procure the hard copy of Journals published abroad. However, subscription to Journals published in India is essential. E-journals are recommended.

#As per the Programme(s)/Course(s) offered by the Institution, relevant e-journals from Web of Science or Scopus shall be subscribed.

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.

Journals shall also include subjects of Science, Humanities, Management and Social Science.

11.0 Format for Detailed Project Report (DPR) for 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. Pharm./ B. Arch./ 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, Staffs and students

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

11.6 Salient Features of Academic Programmes

Phase-wise details of the Academic Programmes/ Divisions that the Proposed Institution desires to set up 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), 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 outlay 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:

- Details about the Promoting Body
- Name and Address of the Promoting Body
- Date of Registration/ Establishment of the Promoting Body
- Nature of the Promoting Body
- Activities of the Promoting Body since inception
- 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) | | |
|------|-------------------------|---|--|------------|----------------|
| | Technical | Non-Technical | Promotional | Management | Organizational |
| | | | | | |

11.15 Proposed Institution

- Details about the Proposed Institution
- Development Plan for the Proposed Institution

11.16 Graphical Representation

- 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.
- 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.
- 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.
- 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 expenditure on 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)

| Recruitment | | | | | |
|-------------|-----------|---------------------|-----------------|----------|-------|
| 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 | Recruitment | | Total |
|------|-------------|----------------|-------|
| | Technical | Administrative | |
| | | | |

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)

Atleast 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.

Place:

Date:

(Authorized Signatory of the Applicant)

Name
Designation
Seal



12.0 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 (g) 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](http://www.aicte-india.org/anti.htm)>download. All AICTE approved Technical Institutions have to comply with the provision 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 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 behaviour/ 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 may be 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:

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



13.0 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 Section 3 of the All India Council for Technical Education Act, 1987 (52 of 1987), the Council comprises of 51 members of which following 33 members have been nominated by MHRD.</p> <p>Chairman, AICTE</p> <p>Vice Chairman, AICTE</p> <p>Secretary, Department of Higher Education, MHRD</p> <p>Additional Secretary, Technical Education, Department of Higher Education, MHRD</p> <p>Chairman, Central Regional Committee, AICTE</p> <p>Chairman, North Western Regional Committee, AICTE</p> <p>Chairman, South Central Regional Committee, AICTE</p> <p>Chairman, South Western Regional Committee, AICTE</p> <p>Chairman, All India Board of Hospitality and Tourism Management, AICTE</p> <p>Chairman, All India Board of Architecture, AICTE</p> <p>Chairman, All India Board of Information and Technology, AICTE</p> <p>Chairman, All India Board of Pharmacy, AICTE</p> <p>Chairman, All India Board of Town and Country Planning, AICTE</p> <p>Joint Secretary & Financial Advisor (MHRD)</p> <p>Secretary, Ministry of Skill Development & Entrepreneurship</p> <p>Secretary, Ministry of Electronics and Information Technology</p> <p>Secretary, Ministry of Micro, Small & Medium Enterprises</p> <p>Secretary, Ministry of Housing & Urban Affairs</p> <p>Secretary, Technical Education/ Higher Education, Telengana</p> <p>Secretary, Technical Education/ Higher Education, Tripura</p> <p>Secretary, Technical Education/ Higher Education, Uttar Pradesh</p> <p>Secretary, Technical Education/ Higher Education, Uttarakhand</p> <p>Secretary, Technical Education/ Higher Education, West Bengal</p> <p>Secretary, Technical Education/ Higher Education, Andhra Pradesh</p> | 1/ 3 members |



| | |
|---|--|
| Secretary, Technical Education/ Higher Education, Andaman and Nicobar Islands | |
| Secretary, Technical Education/ Higher Education, Arunachal Pradesh | |
| Smt. Shalini Sharma, Senior Consultant and Head, Higher Education, CII | |
| Smt. Shobha Mishra Ghosh, Assistant Secretary General, FICCI | |
| Dr. Sandhya Chintala, Vice President, IT ITeS Sector Skills Council, NASSCOM | |
| Shri. T.V.Mohandas Pai, President, AIMA | |
| 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 | |
| Dr.K.Balaveera Reddy, Former Vice Chancellor, Visvesvaraya Technological University | |
| Chairman, University Grants Commission, New Delhi | |
| 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 | |

13.2 The Executive Committee

| Composition | Quorum |
|--|--------------|
| The Chairman, AICTE | 1/ 3 members |
| The Vice-Chairman, AICTE | |
| Secretary to the GoI in Ministry of the Central Government dealing with Education (Ex-Officio) | |
| Two Chairmen of the Regional Committees | |
| Three Chairmen of the Board of Studies | |
| A member of the Council representing the Ministry of Finance of the Central Government. (Ex-Officio) | |



| | |
|--|--|
| <p>(Four out of eight members of the Council representing the States and Union Territories on rotation)</p> <p>Four Members with expertise and distinction in areas relevant to Technical Education to be nominated by the Chairman of the Council</p> <p>The Chairman, UGC (Ex-Officio)</p> <p>The Director, IAMR (Ex-Officio)</p> <p>The Director, ICAR (Ex-Officio)</p> <p>Member Secretary, AICTE - Member Secretary</p> | |
|--|--|

13.3 Regional Committee

| Composition | Quorum |
|---|--------------|
| <p>Chairman to be nominated by the Chairman, AICTE</p> <p>Four Members to be nominated from amongst the Directors/ Principals of recognized Technical Institutions, i.e. IIT, NIT, NITTTR, Engineering Colleges, Diploma Institutions in the region</p> <p>Four eminent persons in the field of Industry, Labour, Commerce and Professional representatives from the Pharmacy Council of India, Council of Architecture, Confederation of Indian Industries and Professional Societies to be nominated by the Chairman, AICTE</p> <p>One member representing the Board of Apprenticeship Training to be nominated by the Board</p> <p>Three members from amongst Chairman, State Board of Technical Education, Chairman, State Industrial Liaison Board, Secretary in charge of the Department of Technical Education of each State and UT comprised in the region or Director, Technical Education (Ex-Officio) by rotation in alphabetical order of the State, UT in the region.</p> <p>One Vice Chancellor or his/ her nominee not below the level of Dean/ Principal) of the University/ Institution Deemed to be University dealing with Technical Education by rotation in alphabetical order of the State, UT in the region.</p> <p>One Officer of Bureau of Technical Education, not below the rank of Deputy Secretary, Department of Education, GoI (Ex-Officio)</p> <p>One Advisor of the Bureau, Regional Committees, AICTE (Ex-Officio)</p> <p>Regional Officer of the Regional Office (Ex-Officio) – Member Secretary</p> | 1/ 3 members |

13.4 Scrutiny/ Re-Scrutiny Committee under Chapter I of Approval Process Handbook

| Composition | Quorum |
|--|--|
| Professor/ Associate Professor of IIT/ IIM/ NIT/ Government/ Government aided Institutions | One Professor/ Associate Professor |
| An advocate registered with Bar Council | An advocate registered with Bar Council |
| An Architect registered with Council of Architecture | An Officer not below the rank of Deputy Director of the revenue Department of the concerned State Government/ UT to be |



| | |
|--|--|
| | nominated by the concerned State Government/ UT or an Architect registered with Council of Architecture. |
|--|--|

13.5 Scrutiny/ Re-Scrutiny Committee under Chapter II of Approval Process Handbook

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

13.6 Expert Visit Committee

| Composition | Quorum |
|---|---|
| <p>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</p> <p>One Expert member, not below the level of Associate Professor or an Industry expert to be selected from the panel of Experts approved by the Executive Committee, AICTE</p> <p>An Officer not below the rank of Deputy Director of the revenue Department of the concerned State Government/ UT or an Architect registered with Council of Architecture or CPWD, National Buildings Construction Corporation (NBCC), DRDO, CSIR or Professor/ Associate Professor of Civil Engineering (Structural Engineering) or Professor/ Associate Professor of Planning to be constituted by Regional Officer by the selection of member using automated selection process provided on Web-Portal</p> | Two Academicians or One Academician and one Industrial Expert and one Officer not below the rank of Deputy Director of the revenue Department of the concerned State Government/ UT or an Architect registered with Council of Architecture or CPWD, National Buildings Construction Corporation (NBCC), DRDO, CSIR or Professor/ Associate Professor of Civil Engineering (Structural Engineering) or Professor/ Associate Professor of Planning to be constituted by Regional Officer by the selection of member using automated selection process provided on Web-Portal |

Note:

Depending on the requirement, concerned State Government/ UT/ affiliating University/ Board nominee not below the level of Associate Professor may be added in the EVC.

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 Committee.

13.7 Standing Hearing Committee/ Standing Appellate Committee

| Composition | Quorum |
|---|------------|
| A retired High Court Judge or an Educationist/ academician of eminence not below the level of Vice-Chancellor of a University (Retired or in position) or Director (Retired or in position) of IIT/ NIT/ IIM or Government Institution of National importance as Chairman | 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. | One Member |
| 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 | One Member |



| | |
|--|--|
| Land and revenue matters to be nominated by the Chairman, AICTE | |
| An Officer in the Approval Bureau, AICTE, not below the rank of Assistant Director shall assist/ appraise the Committee for smooth conduct of the meetings, however he/ she shall not be a part of the Committee | |

13.8 Standing Complaint Scrutiny Committee (SCSC)

| Composition | Quorum |
|---|-----------------|
| A Retired High Court Judge | Chairman |
| Two expert members not below the level of Associate Professor in the fields of Technical Education. | Any Two Members |
| An Architect, Registered with Council of Architecture or Professor of Civil Engineering. | |
| Directorate of Technical Education/ Registrar (Serving or Retired of Technical Institution/ University) | |

13.9 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 |
| Regional Committee | Providing recommendations about the issuance of approval for the new/ existing Technical Institutions based on the observations of Scrutiny/ Expert Visit Committee (as applicable). |
| Scrutiny Committee | Verify the authenticity of the documents submitted by the Applicant as specified in Appendix 16/ 17 (as applicable) of Approval Process Handbook. |
| Expert Visit Committee (EVC) | Visit the premises of the Institution to verify the availability of Infrastructural facilities and Faculty with respect to the norms specified in 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. |



14.0 Regional Offices of AICTE

| Region | Regional Offices | STD | Telephone | Jurisdiction |
|--------------------------------|---|------|--|---|
| Central | Airport Bypass Road, Gandhi Nagar, Bhopal-462036 E-mail: cro@aicte-india.org | 0755 | 2744314 2744315 2744316 | Madhya Pradesh, Gujarat and Chhattisgarh |
| Eastern | Govt. College of Engineering and Leather Technology Campus, LB Block, Sector III, Salt Lake City, Kolkata 700 106 E-mail: ero@aicte-india.org | 033 | 23357459 23357312 23353089 23358808 23356690 23359546 | Andaman and Nicobar, Sikkim, Orissa, Jharkhand, Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh, West Bengal |
| Northern | Govt. Polytechnic Campus, Adjoining Directorate of Technical Education Office, Vikas Nagar, Zoo Road, Kanpur-208002 E-mail: nro@aicte-india.org | 0512 | 2585014 2585018 2581263 2585012 | Bihar, Uttar Pradesh, Uttarakhand |
| North-West | NWRO, Plot No.1, 5th Floor, DTE, Punjab Building, Sector 36 A, Chandigarh-160 036 E-mail: nwro@aicte-india.org | 0172 | 2613326 2661201 2660179 | Chandigarh, Haryana, Jammu and Kashmir, Delhi, Punjab, Rajasthan, Himachal Pradesh |
| Southern | Shastri Bhawan 26, Haddows Road, Nungambakkam, Chennai – 600 006 E-mail: sro@aicte-india.org | 044 | 28275650 28279998 28232754 28255863 | Tamil Nadu, Puducherry |
| South Central | Hermitage Office complex 5 th Floor 503/504 opposite to Kalanjali, Saifabad, Khairatabad Hyderabad, Telangana E-mail: scro@aicte-india.org | 044 | 2334 0113 23341036 23345071 | Andhra Pradesh, Telengana |
| South-West | P.K. Block, Palace Road, Bangalore – 560 009 E-mail: swro@aicte-india.org | 080 | 22205919 22205979 22208407 22253232 | Karnataka, Lakshadweep, Kerala |
| Western | Industrial Assurance Building, Second Floor, Nariman Road, Mumbai - 400 020 E-mail: wro@aicte-india.org | 022 | 22821093 22855412 22851551 | Goa, Maharashtra, Daman and Diu, Dadra and Nagar Haveli |
| Guwahati Camp Office | Eastern Region Camp Office, Assam Engineering College Campus, Jalukbari, Guwahati - 781013, Assam E-mail: coguwahati@aicte-india.org | 0361 | 2570104 | Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh |
| Thiruvananthapuram Camp Office | AICTE South Western Region Camp Office, CET Campus, Thiruvananthapuram, Kerala 695 016 E-mail: cothiruvananthapuram@aicte-india.org | 0471 | 2592323 2594343 2596363 2597099 | Kerala and Lakshadweep |
| Vadodara Camp Office | Camp Office Vadodara Central Regional Camp Office A-1,2 Quarters, Chameli Baug Campus of M.S. University of Baroda, Vadodara- 390002 E-mail: covadodara@aicte-india.org | 0265 | 2750648 2750614 | Gujarat |

For any Grievances or queries related to Approval Process, mail to: helpdeskab@aicte-india.org



15.0 Grievance Redressal Mechanism

In order to ensure transparency by Technical Institutions imparting Technical Education, in admission and with Paramount Objectives of preventing unfair practices and to provide a mechanism to students for Redressal of their Grievances, AICTE has notified Regulations for establishment of mechanism for Grievance Redressal Committee and OMBUDSMAN for all AICTE approved Technical Institutions vide No. 37-3/ Legal/ 2012 dated 25.05.2012. Non-Compliance of the above Regulations shall call for punitive action.

Guidelines for establishment of Grievance Redressal Mechanism

The Ministry of Human Resource Development (MHRD), Government of India has emphasized that there is a need for a structured mechanism for online registration as well as disposing of the Grievances of students/ Faculty/ stakeholders in every Institution approved by AICTE.

In view of the above, all the Institutions are requested to urgently put in place an online mechanism, if not presently existing, for registering and disposing of Grievances. Once this mechanism is established, the following outcomes are desired to be fulfilled:

- i. Each AICTE approved Technical Institution should be able to receive and dispose of the Grievances **online**.
- ii. Each of these Institutions should have a notice board/flex board fixed near the Office of its Head, indicating the details of online Grievance Redressal Mechanism i.e. URL of the online Grievance Redressal Portal, Names, contact nos. and e-mail IDs of members of the Grievance Committee, to ensure publicity/awareness of the establishment of Grievance Redress Mechanism/ Students Grievances Portal. This would help speedy Redressal of the Grievances and obviate/reduce the urge to lodge the Grievance on pg.portal of DARPG. The Grievance Committee may include one female member, one member from SC/ ST/ Minority/ OBC and two other members.
- iii. An **online monthly Status Report** regarding the number of Grievances received, disposed off and pending as on the last day of the previous month should be informed to AICTE.
- iv. Non-Registration of Grievances on the Web Site of the Institution resulting in more number of Grievances being registered on the pg.portal of the Central Government which would be an indication that the Grievance Redress Mechanism of the respective Institution/Organisation is not working properly to the satisfaction of the petitioners.
- v. The performance of the Grievance Redressal Mechanism at the point of arising of the Grievance, i.e. the Institution may be taken into account by the Accreditation Agencies.
- vi. The Council shall take into account the performance of the Grievance Redress Mechanism at the point of origin of the Grievance, i.e. Institution, at the time of renewal of their permission/approval every year.

All the Institutions are requested to take necessary steps to implement the above.



16.0 Documents to be submitted 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 Level
- 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(s)/ Level(s) in the existing Institutions

16.1 Documents to be 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 Affidavit⁴ 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 bring two copies of Building Plan.
- An Affidavit⁴ 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 Format³ as prescribed on the Web-Portal.
- In Metro and Mega Cities, 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.
- Certificate¹ issued by an Advocate regarding Land related documents.
- Certificate² issued by an Architect regarding approved Building Plans.
- Certificate³ 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 thereon.
- 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 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 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 or add new Programme (in Pharmacy) and allocation of Land/ Building/ funds to proposed activities in the Format³ 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 Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ Private Lease Deed (Registered) (for a period of minimum 30 years with at least 25 years of live lease at the time of submission of application).

That Joint Affidavit¹¹ 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.

- 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 Authority as 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 Plan Sanctioning 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 registered with 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 Approval Process Handbook, in the 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 by Reserve 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 be applicable.
- Certificate regarding Minority Status, if applicable at the time of application. Any claim thereafter shall not be entertained.
- Detailed Project Report (DPR).
- Undertaking from the Applicant to the effect that no high tension line is passing through the Campus 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/ Staff etc. 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 dead 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 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 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 date and time of the entire proceedings of the Expert Visit Committee Visit, which shall form part of the Expert Visit Committee Report. This shall include a walk through video with date and time of shooting of all Infrastructural facilities created indicating the complete physical Infrastructure/ facilities, highlighting 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.

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 prescribed 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 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/ 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(s)/ Level(s) in the existing Institutions at the time of Scrutiny

- No Objection Certificate from Concerned State Government/ UT in the Format¹.
- No Objection Certificate from affiliating University/ Board in the Format².
- 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(s)/ Level(s) in the existing Institutions, as applicable, duly signed by the Chairman/ Secretary in the Format³.

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

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

- Certificate of Registration of companies
- Memorandum of Association and Article of Association
- Certificate of incorporation
- Situation 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 Approval Process Handbook.



17.0 Documents to be submitted/uploaded for

- Extension of Approval of existing Institutions based on Self-Disclosure
- Extension of Approval to the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake
- Extended EoA
- Increase in Intake/ Additional Course(s)
- Introduction of Integrated/ Dual Degree Course
- To start Diploma in Degree Pharmacy Institutions and vice-versa
- Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus
- Closure of the Institution
- Conversion of Management Institutions running PGDM Course into MBA Course
- Conversion of Second Shift Course(s) into First Shift Course(s)
- Closing of MBA Programme and Introduction of MCA Programme and vice-versa
- Introduction/ Continuation of Fellowship Programme in Management
- Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries
- Introduction/ Continuation of seats for Non Resident Indian(s)
- Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses
- Change in the Name of the Institution or affiliating University/Board
- Change in the Name of the Trust/ Society/ Company
- Change in the Name of the Bank
- Collaboration and Twinning Programme(s)

17.1 Documents to be uploaded for the issuance of Extension of Approval of existing Institutions based on Self-Disclosure/ after a break in the preceding Academic Years/ Restoration of Intake

Supporting documents including the Affidavits shall be duly authenticated by the Chairman/ Secretary of 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 are fulfilled shall be produced to this effect.

- An e-Affidavit⁴ with digital signature of the Chairman/ Secretary of the Trust/ Society/ Company on an e-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 2019-20.
- As per Clause 6.4 of 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 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 Additional documents to be submitted at the time of Scrutiny Committee for approval of Extended EoA/ Increase in Intake/ Additional Course(s)/ Introduction of Integrated/ Dual Degree Course/ Institutions having total “Approved Intake” less than the “Maximum Intake Allowed”/ Introduction of Fellowship Programme in Management

Additional documents shall be necessary while seeking approval for increase in the Intake in existing Programme

- An Affidavit⁶ 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.
- Valid NBA Accreditation Certificate beyond 10th April of the next Calendar Year (not applicable for Institutions having total “Approved Intake” less than the “Maximum Intake Allowed”) for Institutions in existence for more than SEVEN YEARS/ FIVE YEARS for Institutions offering ONLY MCA/ MBA Programmes, from the date of establishment of the Institution or UGC Autonomy letter beyond 10th April of the next Calendar Year and the conferment letter from the affiliating University (as applicable as per the application).
- No Objection Certificate from affiliating University for Introduction of Integrated/ Dual Degree Course(s) in the Format².
- Proof for the existence of Faculty with Ph.D./ Fellow qualification as per the number of seats, in case of Introduction of Fellowship 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 Format³.

17.3 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Institutions to start Diploma in Degree Pharmacy Institutions and vice-versa

- No Objection Certificate from affiliating University and Board in the Format².



- For introduction of Pharm. D., PCI approval for running Pharm. D., Valid NBA accreditation letter and Affidavit⁶.
- Resolution of the Trust/ Society/ Company approving the Institution to start Diploma in Degree Pharmacy Institution and vice-versa, duly signed by the Chairman/ Secretary in the Format³.

17.4 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus

- No Objection Certificate from Concerned State Government/ UT in the Format¹
- No Objection Certificate from affiliating University and Board in the Format².
- Resolution of the Trust/ Society/ Company approving the Institution Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, duly signed by the Chairman/ Secretary in the Format³.

Documents as specified in Appendix 16.1 of Approval Process Handbook have to be submitted in addition to that mentioned above.

17.5 Additional 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 Format¹.
- No Objection Certificate from affiliating University/ Board in the Format² 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 thereon.
- Affidavit² 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 Format³.

17.6 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Conversion of Management Institutions running PGDM Course into MBA Course

- 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 occupation, if any, certified by the Architect registered with the Council of Architecture (Applicable, if applied intake is more than “Approved Intake”).

- An Affidavit⁶ 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 (Applicable, if applied intake is more than “Approved Intake”).
- Resolution of the Trust/ Society/ Company approving the Management Institution for Conversion of PGDM Course into MBA Course, duly signed by the Chairman/ Secretary in the Format³.

17.7 Additional documents to be submitted at the time of Expert Visit Committee for approval of the Conversion of Second Shift Course(s) into First Shift Course(s)

- Resolution of the Trust/ Society/ Company approving the Institution for Conversion of Second Shift Course(s) into First Shift Course(s) duly signed by the Chairman/ Secretary in the Format³.

17.8 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Closing of MBA Programme and Introduction of MCA Programme and vice-versa

- 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 occupation, if any, certified by the Architect registered with the Council of Architecture (Applicable, if applied intake is more than “Approved Intake”).
- No Objection Certificate from affiliating University/ Board in the Format².
- Resolution of the Trust/ Society/ Company approving the Institution for Closing of MBA Programme and Introduction of MCA Programme and vice-versa, duly signed by the Chairman/ Secretary in the Format³.

17.9 Additional documents to be submitted at the time of Expert Visit Committee for approval of the Introduction of supernumerary seats for OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries in existing Institutions

- Valid NBA Accreditation Certificate beyond 10th April of the next Calendar Year.
- Details regarding hostel facilities and hostel administration.
- Resolution of the Trust/ Society/ Company approving the Institution for Introduction of supernumerary seats for OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries duly signed by the Chairman/ Secretary in the Format³.

17.10 Additional 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 Format³.



17.11 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses

- 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 Format² as prescribed on the Web-Portal.
- NOC shall not be required for closing of the Second Shift or reduction of Non-Zero Intake of Course(s)/ Programme(s)/ Reduction in number of Division(s)/ Merger of the Courses/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular 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)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses duly signed by the Chairman/ Secretary in the Format³.

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

- No Objection Certificate from affiliating University/ Board in the Format².
- Resolution of the Trust/ Society/ Company approving the Institution for Change in the Name of the Institution duly signed by the Chairman/ Secretary in the Format³.

17.13 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 Format².
- No Objection Certificate (NOC) from the University/ Board where the Institution seeks affiliation in the Format².
- 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 Format³.

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

- A notarized Affidavit⁹ of the Chairman/ Secretary of the Trust/ Society/ Company stating the reasons for the Change in the Name of the Bank.
- Resolution of the Trust/ Society/ Company approving the Institution for Change in the Name of the Bank duly signed by the Chairman/ Secretary in the Format³.

17.15 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name 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 of the Trust/ Society/ Company or merger of Trusts/ Societies/ Companies
- No Objection Certificate from Concerned State Government/ UT in the Format¹.



- No Objection Certificate from affiliating University/ Board in the Format².
- A notarized Affidavit⁷ 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 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 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 Format³.

17.16 Additional 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 3.3.e of 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.
- Affidavit⁵ 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 obtained by the Foreign University/ Institution in their Parent Country issued by a certified accreditation authority in that Country.
- Valid NBA Certificate in respect of the Course(s) to be offered under Twinning Programme.



18.0 Recommended Composition of Board of Governors for 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 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.

19.0 Academic Calendar**19.1 Counselling/ Admission**

- a. Last date to grant approval to Technical Institution shall be 30th April of the Calendar Year. Notwithstanding anything contained in any Rules, Regulations, Norms and Standards, Policies, Instructions, Orders, Notifications, Guidelines and the Approval Process Handbook issued or notified by AICTE, AICTE shall not grant approval to Technical Institution after 30th April of the Calendar Year in which the academic session is to commence as any approval beyond 30th April shall adversely affect the total teaching duration to which a student is entitled to and shall also adversely affect the academic activities which shall be prejudicial to the academic interest of student.
- b. The respective Directorate of Technical Education/ State Government/ UT/ affiliating University/ Board shall download the list of approved Institutions along with “Approved Intake” from Web-Portal through their login. No separate communication shall be sent in this regard. The affiliating body, such as the University/ Board shall not grant affiliation to a Technical Institution approved by AICTE after 15th May of the Calendar Year in which the academic session is to commence.
- c. The Competent Authority for admission shall ensure that the First round of counselling/ admission for allotment of seats is duly completed on or before 30th June of the Calendar Year in which the academic session is to commence.
- d. 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.
- e. Notwithstanding anything contained in these Regulations, all Technical Institutions conducting Post Graduate Diploma Courses shall not initiate the admission process before 1st April of the Calendar Year.

- 19.2** The academic session and the teaching process shall commence on 1st August of the year (except for Post Graduate Degree and PGDM Programmes).

| Semester/ Event | Odd Semester | Even Semester |
|---|---------------------------|---------------------------|
| For First year of the Programme | | |
| Commencement of Classes | 1 st August | 1 st January |
| End of Classes | 30 th November | 30 th April |
| Second year and onwards of the Programme | | |
| Commencement of Classes | 15 th July | 15 th December |
| End of Classes | 15 th November | 15 th April |

The total number of teaching days, practical and contact hours shall not include the number of days utilized for the admission/ counselling process, process of examination and examination itself and declaration of results.

20.0 Fellowship Programme in Management: Conduct and Admission Procedure**20.1 Prospectus****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 Fellowship 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 Fellowship 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 Fellowship 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 at the time of



admission. 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 reputed cited International Journals 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 fulfillment of the requirement of the Fellow Programme, a minimum number of Course credits are required to be earned as prescribed below

- a. Credit Requirement

| | 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 two years from the date of admission to the Programme. Extension after the two 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 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 framework 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 40 pages). 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 typewritten/ printed copies and a soft copy with necessary Certificates and clearance within 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 any one 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-voce examination, 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

1.0 Format of the Affidavit 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 for Forgotten Password

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of, aged, resident of, do hereby solemnly affirm, state and undertake to the following in connection with my/ our request to AICTE for new password to our Institution <Name and address of Institution>,

1. I/ We will abide by all terms and conditions as laid down in the Approval Process Handbook;
2. That I/ We have forgotten/ misplaced the password for our <user ID>;
3. That I/ We <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, authorised to submit the present request and there is no misrepresentation;
4. That I/ We <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company> have made an online payment of ₹5000/- vide Transaction ID..... date
5. That the new login credentials are to be sent to <Name of the Person>, <Address>, <Landline No>, <Mobile No>, <email id>; 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 executing the undertaking along with his/ her Official Position
with (SEAL)

VERIFICATION

I/ We, the above named deponent 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, 2019 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



Affidavit 2

2.0 Format of the Affidavit 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 for Progressive/ Complete Closure of the Institution

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of, aged, resident of, do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for the Progressive/ Complete Closure of our Institution <Name and address of Institution>,

1. That our Trust <Name of the Trust/ Society/ Company> vide resolution..... Resolved for closing the Institution and has applied for Closure of <Name and address of Institution> in the Web-Portal and had paid the requisite Fee as per AICTE norms;
2. That liabilities, if any, arising out of Closure of <Name and address of Institution> shall be solely that of <Name of the Trust/ Society/ Company>;
3. That <Name of the Trust/ Society/ Company> undertakes that no further admission of students shall be made in the current and forthcoming years;
4. That <Name of the Trust/ Society/ Company> undertakes to provide all the facilities to the existing students till they pass out;
5. That have 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;
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 there from; and
7. That the FDR was neither mortgaged nor encashed.

Details of RPGF/ Joint FDR/ FD

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

(Name, Designation and Address of the Executants)
(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, 2019 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



3.0 Format of the Affidavit 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 for the establishment of new Technical Institution while submitting the Security Deposit

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of, aged, resident of, do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for the establishment of Institution <Name and address of proposed Institution>,

1. 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;
2. That the interest accrued on the deposit shall be retained by AICTE and used for improving the quality of Technical Education;
3. 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;
4. That all remaining requirements as mentioned under the Regulations and the Approval Process Handbook, as applicable, by <Name and address of proposed Institution> shall be complied within one month from the date of issuance of the approval letter;
5. 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;
6. 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 arising out of such withdrawal shall solely be that of the (Society/ Institution); 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 has been concealed therefrom.

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

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, 2019 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



4.0 Format of the Affidavit 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 for applications submitted under Chapter I and II except Closure of the Institution

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of aged years and, resident of, in connection with our application dated made to AICTE for, (retain items in the list below as applicable)

Do here by solemnly affirm, state and declare as under:

1. 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;
2. That the Institution is functioning in the location as approved by the Council;
3. That the Institution has uploaded the Occupancy/ Completion Certificate/ Building License/ Form D issued by the Competent Authority and the Structural Stability Certificate by the Competent Authority;
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/ offered | Courses | Built-Up Area | Approved by AICTE or Not |
|-------------------------|------------------------|---------|---------------|--------------------------|
| | | | | |

5. That the Institution has uploaded valid Fire Safety Certificate issued by the Competent Authority;
6. That Principal of the Institution is regular and qualified as per AICTE norms;
7. That the Faculty: Student ratio is maintained as per AICTE norms and the Faculty data uploaded is true and complete;
8. **That the Promoter/ Institution has not demanded/ retained the Original Degree Certificates from the Faculty members;**
9. That the declaration, information and documents submitted/ uploaded as per Appendix 16/ 17 of 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;
10. That the Land is contiguous, there is no dispute pertaining to the said Land and is free from all encumbrances;
11. 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;
12. 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.) | Carpet area (in m ²) | Completion of Flooring | Completion of Walls and painting | Completion of Electrification and lighting |
|----------|--|----------------------------------|------------------------|----------------------------------|--|
| | | | | | |



13. That I 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;
14. That I have uploaded the details of faculties, Administrative and support Staff and also have uploaded the latest salary sheet with details such as pay scale, gross pay, PF deduction and TDS, the same is true and complete;
15. That I have uploaded all the student data of the previous year and the same is true and complete;
16. That no students have been admitted without the approval of concerned regulatory bodies (Applicable for Pharmacy/ Architecture);
17. That the financial transactions have been done only by digital payment;
18. That the declaration, information and documents pertaining to the availability of 50% additional Faculty and adhering to the timing for Second Shift (if applicable) is true and complete. Nothing is false and no information/ material has been concealed;
19. That liabilities, if any, arising 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> ;
20. That liabilities, if any, arising out of Change of Site/ Location shall solely be that of < Name of Trust/ Society/ Company/ Technical Institution>;
21. That liabilities if any, arising out of Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses/ Change of affiliating University/ Board shall solely be that of < Name of the Trust/ Society/ Company/ Technical Institution>;
22. That admission to NRI/ PIO/ Foreign Nationals/ Children of Indian workers in Gulf Countries/ Collaboration and Fellowship Programme shall be strictly within the limit and shall be done on Merit basis and liability, if any, arising out of the same shall solely be that of <Name of the Trust/ Society/ Company/ Technical Institution>;
23. That Audited statement of accounts of the Trust/ Society/ Company for the previous year has been uploaded;
24. 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;
25. That the hostel facilities of International Standards for NRI/ PIO/ Foreign Nationals/ Children of Indian workers in Gulf Countries/ Collaboration and established an Office and Student Counselor 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;
26. That the Sports facilities are provided to the students;
27. That the Internal Quality Assurance Cell as per Appendix 6 of Approval Process Handbook before commencement of the Academic Session 2019-20 in respect of <application number><Name and address of Institution> is constituted (in case of existing Institutions)/ will be constituted (in case of New Institutions);
28. That the following Committees as per Appendix 6 of Approval Process Handbook before commencement of the Academic Session 2019-20 in respect of <application number><Name and address of Institution> are constituted (in case of existing Institutions)/ will be constituted (in case of New Institutions); and
 - 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)
 - Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012)
 - Establishment of Internal Complaint Committee (ICC) (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)



- 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)

29. 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/ Central Government.

(Name, Designation and Address of the Executants)

(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, 2019 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



5.0 Format of the Affidavit 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 for Collaboration and Twinning Programme between Foreign University/ Institution and AICTE approved Institution in India

I/ We, <Name>, son of, aged, resident of, do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> 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>

1. 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>;
2. That the Institution for which application for approval is being made shall offer Programme(s) and Course(s) approved by the Council;
3. That the Institution for which application for approval is being made shall admit students as per Intake approved by the Council;
4. That the Institution for which application for approval is being made shall charge fees as approved by the Council;
5. That the Foreign University/ Institution shall declare 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;
6. 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;
7. That admission to Collaboration and Twinning Programme shall be strictly within the limit and shall be done on Merit basis and liability, if any, arising out of the same shall solely be that of <Name of the Trust/ Society/ Company/ Technical Institution>;
8. That MoU is executed as required which shall provide for those students who fail to get VISA to be accommodated in the local affiliating University/ Institution to continue his/ her Education; 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 there from.

Name of the authorized person
Executing the undertaking along with his/ her Official Position with 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, 2019 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**



Affidavit 6

6.0 Format of the Affidavit 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 for Additional Course/ Increase in Intake/ Introduction of Pharm.D. Course

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company, son of, aged, resident of, do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for the additional Course/ increase in intake/ Introduction of Pharm.D. Course of our Institution <Name and address of Institution>,

1. That our Trust <Name of the Trust/ Society/ Company> vide resolution..... Resolved to apply for additional Course/ increase in intake/ Introduction of Pharm.D. Course in our Institution <Name and address of Institution> in the Web-Portal and had paid the requisite Fee as per AICTE norms;
2. That we have created all the additional facilities such as Infrastructure, hostel (wherever applicable) Faculty etc. for meeting the additional Course/ increase in the Intake/ Introduction of Pharm.D. Course;
3. That liabilities, if any, arising out of additional Course/ increase in the Intake/ Introduction of Pharm.D. Course of <Name and address of Institution> shall be solely that of <Name of the Trust/ Society/ Company>; and
4. 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 there from.

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

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, 2019 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



7.0 Format of the Affidavit 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 for Change in the Name of the Trust/ Society/ Company

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of, aged, resident of, do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for change in the Name of the Trust/ Society/ Company of our Institution <Name and address of Institution>,

1. I/ We will abide by all terms and conditions as laid down in the Approval Process Handbook;
2. 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>;
3. 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 arising out of such withdrawal shall solely be that of the Trust/ Society/ Company/ Institution;
4. That there are no legal issues pending with both old and new Trust/ Society/ Company;
5. That there are no financial liabilities in the old Trust/ Society/ Company Name;
6. That the Land and Building are in the Name of the new Trust/ Society/ Company;
7. That liabilities, if any, arising out of change of Name of the Trust/ Society/ Company shall be solely that of new <Name of the Trust/ Society/ Company>; 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 there from.

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

VERIFICATION

I/ We, the above named deponent 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, 2019 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**



Affidavit 8

8.0 Format of Affidavit 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 for the release of Security Deposit

I/ We, <Name, Chairman/ Secretary <Name of Trust/ Society/ Company, Son of aged Resident of Do hereby state on the affirmation that Institution viz., had created Cumulative Fixed Deposit Receipt No. Dated for ₹..... for the maturity period of 8 years from to..... in the joint name of the Secretary, <Name of the Trust and the Regional Officer,, AICTE, maturity of said FDR deposited towards Programme was due on <date >

Or

I/ We, <Name, Chairman/ Secretary <Name of Trust/ Society/ Company, Son of aged..... Resident of Do hereby state on the affirmation that Institution viz., had created a Security Deposit with a transaction number..... on for ₹..... for a period of 10 years from to..... with AICTE towards Programme

I, hereby state on affirmation that

1. No cognizable action is pending against the Institution;
2. All the conditions of LoI and LoA have been fulfilled by the Institution;
3. The Institution is functioning at its approved permanent site;
4. The Institution is not operating on a temporary site;
5. The Institution has not been put under no admission category;
6. No inquiry is pending against the Institution;
7. No adverse action is being contemplated against the Institution;
8. No fee refund case is pending in the Institution;
9. No ragging case/ sexual harassment against Women has occurred in the Institution;
10. No Complaint is pending under investigation relating to misappropriation/ defalcation/ embezzlement of money by the Institution/ Trust/ Society/ Company; and
11. The said FDR was not mortgaged/ renewed (not applicable to RTGS).

Further, in case if any violation is found, the Security Deposit will be resubmitted to AICTE by the Trust.

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

VERIFICATION

I/ We, the above name deponent 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, 2019 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



9.0 Format of the Affidavit 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 for Change in the Name of the Bank

I/ We, <Name>, Chairman/ Secretary, <Name of the Trust/ Society/ Company>, son of, aged, resident of, do hereby solemnly affirm, state and undertake to comply with the following in connection with my/ our application <application number> to AICTE for change in the Name of the Bank of our Institution <Name and address of Institution>,

1. I/ We will abide by all terms and conditions as laid down in the Approval Process Handbook;
2. That there is no commercial or business angle for change of <Name of the old Bank> to <Name of the new Bank>;
3. 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 arising out of such withdrawal shall solely be that of the Trust/ Society/ Company/ Institution;
4. That there are no legal issues pending with both old and new Banks;
5. That there are no financial liabilities in the <Name of the old Bank>;
6. That liabilities, if any, arising out of change of Name of the Bank shall be solely that of the <Name of the Trust/ Society/ Company>; 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 has been concealed there from.

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

VERIFICATION

I/ We, the above named deponent 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, 2019 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)**

10.0 Format of the Affidavit to be submitted by the Category I and II Universities notified by UGC 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 for the compliance of AICTE norms

I/ We, <Name>, Vice Chancellor/ Registrar, <Name of the University>, son of aged years and, resident of, in connection with our application dated made to AICTE for,

Do here by solemnly affirm, state and declare as under:

1. That the <Name> University is fulfilling AICTE norms as specified in the Approval Process Handbook. 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.
2. That the information given by <Name of the University> in the application made to AICTE is true and complete. Nothing is false and no information/ material has been concealed.
3. That if any of the information is found to be false, incomplete, misleading and/ or that the <Name of the University> fail(s) 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 executing the undertaking along with his/ her Official Position with
(SEAL)

VERIFICATION

I/ We, the above named deponent 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, 2019 at my Office.
(Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



11.0 Format of the Joint Affidavit by the Lessor and Lessee 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 for transfer of private Property/ Building under the Transfer of Property Act, 1882 to be submitted by the Applicant

I/ We, <name>, Chairman/ Secretary, <name of the Trust/Company>, son ofaged....., resident of, (Lessor)do hereby solemnly affirm, state and undertake to hand over the possession of my/ our Property/ Building No.....(detailed address of the Property/ Building) to (Lessee), <name>, Chairman/ Secretary,<name of the Trust/Society/Company>, to run a Technical Institution (name and address) as under:-

1. 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;
2. 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;
3. That the lease of Property/ Building is irrevocable for 30 years of which 25 years us still live ;
4. That there are no financial liabilities against this Property/ Building before transfer of the same to the Lessee;
5. That the Property/ Building is free from all encumbrances;
6. That both the Lessor and Lessee shall abide by the Local Municipal Laws and other Laws of the Land relating 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 our knowledge. No part of the same is false and no material has been concealed there from.

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 there from.

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

LESSOR

LESSEE
DEPONENTS

Solemnly affirmed and signed before me by the deponents on this – day of – month, 2019 at my office. (Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)



Certificate 1

1.0 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 |
|---------|-------------------------|--------------|------------|---------------------------|-------------------|
| | | | | | |
| | | | | | |
| | | | | Total 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 | |

I hereby certify that:

1. The Competent Authority has issued the Land Use 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 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 | |

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

2.0 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



3.0 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 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 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

Signature of the Bank Manager

Name of the Bank Manager

Date:

Place:

Seal/ Stamp of the Bank Manager

*Strike off whichever is not applicable



1.0 No Objection Certificate from the State Government/ UT

The <Name of the Trust/ Society/ Company> vide its Executive meeting held onat 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 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. 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
- vi. Starting of new Programme(s)/ Level (s) Programme(s) <Course1..... (Intake.....), Course2 (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>, 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

- 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(s)/ Level (s) Programme(s) <Course1..... (Intake.....), Course2 (Intake.....),>in the Institution
- vi. 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
- 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



2.0 No Objection Certificate from the affiliating University/ Board

The <Name of the Trust/ Society/ Company>vide its Executive meeting held onatvide 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 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 Diploma in Degree Pharmacy Institution/ Degree in Diploma Pharmacy Institution
- vi. Starting of new Programme(s)/ Level (s) Programme(s) <Course1..... (Intake.....), Course2 (Intake.....),>in the Institution
- vii. Introduction of Integrated/ Dual Degree Course <Name of the Course>
- 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. Closure of the Institution
- x. Conversion of Second Shift Course(s) into First Shift Course(s)
- xi. Closing of MBA Programme and Introduction of MCA Programme/ Closing of MBA Programme and Introduction of MBA Programme
- xii. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses <Course1..... (Intake.....), Course2 (Intake.....),>
- 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>
- xvi. Starting of the Vocational Degree/Diploma Programme under NSQF

<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 <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 Diploma in Degree Pharmacy Institution/ Degree in Diploma Pharmacy Institution
- vi. 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
- vii. Starting of new Programme(s)/ Level (s) Programme(s) <Course1..... (Intake.....), Course2 (Intake.....),>in the Institution
- viii. Closure of the Institution, <Course1..... (Intake.....), Course2 (Intake.....),>

Mention Programme(s) and Course(s) where Closure of the Institution/ Programme is applied for:

| Programme | Shift | Level | Course | Year of Establishment | d-4 | | d-3 | | d-2 | | d-1 | | Current Academic Year | | Total No. of students studying in the Institution as on date |
|-----------|-------|-------|--------|-----------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|-----------------------|------------------|--|
| | | | | | a | | b | | c | | d | | e | | |
| | | | | | "Approved Intake" | Actual Admission | "Approved Intake" | Actual Admission | "Approved Intake" | Actual Admission | "Approved Intake" | Actual Admission | "Approved Intake" | Actual Admission | |

- ix. Conversion of Second Shift Course(s) into First Shift Course(s)
- x. Closing of MBA Programme and Introduction of MCA Programme/ Closing of MCA Programme and Introduction of MBA Programme
- xi. Introduction of Integrated/ Dual Degree Course <Name of the Course>. Also it is confirmed that the said Integrated/ Dual Degree Course is available in the approved nomenclature of the University
- xii. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses <Course1..... (Intake.....), Course2 (Intake.....),>

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:

| 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 |
|------------------------------|----------------------------|---|---|
| | | | |



Current Staff strength, re-arrangements and dues, if any, shall be settled as per existing norms and Regulations on that behalf.

- 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 in the Name of the Trust from <Name of the present Trust> at <address> to <Name of the new Trust> at <address>
- xvi. Starting of the Vocational Degree/Diploma Programme under NSQF. Also, it is confirmed that the said Vocational Degree/Diploma Program under NSQF has been granted affiliation in year and has been included in the approved nomenclature of the University.

<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



3.0 Resolution of the Trust/ Society/ Company

That the Trust/ Society/ Company vide its Executive meeting held onat 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. Change of Site/ Location of the Institution from <Name of the Institution> at <address>, (Old) to <Name of the Institution> at <address> (new)
- iv. 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
- v. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level
- vi. Starting of new Programme(s)/ Level (s) Programme(s) <Course1..... (Intake.....), Course2 (Intake.....),>
- vii. Increase in Intake in ... Course(s)/ Additional Course(s)/ Additional Programme(s)/ Introduction of Integrated/ Dual Degree Course/ Fellowship Programme in Management
- viii. Starting of Diploma in Degree Pharmacy Institution/ Degree in Diploma Pharmacy Institution
- ix. 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
- x. Closure of the Institution
- xi. Conversion of Management Institutions running PGDM Course into MBA Course
- xii. Conversion of Second Shift Course(s) into First Shift Course(s)
- xiii. Closing of MBA Programme and Introduction of MCA Programme/ Closing of MCA Programme and Introduction of MBA Programme
- xiv. Introduction of OCI/ PIO/ Foreign Nationals/ Children of Indian workers in Gulf Countries in the following Programme(s)/ Course(s)
- xv. Introduction of NRIs in the following Programme(s)/ Course(s)
- xvi. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses
- xvii. Change the Name of the Institution from <Name of the Institution> (Old) at <address> to <Name of the Institution> (new)



- xviii. 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
- xix. Change in the Name of the Bank
- xx. 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)
- xxi. Application wrongly submitted for and to be changed from <Application for > to <Application for > / Not interested in applying for
- xxii. Starting of the Vocational Degree/Diploma Programme under NSQF

< 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)/ Persons of Indian Origin (PIO)/ 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>.
5. Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses <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



4.0 MoU to be signed between 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, 20.. at New Delhi.

By and Between

<Name of the Trust/ Society/ Company> running <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 its 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 Automobiles 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 <NAME OF SKP> 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, whereby <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 itself with the All India Council for Technical Education (AICTE)/ Concerned Authority and obtained approval thereof 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:
 - a. Announce the schedule of module for the calendar year.
 - b. Register students for the modules.
 - c. Conduct the modular training.
 - d. Conduct examination/ evaluate the student, award the grade indicating the Level of skill acquired.
 - e. 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 the right to collect fees 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 as 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 Program(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:

Fees to be charged to students:

- a. The Level wise fees 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 Fees' and the <Name of the SKP> - SKP will be given the 'Vocational/Skill Portion Fees' by the <Name of the SKP> – Academic Centre;
- c. The <Name of the Institution> Academic Centre will collect the total fees for the Programme from the students and will transfer the 'Vocational/Skill Portion Fees' against the number of students to be sent for training at least one month before the onset of training. Any delay in transferring the fees 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 fees <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: _____

Signed: _____
Name: _____
Title: _____
Date: _____

Witnessed by:

- 1) Signature: _____
Name: _____
Date: _____
- 2) Signature: _____
Name: _____
Date: _____

*Strike off whichever is not applicable



1.0 Recommended Short and Medium Term Perspectives for Engineering Education in India by the Committee to provide National Perspective Plan

Technology and Globalization have turned Countries into knowledge-driven economies. They are radically accelerating the pace of change in the world and raising the long-term risks. Success in knowledge-driven and innovation-driven world order depends largely on the capabilities of the people, and higher education, especially Engineering education, is the key to building those requisite capabilities. India has done phenomenally well in creating large infrastructure across the Country to disseminate Engineering education to lakhs of aspirants in every State year after year. However, to be able to cater to the next-generation of Engineering skill requirements, we need to facilitate quality and accredited Technical Education at scale. In our efforts to support the reforms in Engineering education, we have studied the current state of Engineering education and present, in this report, our short and medium term perspectives and recommendations.

Recommendations:

1. Current (2017-18) capacity utilization in Under Graduate and Post Graduate Level is as low as 49.8% (Capacity Vs Enrolment). Creating any further capacity is a big drain on investments since, at the very basic level, it involves the creation of physical infrastructure like Buildings and Laboratory infrastructure. **We recommend that we do not create any new capacity starting from the Academic Year 2020.** The creation of new capacity can be reviewed every two years after that.
2. While we take such a serious decision, we also recognize that there could be some applications in the pipeline for additional/ new capacity applied in the last one or two years. These may be pending for want of some minor clearances. So, applications made in the current year and the past two years may be considered for starting Institutions, if the infrastructure is already in place.
3. We recommend that AICTE should take capacity utilization as a key consideration while granting additional capacities in different States.
4. Traditional Engineering disciplines such as Mechanical, Electrical, Civil and Electronics Engineering capacity utilization around 40% as opposed to Computer Science and Engineering, Aerospace Engineering, Mechatronics, being in the high 60%. This is clear pointer that the demand lies in emerging technologies as opposed to traditional Engineering. We recommend that no additional seats are approved in traditional Engineering areas, but Institutions need to be encouraged to convert current capacity in traditional disciplines to emerging new technologies.
5. The poor employability of Engineering graduates is reflecting poorly on the Faculty-shortage and quality, and pedagogy. It may be very important to take immediate steps to improve the quality of our teachers.
 - a. Competencies of the Faculty need to be developed, especially in the areas of new age technologies and research through rigorous Faculty development programs. Training of existing teachers at Teachers Training Institutes, using quality improvement programs (QIP) and using IIT/ NIT Faculty and Infrastructure are some of the immediate interventions we recommend.
 - b. To bring about the desired change in the pedagogy in the immediate term, we recommend focused Industry visits for Faculty for hands-on exposure to the latest technologies. Industry associations could be leveraged in facilitating this.
 - c. To improve pedagogy, we recommend Engineering Faculty to mandatorily have Certification/ Diploma/ Degree in education.
6. Also, we may have to seek more technology interventions such as MOOCs to circumvent some of the constraints with Faculty shortage and the quality of pedagogy. Students should be given more flexibility to use MOOCs in their core and optional curricula. Universities and Autonomous Institutions should be mandated to use MOOCs in the short term.



7. The low enrolment, lower placements, and low employability are causes for concern. Employment generation is very critical to a Nation's economic development. While we are making certain recommendations on the role that academic Institutes can play in improving the quality of education and indirectly contribute to the employment generation, all other stakeholders including Government and Industry should also start putting in place corrective measures to improve the employment generation.
8. As research becomes democratized, funds would need to be spent most optimally. Institutions need to build project management capabilities around research to ensure quick turnarounds, reduce cost and schedule overruns, and better collaborations across Industry and Academia.
9. Academic Institutions have to continuously monitor the future skill requirements and make suitable changes to content and pedagogy so that the graduating students have the right capabilities for the job-in-demand. Hence, an Institutional mechanism for periodic Industry feedback on the technology upgradation and its impact on job roles needs to be put in place.
10. There is evidence to point out that the current Industry-Academia interaction requires improvement. We recommend the following interventions:
 - a. Analytical tools should be used to understand the impact of various teaching methods and identify the best methods of executing coursework and apprenticeship - tightly integrate apprenticeship with pedagogy.
 - b. Apprenticeship should be made mandatory on Industry (in some ways it exists but needs rigorous implementation) and also progressively mandatory on educational Institutions (starting with 25% moving to 100% in five years).
 - c. Two industry representatives to be part of the Advisory Board of each Institution.
 - d. Deepening of Industry-Academia partnerships in applied research needs to be encouraged.
 - e. Establish 20 National Knowledge Functional Hubs (NKFH) as a pilot in AICTE approved Institutions to create an ecosystem of sustained Industry-Academia engagement.
 - f. We recommend that AICTE takes the local Industry ecosystem requirements (For instance, Aerospace and IT Engineering in Bangalore vicinity, Automotive in Chennai and Pune) into consideration while creating new capacities or increasing the existing capacities to deepen domain knowledge and to meet the Industry requirements.
 - g. Simultaneously, we recommend that AICTE balances this step with the National and Global needs by introducing courses in new and disrupting technologies which are fungible across the Country.
11. We have evidence to show that innovation, incubation and start-up eco system is lacking in educational Institutions. As has been rightly recognized by GoI, start-ups are a key driver for employment generation and wealth creation. Every education Institution should be mandated for the following:
 - a. Entrepreneurship should be a minor elective for Under Graduates.
 - b. Tinkering Laboratories similar to Atal Innovation Laboratories to be setup in every educational Institution.
 - c. To promote start-ups, educational Institutions need to setup incubation centres, mentoring clubs, and accelerator programs.
12. Proxy indicators such as venture capital investments and Engineering R&D investments by large Companies for forecasting future technology shows a clear trend towards software and internet Industries, healthcare services, and medical devices and semiconductor Industry. They also clearly



indicate that **Artificial Intelligence (AI), Internet of Things (IoT), Embedded SW, Internet SW, Mobility, Analytics, and Cloud** are growing at a rapid pace as compared to traditional technologies. The results of the NASSCOM - BCG study and FICCI-NASSCOM-EY study also concur with this analysis.

- a. Across all Engineering disciplines, we recommend, that courses in these emerging technologies are made part of the curricula and made mandatory for Computer Science, Electrical, and Electronics Engineering.
 - b. Specifically, we recommend introducing Under Graduate Engineering programs exclusively focused in AI, IoT, Blockchain, Robotics, Quantum Computing, Data Sciences, Cyber Security, 3D Printing and Design, AR/VR.
 - c. Also, we recommend that, we put greater focus on multi-disciplinary Engineering courses, especially in Computational Biology, Biotechnology, Biomedical, Mechatronics, Space, Aerospace, Agriculture, and Environmental Engineering, by reducing the seats in conventional disciplines and converting some of the existing seats into these areas.
13. Research on future trends in education indicates student-centric learning needs to be given precedence.
- a. We recommend students should be encouraged on design thinking and practical approaches to learning.
 - b. Students should also be made aware of real life socio-economic problems for them to solve using technology learnings.
 - c. Technology should be used for individual learning paths for each student.
 - d. MHRD/ AICTE should make investments in innovation in education and incubate education start-ups.
 - e. Open book examinations should be introduced wherever applicable to move students to higher order cognitive skills.
14. Finally, developing a Perspective Plan for Engineering education should be an ongoing exercise. In the backdrop of rapidly-changing technology environment, Engineering education needs continuous monitoring. We recommend that one of the Industry bodies or a smaller group of Industry bodies with the help of Consultants who have a focus on education be tasked with this periodic planning exercise once every two years.



2.0 Districts under Sub-Mission Scheme

| Sl. No. | Districts |
|--------------------------|---------------------|
| ANDHRA PRADESH | |
| 1 | Ranga Reddy |
| ARUNACHAL PRADESH | |
| 2 | Anjaw |
| 3 | Changlang |
| 4 | East Kameng |
| 5 | East Siang |
| 6 | Kurung Kumey |
| 7 | Lohit |
| 8 | Lower Dibang Valley |
| 9 | Lower Subansiri |
| 10 | Tirap |
| 11 | West Kameng |
| ASSAM | |
| 12 | Barpeta |
| 13 | Baska |
| 14 | Chirrang |
| 15 | Darrang |
| 16 | Dhemaji |
| 17 | Dhubri |
| 18 | Goalpara |
| 19 | Golaghat |
| 20 | Hailakandi |
| 21 | Kamrup Rural |
| 22 | Karbi Anglong |
| 23 | Karimganj |
| 24 | Lakhimpur |
| 25 | Marigaon |
| 26 | Nagaon |
| 27 | Nalbari |
| 28 | North Cachar Hills |
| 29 | Sibsagar |
| 30 | Sonitpur |
| 31 | Tinsukia |
| 32 | Udalgiri |
| BIHAR | |
| 33 | Araria |
| 34 | Arwal |
| 35 | Aurangabad |
| 36 | Banka |
| 37 | Begusarai |
| 38 | Bhagalpur |
| 39 | Bhojpur |
| 40 | Buxar |
| 41 | Darbhanga |
| 42 | Gaya |
| 43 | Gopalganj |
| 44 | Jamui |
| 45 | Jehanabad |
| 46 | Kaimur (Bhabua) |
| 47 | Katihar |
| 48 | Khagaria |
| 49 | Kishanganj |
| 50 | Lakhisaraj |
| 51 | Madhepura |
| 52 | Madhubani |

| Sl. No. | Districts |
|--------------------------|--------------------|
| 53 | Munger |
| 54 | Nalanda |
| 55 | Nawada |
| 56 | Pashchim Champaran |
| 57 | Purab Champaran |
| 58 | Rohtas |
| 59 | Samastipur |
| 60 | Saran |
| 61 | Sheikhpura |
| 62 | Sheohar |
| 63 | Sitamarhi |
| 64 | Siwan |
| 65 | Supaul |
| 66 | Vaishali |
| CHHATTISGARH | |
| 67 | Bastar |
| 68 | Bijapur |
| 69 | Bilaspur |
| 70 | Dantewada |
| 71 | Janjgir – Champa |
| 72 | Jashpur |
| 73 | Kanker |
| 74 | Koriya |
| 75 | Narayanpur |
| 76 | Raipur |
| 77 | Surguja |
| DAMAN and DIU | |
| 78 | Diu |
| GUJARAT | |
| 79 | Junagadh |
| 80 | Kheda |
| 81 | Narmada |
| 82 | Navsari |
| 83 | Tapi |
| HARYANA | |
| 84 | Fatehabad |
| 85 | Kaithal |
| 86 | Kurukshetra |
| 87 | Panchkula |
| 88 | Panipat |
| 89 | Rewari |
| 90 | Yamuna Nagar |
| HIMACHAL PRADESH | |
| 91 | Bilaspur |
| 92 | Kinnaur |
| 93 | Kullu |
| 94 | Lahul and Spiti |
| 95 | Sirmour |
| JAMMU AND KASHMIR | |
| 96 | Anantnag |
| 97 | Badgam |
| 98 | Bandipora |
| 99 | Baramula |
| 100 | Doda |
| 101 | Ganderbal |
| 102 | Kathua |



| Sl. No. | Districts |
|-----------------------|---------------------|
| 103 | Kishtawar |
| 104 | Kulgam |
| 105 | Kupwara |
| 106 | Pulwama |
| 107 | Punch |
| 108 | Rajauri |
| 109 | Ramban |
| 110 | Reasi |
| 111 | Samba |
| 112 | Shopian |
| 113 | Udhampur |
| JHARKHAND | |
| 114 | Chatra |
| 115 | Deoghar |
| 116 | Dumka |
| 117 | Garhwa |
| 118 | Giridih |
| 119 | Godda |
| 120 | Gumla |
| 121 | Hazaribagh |
| 122 | Jamtara |
| 123 | Khunti |
| 124 | Lohardang |
| 125 | Pakaur |
| 126 | Palamau |
| 127 | Pashchimi Singhbhum |
| 128 | Ramgarh |
| 129 | Sahibgani |
| 130 | Simdega |
| LAKSHADWEEP | |
| 131 | Lakshadweep |
| MADHYA PRADESH | |
| 132 | Alirajpur |
| 133 | Anoopur |
| 134 | Barwani |
| 135 | Bhind |
| 136 | Datia |
| 137 | Dewas |
| 138 | Dindori |
| 139 | Hoshangabad |
| 140 | Katni |
| 141 | Mandsaur |
| 142 | Panna |
| 143 | Raisen |
| 144 | Rajgarh |
| 145 | Rewa |
| 146 | Sehore |
| 147 | Shajapur |
| 148 | Sheopur |
| 149 | Shivpuri |
| 150 | Sidhi |
| 151 | Tikamgarh |
| 152 | Umari |
| MAHARASHTRA | |
| 153 | Akola |
| 154 | Hingoli |
| MANIPUR | |
| 155 | Bishnupur |
| 156 | Chandel |
| 157 | Churachandpur |
| 158 | Imphal East |

| Sl. No. | Districts |
|------------------|----------------------------------|
| 159 | Senapati (Excl. 3 sub-divisions) |
| 160 | Tamenglon |
| 161 | Thoubal |
| 162 | Ukhrul |
| MEGHALAYA | |
| 163 | East Garo Hills |
| 164 | Ri Bhoi |
| 165 | South Garo Hills |
| 166 | West Khasi Hills |
| MIZORAM | |
| 167 | Champhai |
| 168 | Kolasib |
| 169 | Lawngtlai |
| 170 | Mamit |
| 171 | Saiha |
| 172 | Serchhip |
| NAGALAND | |
| 173 | Dimapur |
| 174 | Mon |
| 175 | Peren |
| 176 | Phek |
| 177 | Tuensang |
| 178 | Wokha |
| ORISSA | |
| 179 | Angul |
| 180 | Balasore |
| 181 | Baragarh |
| 182 | Baudh |
| 183 | Bhadrak |
| 184 | Bolangir |
| 185 | Debagarh |
| 186 | Gajapati |
| 187 | Jagatsinghapur |
| 188 | Jajapur |
| 189 | Kalahandi |
| 190 | Kendrapara |
| 191 | Khandmal |
| 192 | Koraput |
| 193 | Malkangiri |
| 194 | Mayurbhanj |
| 195 | Nabarangapur |
| 196 | Nayagarh |
| 197 | Nuapada |
| 198 | Puri |
| 199 | Sambalpur |
| 200 | Sonapur |
| PUNJAB | |
| 201 | Barnala |
| 202 | Faridkot |
| 203 | Fatehgarh Sahib |
| 204 | Kapurthala |
| 205 | Mansa |
| 206 | Muktsar |
| 207 | Nawanshehr |
| RAJASTHAN | |
| 208 | Banswara |
| 209 | Baran |
| 210 | Bhilwara |
| 211 | Bundi |
| 212 | Dausa |
| 213 | Dholpur |



| Sl. No. | Districts |
|----------------------|--------------------|
| 214 | Dungarpur |
| 215 | Hanumangarh |
| 216 | Jaisalmer |
| 217 | Jalor |
| 218 | Jhunjhunu |
| 219 | Karauli |
| 220 | Nagaur |
| 221 | Pratapgarh |
| 222 | Tonk |
| SIKKIM | |
| 223 | North District |
| 224 | West District |
| TAMIL NADU | |
| 225 | Dharmapuri |
| 226 | Karur |
| 227 | Perambalur |
| 228 | Theni |
| 229 | Thiruvananthamalai |
| 230 | Thiruvallur |
| 231 | Villupuram |
| TRIPURA | |
| 232 | Dhalai |
| 233 | North Tripura |
| 234 | South Tripura |
| UTTAR PRADESH | |
| 235 | Agra |
| 236 | Ambedkar Nagar |
| 237 | Auraiya |
| 238 | Azamgarh |
| 239 | Bahraich |
| 240 | Balia |
| 241 | Balrampur |
| 242 | Barabanki |
| 243 | Basti |
| 244 | Bijnor |
| 245 | Budaun |
| 246 | Chitrakoot |
| 247 | Deoria |
| 248 | Etah |
| 249 | Fatehpur |

| Sl. No. | Districts |
|--------------------|------------------------------|
| 250 | Firozabad |
| 251 | Ghazipur |
| 252 | Gonda |
| 253 | Hamirpur |
| 254 | Hardoi |
| 255 | Jyotiba Phule Nagar |
| 256 | Kannauj |
| 257 | Kanpur Dehat |
| 258 | Kaushambi |
| 259 | Kheri |
| 260 | Kushinagar |
| 261 | Maharajanpur |
| 262 | Mainpuri |
| 263 | Mirzapur |
| 264 | Moradabad |
| 265 | Pilibhit |
| 266 | Pratapgarh |
| 267 | Rampur |
| 268 | Sant Kabir Nagar |
| 269 | Sant Ravidas Nagar (Bhadohi) |
| 270 | Shahjahanpur |
| 271 | Shrawasti |
| 272 | Siddharthnagar |
| 273 | Sonbhadra |
| 274 | Unnao |
| 275 | Varanasi |
| UTTARAKHAND | |
| 276 | Pithoragarh |
| WEST BENGAL | |
| 277 | Bankura |
| 278 | Birbhum |
| 279 | Dakshin Dinajpur |
| 280 | Jalpaiguri |
| 281 | Maldah |
| 282 | Medinipur |
| 283 | Nadia |
| 284 | North Twenty Four Parganas |
| 285 | Puruliya |
| 286 | South Twenty Four Parganas |
| 287 | Uttar Dinajpur |

EDUCATIONALLY BACKWARD (ASPIRATIONAL) DISTRICTS

| Sl. No. | Districts |
|------------------------------------|---------------|
| ANDAMAN AND NICOBAR ISLANDS | |
| 1 | Andamans |
| 2 | Nicobars |
| ANDHRA PRADESH | |
| 3 | Adilabad |
| 4 | Anantapur |
| 5 | East Godavari |
| 6 | Kurnool |
| 7 | Mahabubnagar |
| 8 | Medak |
| 9 | Nizamabad |
| 10 | Prakasam |
| 11 | Srikakulam |
| 12 | Vizianagaram |
| 13 | West Godavari |

| Sl. No. | Districts |
|--------------------------|-----------------|
| ARUNACHAL PRADESH | |
| 14 | Changlang |
| 15 | Dibang Valley |
| 16 | East Kameng |
| 17 | Lohit |
| 18 | Lower Subansiri |
| 19 | Tawang |
| 20 | Tirap |
| 21 | Upper Siang |
| 22 | Upper Subansiri |
| 23 | West Siang |
| 24 | West Kameng |
| ASSAM | |
| 25 | Bongaigaon |
| 26 | Cachar |



| Sl. No. | Districts |
|-------------------------------|-------------------------|
| 27 | Darrang |
| 28 | Dhubri |
| 29 | Goalpara |
| 30 | Hailakandi |
| 31 | KarbiAnglong |
| 32 | Karimganj |
| 33 | Marigaon |
| 34 | Nagaon |
| 35 | Sonitpur |
| 36 | Tinsukia |
| BIHAR | |
| 37 | Araria |
| 38 | Aurangabad |
| 39 | Banka |
| 40 | Begusarai |
| 41 | Darbhanga |
| 42 | Gopalganj |
| 43 | Jamui |
| 44 | Kaimur(Bhabua) |
| 45 | Katihar |
| 46 | Khagaria |
| 47 | Kishanganj |
| 48 | Lakhisarai |
| 49 | Madhepura |
| 50 | Madhubani |
| 51 | Nawada |
| 52 | Pashchim Champaran |
| 53 | Purba Champaran |
| 54 | Purnia |
| 55 | Saharsa |
| 56 | Samastipur |
| 57 | Sheohar |
| 58 | Sitamarhi |
| 59 | Siwan |
| 60 | Supaul |
| 61 | Vaishali |
| CHATTISGARH | |
| 62 | Bastar |
| 63 | Bilaspur |
| 64 | Dantewada |
| 65 | Dhamtari |
| 66 | Durg |
| 67 | Janjgir - Champa |
| 68 | Jashpur |
| 69 | Kanker |
| 70 | Kawardha (Kabirnagar) |
| 71 | Koriya |
| 72 | Mahasamund |
| 73 | Raigarh |
| 74 | Raipur |
| 75 | Rajnandgaon |
| 76 | Surguja |
| DADAR AND NAGAR HAVELI | |
| 77 | Dadar and Nagar Havelli |
| DAMAN AND DIU | |
| 78 | Daman |
| 79 | Diu |
| GUJARAT | |
| 80 | Amreli |
| 81 | Banas Kantha |
| 82 | Bharuch |

| Sl. No. | Districts |
|--------------------------|---------------------|
| 83 | Bhavnagar |
| 84 | Dohad |
| 85 | Jamnagar |
| 86 | Junagadh |
| 87 | Kachchh |
| 88 | Kheda |
| 89 | Maheana |
| 90 | Narmada |
| 91 | PanchMahals |
| 92 | Patan |
| 93 | Porbandar |
| 94 | Rajkot |
| 95 | Sabar Kantha |
| 96 | Surat |
| 97 | Surendranagar |
| 98 | TheDangs |
| 99 | Valsad |
| HARYANA | |
| 100 | Fatehabad |
| 101 | Gurgaon |
| 102 | Jind |
| 103 | Kaithal |
| 104 | Karnal |
| 105 | Panipat |
| 106 | Sirsa |
| HIMACHAL PRADESH | |
| 107 | Chamba |
| 108 | Kinnaur |
| 109 | Lahul andSpiti |
| 110 | Sirmaur |
| JAMMU AND KASHMIR | |
| 111 | Anantnag |
| 112 | Badgam |
| 113 | Baramula |
| 114 | Doda |
| 115 | Kargil |
| 116 | Kathua |
| 117 | Kupwara |
| 118 | Leh (Ladakh) |
| 119 | Punch |
| 120 | Rajauri |
| 121 | Udhampur |
| JHARKHAND | |
| 122 | Chatra |
| 123 | Deoghar |
| 124 | Dumka |
| 125 | Garhwa |
| 126 | Giridih |
| 127 | Godda |
| 128 | Gumla |
| 129 | Kodarma |
| 130 | Pakaur |
| 131 | Palamu |
| 132 | Pashchimi Singhbhum |
| 133 | Sahibganj |
| KARNATAKA | |
| 134 | Bagalkot |
| 135 | BangaloreRural |
| 136 | Belgaum |
| 137 | Bellary |
| 138 | Bijapur |



| Sl. No. | Districts |
|-----------------------|------------------|
| 139 | Chamarajanagar |
| 140 | Chikmagalur |
| 141 | Chitradurga |
| 142 | Dakshina Kannada |
| 143 | Gadag |
| 144 | Hassan |
| 145 | Haveri |
| 146 | Kodagu |
| 147 | Kolar |
| 148 | Koppal |
| 149 | Mandya |
| 150 | Raichur |
| 151 | Tumkur |
| 152 | Udupi |
| 153 | UttaraKannada |
| KERALA | |
| 154 | Kasaragod |
| 155 | Malappuram |
| 156 | Palakkad |
| 157 | Wayanad |
| LAKSHADWEEP | |
| 158 | Lakshadweep |
| MADHYA PRADESH | |
| 159 | Balaghat |
| 160 | Barwani |
| 161 | Betul |
| 162 | Bhind |
| 163 | Chhatarpur |
| 164 | Chhindwara |
| 165 | Damoh |
| 166 | Datia |
| 167 | Dewas |
| 168 | Dhar |
| 169 | Dindori |
| 170 | East Nimar |
| 171 | Guna |
| 172 | Harda |
| 173 | Jhabua |
| 174 | Katni |
| 175 | Mandla |
| 176 | Mandsaur |
| 177 | Morena |
| 178 | Narsimhapur |
| 179 | Neemuch |
| 180 | Panna |
| 181 | Raisen |
| 182 | Rajgarh |
| 183 | Ratlam |
| 184 | Sagar |
| 185 | Satna |
| 186 | Sehore |
| 187 | Seoni |
| 188 | Shahdol |
| 189 | Shajapur |
| 190 | Sheopur |
| 191 | Shivpuri |
| 192 | Sidhi |
| 193 | Tikamgarh |
| 194 | Ujjain |
| 195 | Umariya |
| 196 | Vidisha |

| Sl. No. | Districts |
|--------------------|------------------|
| 197 | WestNimar |
| MAHARASHTRA | |
| 198 | Buldana |
| 199 | Gadchiroli |
| 200 | Hingoli |
| 201 | Jalna |
| 202 | Raigarh |
| 203 | Ratnagiri |
| 204 | Sindhudurg |
| MEGHALAYA | |
| 205 | East Garo Hills |
| 206 | Jaintia Hills |
| 207 | Ri Bhoi |
| 208 | South Garo Hills |
| 209 | WestKhasiHills |
| MIZORAM | |
| 210 | Champhai |
| 211 | Kolasib |
| 212 | Lawngtlai |
| 213 | Lunglei |
| 214 | Mamit |
| 215 | Saiha |
| 216 | Serchhip |
| NAGALAND | |
| 217 | Mon |
| ORISSA | |
| 218 | Anugul |
| 219 | Balangir |
| 220 | Bargarh |
| 221 | Baudh |
| 222 | Debagarh |
| 223 | Dhenkanal |
| 224 | Gajapati |
| 225 | Ganjam |
| 226 | Kalahandi |
| 227 | Kandhamal |
| 228 | Kendujhar |
| 229 | Koraput |
| 230 | Malkangiri |
| 231 | Nabarangapur |
| 232 | Nayagarh |
| 233 | Nuapada |
| 234 | Rayagada |
| 235 | Sonapur |
| PONDICHERRY | |
| 236 | Yanam |
| PUNJAB | |
| 237 | Amritsar |
| 238 | Bathinda |
| 239 | Faridkot |
| 240 | FatehgarhSahib |
| 241 | Firozpur |
| 242 | Gurdaspur |
| 243 | Kapurthala |
| 244 | Mansa |
| 245 | Moga |
| 246 | Muktsar |
| 247 | Nawanshahr |
| 248 | Patiala |
| 249 | Sangrur |
| RAJASTHAN | |



| Sl. No. | Districts |
|-------------------|----------------|
| 250 | Ajmer |
| 251 | Alwar |
| 252 | Banswara |
| 253 | Baran |
| 254 | Barmer |
| 255 | Bharatpur |
| 256 | Bhilwara |
| 257 | Bikaner |
| 258 | Bundi |
| 259 | Chittaurgarh |
| 260 | Churu |
| 261 | Dausa |
| 262 | Dhaulpur |
| 263 | Dungarpur |
| 264 | Ganganagar |
| 265 | Hanumangarh |
| 266 | Jaisalmer |
| 267 | Jalor |
| 268 | Jhalawar |
| 269 | Jhunjhunun |
| 270 | Jodhpur |
| 271 | Karauli |
| 272 | Nagaur |
| 273 | Pali |
| 274 | Rajsamand |
| 275 | Sawai Madhopur |
| 276 | Sikar |
| 277 | Sirohi |
| 278 | Tonk |
| 279 | Udaipur |
| SIKKIM | |
| 280 | East Sikkim |
| 281 | North Sikkim |
| 282 | South Sikkim |
| 283 | West Sikkim |
| TAMIL NADU | |
| 284 | Ariyalur |
| 285 | Coimbatore |
| 286 | Cuddalore |
| 287 | Dharmapuri |
| 288 | Dindigul |
| 289 | Erode |
| 290 | Kancheepuram |
| 291 | Kanniyakumari |
| 292 | Karur |
| 293 | Madurai |
| 294 | Nagapattinam |
| 295 | Perambalur |
| 296 | Pudukkottai |
| 297 | Ramanathapuram |
| 298 | Salem |
| 299 | Sivaganga |
| 300 | Thanjavur |
| 301 | Theni |
| 302 | The Nilgiris |
| 303 | Thiruvallur |
| 304 | Thiruvarur |
| 305 | Thoothukkudi |
| 306 | Tirunelveli |
| 307 | Tiruvannamalai |
| 308 | Vellore |

| Sl. No. | Districts |
|----------------------|---------------------|
| 309 | Viluppuram |
| 310 | Virudhunagar |
| TRIPURA | |
| 311 | Dhalai |
| 312 | North Tripura |
| 313 | South Tripura |
| 314 | West Tripura |
| UTTAR PRADESH | |
| 315 | Bahraich |
| 316 | Balrampur |
| 317 | Banda |
| 318 | Barabanki |
| 319 | Bareilly |
| 320 | Basti |
| 321 | Bijnor |
| 322 | Budaun |
| 323 | Bulandshahr |
| 324 | Chitrakoot |
| 325 | Etah |
| 326 | Farrukhabad |
| 327 | Fatehpur |
| 328 | Gonda |
| 329 | Hamirpur |
| 330 | Hardoi |
| 331 | Hathras |
| 332 | Jyotiba Phule Nagar |
| 333 | Kannauj |
| 334 | Kanpur Dehat |
| 335 | Kaushambi |
| 336 | Kheri |
| 337 | Kushinagar |
| 338 | Lalitpur |
| 339 | Maharajganj |
| 340 | Mahoba |
| 341 | Mathura |
| 342 | Moradabad |
| 343 | Muzaffarnagar |
| 344 | Pilibhit |
| 345 | Rae Bareli |
| 346 | Rampur |
| 347 | Saharanpur |
| 348 | Sant Kabir Nagar |
| 349 | Shahjahanpur |
| 350 | Shrawasti |
| 351 | Siddharthnagar |
| 352 | Sitapur |
| 353 | Sonbhadra |
| 354 | Sultanpur |
| 355 | Unnao |
| UTTARANCHAL | |
| 356 | Bageshwar |
| 357 | Champawat |
| WEST BENGAL | |
| 358 | Bankura |
| 359 | Bardhaman |
| 360 | Birbhum |
| 361 | Dakshin Dinajpur |
| 362 | Darjiling |
| 363 | Haora |
| 364 | Hugli |
| 365 | Jalpaiguri |



| Sl. No. | Districts |
|---------|-------------|
| 366 | KochBihar |
| 367 | Maldah |
| 368 | Medinipur |
| 369 | Murshidabad |
| 370 | Nadia |

| Sl. No. | Districts |
|---------|---------------------------|
| 371 | NorthTwenty Four Parganas |
| 372 | Puruliya |
| 373 | South Twenty FourParganas |
| 374 | UttarDinajpur |



3.0 Closest available Nomenclature of Under Graduate Degrees for the Diploma in Engineering and Technology

| Existing Nomenclature of Diploma | Closest Nomenclature of Under Graduate Degree |
|---|---|
| Aero Space Engineering | Aeronautical Engineering |
| Aeronautical Engineering | |
| Aircraft Maintenance Engineering (Avionics) | |
| Aircraft Maintenance Engineering | |
| Agricultural Engineering | Agriculture Engineering |
| Agricultural Technology | |
| Architectural Assistantship | Architecture Engineering |
| Interior Decoration | |
| Interior Design | |
| Automobile Engineering | Automobile Engineering |
| Automobile Engineering (Automobile Fitter) | |
| Automotive Engineering | |
| Mechanical Engineering (Automobile) | |
| Mechanical Engineering Automobile | |
| Biomedical Engineering | Biomedical Engineering |
| Biomedical Instrumentation | |
| Biotechnology | Biotechnology |
| Ceramic Engineering and Technology | Ceramic Engineering |
| 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 Technology | |
| Chemical Technology (Paint Technology) | |
| Chemical Technology (Rubber and Plastic Technology) | |
| Chemical Technology Fertilizer | |
| Chemical Technology (Rubber/ Plastic) | |
| Surface Coating Technology | |
| Technical Chemistry | |
| Civil and Environmental Engineering | Civil Engineering |
| Civil and Rural Engineering | |
| Civil (Public Health and Environment) Engineering | |
| Civil Draftsman | |



| | |
|---|----------------------------------|
| Civil Engineering | |
| Civil Engineering and Planning | |
| Civil Engineering (Building Services Engineering) | |
| Civil Engineering (Construction Technology) | |
| Civil Engineering (Environment and Pollution Control) | |
| Civil Engineering (Environmental Engineering) | |
| Civil Engineering (Public Health Engineering) | |
| Civil Engineering (Rural Engineering) | |
| Civil Engineering (Water Resource and Management) | |
| Civil Environmental Engineering | |
| Civil Technology | |
| Civil Engineering (Construction) | |
| Civil (SFS Mode) | |
| Construction Engineering | |
| Construction Technology | |
| Construction Technology and Management | |
| Geoinformatics and Surveying Technology | |
| Quantity Surveying and Construction Management | |
| Survey Engineering | |
| Water Resource Management | |
| Geographic Information System and Global Positioning System | |
| Transportation Engineering | |
| Water Technology and Health Science | |
| Advanced Computer Application | Computer Science and Engineering |
| Campus Wide Network Design and Maintenance | |
| Computer Hardware and Networking | |
| Computer and Information Science | |
| 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 Information Technology | |
| Computer Science and Systems Engineering | |
| Computer Software Technology | |
| Computer Technology | |
| Computer Technology and Applications | |
| Cyber Forensics and Information Security | |
| I.T. (Courseware Engineering) | |
| 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 | |
| Network Engineering | |
| Web Designing | |
| Web Technologies | |
| Advanced Communication and Information System | |
| Electronics and Computer Engineering | |
| Dairy Engineering | Dairy Engineering |
| Electrical and Electronics (Power System) | Electrical Engineering |
| 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 | |
| Advanced Communication and Information System | Electronics and Communication Engineering |
| Advanced Electronics and Communication Engineering | |
| Applied Electronics | |
| Applied Electronics and Instrumentation Engineering | |
| Bio Electronics | |
| Digital Communications | |
| Digital Electronics | |
| Digital Electronics and Microprocessor | |
| Digital Electronics and Communication Engineering | |
| Digital Systems | |
| Electronic Engineering | |
| Electronic Instrumentation and Control Engineering | |
| Electronic Science and Engineering | |
| Electronics | |
| Electronics and Avionics | |
| Electronics and Communication Engineering | |



| | |
|---|-----------------------------|
| Electronics and Communication Engineering (Industry Integrated) | |
| Electronics and Communication Technology | |
| Electronics and Instrumentation Engineering | |
| Electronics and Production | |
| Electronics and Telecommunication Engineering | |
| Electronics and Telecommunication Engineering (Technology/electronic Radio) | |
| Electronics and Video Engineering | |
| Electronics (Fiber Optics) | |
| Electronics (Robotics) | |
| Electronics and Communication Engineering (Microwaves) | |
| Electronics and Computer Engineering | |
| Electronics and Electrical Engineering | |
| Electronics and Telecommunication Engineering (Radio and System) | |
| Electronics Communication and Instrumentation Engineering | |
| Electronics Engineering | |
| Electronics Engineering (Industry Integrated) | |
| Electronics Engineering (Micro Electronics) | |
| Electronics Engineering (Specialization in Consumer Electronics) | |
| Electronics Engineering (Modern Consumer Electronics) | |
| Electronics Engineering With Microprocessor | |
| Electronics Instrumentation and Control Engineering | |
| Electronics Production and Maintenance | |
| Electronics Robotics | |
| Electronics Technology | |
| Embedded Systems | |
| Industrial Electronics | |
| Micro Electronics | |
| Opto-Electronics Engineering | |
| Power Electronics | |
| Telecommunication Engineering | |
| Telecommunication Technology | |
| TV and Sound Engineering | |
| Information and Communication Technology | |
| Electrical and Electronics (Power System) | |
| Electrical and Electronics Engineering | |
| Electrical Engineering (Electronics and Power) | |
| Environmental Engineering | Environmental Engineering |
| Civil Engineering (Environment and Pollution Control) | |
| Civil Engineering (Environmental Engineering) | |
| Civil Environmental Engineering | Fire and Safety Engineering |
| Fire Technology and Safety | |



| | |
|---|-----------------------------|
| Food Processing and Preservation | Food Engineering |
| Food Processing Technology | |
| Food Technology | |
| Automation and Robotics | Instrumentation Engineering |
| Control and Instrumentation | |
| Instrument Technology | |
| Instrumentation | |
| Instrumentation and Control Engineering | |
| Instrumentation (E&C) | |
| Instrumentation Engineering | |
| Instrumentation Technology | |
| Instruments and Medical Equipment | |
| Applied Electronics and Instrumentation Engineering | |
| Electronic Instrumentation and Control Engineering | |
| Electronics and Instrumentation Engineering | |
| Electronics Robotics | |
| Electrical and Instrumentation Engineering | |
| Electrical Engineering (Instrumentation and Control) | |
| ECG Technology | |
| Automation Engineering | |
| Electronics Communication and Instrumentation Engineering | |
| Footwear Technology | Leather 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 and Systems | Marine Engineering |
| Marine Engineering | |
| Marine Engineering and Systems (Artificer Training) | |
| Marine Engineering and Systems | |
| CAD CAM | Mechanical Engineering |
| Design and Drafting | |
| Foundry Technology | |
| Heat Power Engineering | |
| Machine Engineering | |
| Mechanical (Computer Aided Design, Manufacture and Engineering) | |
| Mechanical CAD/CAM | |
| Mechanical Engineering(Industry Integrated) | |
| Mechanical Engineering | |
| Mechanical Engineering (Auto) | |



| | |
|---|---------------------------|
| Mechanical Engineering (Maintenance) | |
| Mechanical Engineering (Refrigeration and Air Conditioning) | |
| Mechanical Engineering (Tool and Die) | |
| Mechanical Engineering Automobile | |
| Mechanical Engineering Power Plant Engineering | |
| Mechanical Engineering Production | |
| Mechanical Engineering Specialization in CAD | |
| Mechanical Engineering Tool Engineering | |
| Mechanical Engineering Tube Well Engineering | |
| Mechanical Engineering (CAD/CAM) | |
| Mechanical Engineering (Foundry) | |
| Mechanical Engineering (Machine Tool Maintenance and Repairs) | |
| Mechanical Engineering (Repair and Maintenance) | |
| Mechanical Welding and Sheet Metal Engineering | |
| Navy Entry Artificer/ Diploma in Mechanical and Electrical Refrigeration and Air Conditioning | |
| Industrial Engineering and Management | |
| Maintenance Engineering | |
| Material Management | |
| Energy Systems Engineering | |
| Mechatronics | Mechatronics |
| Robotics and Mechatronics | |
| Metallurgical Engineering | Metallurgical Engineering |
| Metallurgy | |
| Metallurgy and Material Technology | |
| Artificer Training (Electronics) | Military Engineering |
| Artificer Training (Electrical) | |
| Artificer Training (Mechanical) | |
| Armament Engineering (Gun Fitter) | |
| Weapons Engineering | |
| Navy Entry Artificer/ Diploma in Mechanical and Electrical | |
| Mine Engineering | Mining Engineering |
| Mine Surveying | |
| Mining and Mine Surveying | |
| Shipbuilding Engineering | |
| Drilling Engineering | |
| Drilling Technology | |
| Paint Technology | Oil and Paint Technology |
| Chemical Engineering (Oil Technology) | |
| Chemical Technology (Paint Technology) | |
| Packaging Technology | Packaging Technology |
| Printing and Packing Technology | |
| Petrochemical Engineering | Petrochemical Engineering |



| | |
|---|--------------------------------|
| Petrochemical Refinery | |
| Petrochemical Technology | |
| Petroleum Engineering | |
| Petroleum Technology | |
| Chemical Engineering (Petro Chemical) | |
| Pharmaceutical Chemistry and Technology | Pharmaceutical Engineering |
| 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) | |
| Printing and Packing Technology | |
| Printing Technology | Printing Technology |
| Industrial and Production Engineering | Production Engineering |
| Machine Tools and Maintenance Engineering | |
| Machine Tools Technology | |
| Manufacturing Engineering | |
| Manufacturing Technology | |
| 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 | |
| Fabrication Technology | |
| Fabrication Technology and Erection Engineering | |
| CAD CAM | |
| Design and Drafting | |
| Foundry Technology | |
| Mechanical (Computer Aided Design, Manufacture and Engineering) | |
| Mechanical CAD/CAM | |
| Mechanical Engineering (Tool and Die) | |
| Mechanical Engineering Production | |
| Mechanical Engineering Tool Engineering | |
| Mechanical Engineering (CAD/CAM) | |
| Mechanical Engineering (Foundry) | |



| | |
|---|--------------------|
| Mechanical Engineering (Machine Tool Maintenance and Repairs) | |
| Mechanical Welding and Sheet Metal Engineering | |
| Pulp Technology | Pulp Technology |
| Wood and Paper Technology | |
| Apparel Design and Fabric | Textile Technology |
| Apparel Design and Fabrication Technology | |
| Apparel Design and Fashion Technology | |
| Apparel Manufacture and Design | |
| Apparel Technology | |
| Computer Aided Costume Design and Dress Making | |
| Costumer Design 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) | |
| Rubber Technology | Rubber Technology |



| | |
|---|--|
| Chemical Technology (Rubber and Plastic Technology) | |
| Chemical Technology (Rubber/ Plastic) | |
| Hotel Management and Catering Technology | Hotel Management and Catering Technology |
| Biomedical Instrumentation | Medical Electronics |
| Medical Electronics Engineering | |
| Medical Electronics | |
| Medical Laboratory Technology | |
| Instruments and Medical Equipment | |
| Cement Technology | * |
| Engineering Education | * |
| Fisheries Technology | * |
| Home Science | * |
| Jewellery Design and Manufacture Technology | * |
| Library and Information Science | * |
| Sugar Technology | * |
| Travel and Tourism | * |
| Wood Technology | * |
| Beauty and Hair Dressing | * |
| Beauty Culture and Cosmetology | * |
| Cosmetology and Health | * |
| 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) | * |
| Photography | * |
| Sound Recording Engineering | * |
| Mass Communication | * |
| 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) | * |
| ECG Technology | * |
| Health Care Technology | * |
| Ophthalmic Technology | * |
| Technician X-Ray Technology | * |
| 3-D Animation and Graphics | * |
| Animation and Multimedia Technology | * |
| Multimedia Technology | * |

Note: The Institutions running * Diploma Course(s) have to continue at the same Level or may opt for the Closure of the Course.



4.0 Closest available Nomenclature of Diploma for the Under Graduate Degree in Engineering and Technology

| Existing Nomenclature of Under Graduate Degree | Closest Nomenclature of Diploma |
|--|---|
| Aero Space Engineering | Aeronautical Engineering |
| Aeronautical Engineering | |
| Aircraft Maintenance Engineering | |
| Agricultural Engineering | Agricultural Engineering |
| Agricultural Technology | |
| Agriculture Engineering | |
| Architectural Assistantship | Architectural Assistantship |
| Architecture and Interior Decoration | |
| Architecture Assistantship | |
| Automobile Engineering | Automobile Engineering |
| Automobile Maintenance Engineering | |
| Automotive Technology | |
| Mechanical Engineering Automobile | |
| Biomedical Engineering | Biomedical Engineering |
| Biomedical Instrumentation | |
| Electronics and Biomedical Engineering | |
| Biotechnology | Biotechnology |
| Biotechnology and Biochemical Engineering | |
| Industrial Biotechnology | |
| Ceramic Engineering and Technology | Ceramics Engineering |
| Ceramic Technology | |
| Ceramics Engineering | |
| Chemical and Electro Chemical Engineering | Chemical Engineering |
| Biochemical Engineering | |
| Chemical Engineering | |
| Chemical Engineering (Plastic and Polymer) | |
| Chemical Technology | |
| Dye Stuff Technology | |
| Surface Coating Technology | |
| Oil and Paint Technology | Surface Coating Technology |
| Oil Technology | |
| Oils, Oleochemicals and Surfactants Technology | |
| Paint Technology | Chemical Engineering (Oil Technology) |
| Building and Construction Technology | |
| Construction Engineering | |
| Construction Technology | |
| Construction Technology and Management | |
| Civil Engineering (Construction Technology) | |
| Civil and Infrastructure Engineering | |
| Civil and Environmental Engineering | Civil Engineering (Construction Technology) |
| Environment Engineering | |
| Environmental Engineering | |
| Environmental Science and Engineering | |
| Environmental Science and Technology | |
| Civil Engineering (Environmental Engineering) | |
| Civil Engineering (Public Health Engineering) | |



| | |
|---|--|
| Civil and Rural Engineering | Civil Engineering |
| Civil Technology | |
| Civil and Water Management Engineering | |
| Civil Engineering | |
| Civil Engineering and Planning | |
| Construction Engineering and Management | |
| Geo Informatics | Geoinformatics and Surveying Technology |
| 3-D Animation and Graphics | 3-D Animation and Graphics |
| Advanced Computer Application | Computer Engineering |
| Computer and Communication Engineering | |
| Computer Engineering | |
| Computer Engineering and Application | |
| Computer Networking | |
| Computer Science and Engineering | |
| Computer Science | |
| Computer Science and Technology | |
| Computer Science and Information Technology | |
| Computer Science and Systems Engineering | |
| Computer Technology | |
| Computing in Computing | |
| Computing in Multimedia | |
| Computing in Software | |
| Information and Communication Technology | Information Technology and Engineering |
| Information Engineering | |
| Information Science and Engineering | |
| Information Science and Technology | |
| Information Technology | |
| Information Technology and Engineering | |
| Software Engineering | |
| Dairy Engineering | Dairy Engineering |
| Dairy Technology | |
| Electrical and Computer Engineering | Electrical Engineering |
| Electrical and Electronics (Power System) | Electrical and Electronics Engineering |
| Electrical and Electronics Engineering | |
| Electrical and Instrumentation Engineering | |
| Electrical Engineering | |
| Electronics and Electrical Engineering | |
| Electrical Engineering (Electronics and Power) | |
| Electrical Instrumentation and Control Engineering | |
| Electrical, Electronics and Power | |
| Electrical and Mechanical Engineering | |
| Electrical and Power Engineering | Electrical and Power Engineering |
| Electrical Engineering Industrial Control | |
| Advanced Communication and Information System | |
| Advanced Electronics and Communication Engineering | Advanced Electronics and Communication Engineering |
| Applied Electronics and Instrumentation Engineering | |
| Applied Electronics and Communications | |
| Communication Engineering | |
| Digital Techniques for Design and Planning | |
| Electronic Engineering | Digital Electronics |



| | |
|---|---|
| Electronic Science and Engineering | Electronics and Communication Engineering |
| Electronics | |
| Electronics and Communication Engineering | |
| Electronics and Communication Engineering (Industry Integrated) | |
| Electronics and Instrumentation Engineering | Electronics and Telecommunication Engineering |
| Electronics and Telecommunication Engineering | |
| Electronics and Telecommunication Engineering (Technologist Electronic Radio) | |
| Electronics Communication and Instrumentation Engineering | |
| Radio Physics and Electronics | |
| Applied Electronics and Instrumentation Engineering | |
| Telecommunication Engineering | |
| Electronics and Biomedical Engineering | |
| Electronics and Communication Engineering (Microwaves) | |
| Electronics and Communication Engineering | |
| Electronics and Computer Science | |
| Electronics and Control Systems | |
| Electronics and Electrical Engineering | Electronics and Electrical Engineering |
| Electronics and Power Engineering | |
| Electronics and Telematics Engineering | |
| Electronics Design Technology | |
| Electronics Engineering | |
| Electronics Instrumentation and Control Engineering | |
| Electronics System Engineering | |
| Electronics Technology | |
| Optics and Optoelectronics | Opto-Electronics Engineering |
| Power Electronics | Power Electronics |
| Power Electronics and Instrumentation Engineering | |
| Power Electronics Engineering | |
| Fire Technology and Safety | |
| Safety and Fire Engineering | Fire Technology and Safety |
| Food Engineering and Technology | |
| Food Processing and Preservation | |
| Food Processing Technology | |
| Food Technology | |
| Food Technology and Management | Food Technology |
| Automation and Robotics | |
| Automation Engineering | |
| Instrument Technology | |
| Instrumentation | Instrumentation Engineering |
| Instrumentation and Control Engineering | |
| Instrumentation and Electronics | |
| Instrumentation Engineering | |
| Instrumentation Technology | |
| Robotics and Automation | |
| Medical Electronics Engineering | Automation and Robotics |
| Medical Electronics | |
| Medical Lab Technology | |
| Foot Wear Technology | |
| Leather Technology | Medical Electronics Engineering |
| Naval Architecture and Ship Building Engineering | Footwear Technology |
| | Leather Technology |
| | Shipbuilding Engineering |



| | |
|--|---|
| Shipbuilding Engineering | |
| Marine Engineering | Marine Engineering |
| Marine Technology | |
| Industrial and Production Engineering | |
| Industrial Engineering | Industrial and Production Engineering |
| Industrial Engineering and Management | |
| Mechanical Engineering (Production) | |
| Production and Industrial Engineering | |
| Production Engineering | |
| Manufacturing Engineering | |
| Manufacturing Engineering and Automation | Manufacturing Engineering |
| Manufacturing Engineering and Technology | |
| Manufacturing Process and Automation Engineering | |
| Manufacturing Science and Engineering | |
| Manufacturing Technology | |
| Mechanical and Automation Engineering | Mechanical Engineering |
| Mechanical Engineering (Industry Integrated) | |
| Mechanical Engineering | |
| Power Engineering | |
| Mechanical Engineering (Automobile) | Mechanical Engineering (Automobile) |
| Mechanical Engineering Automobile | |
| Mechanical Engineering (Repair and Maintenance) | |
| Precision Manufacturing | Mechatronics |
| Mechatronics | |
| Mechatronics Engineering | |
| Tool Engineering | Tool and Die Engineering |
| Material Science and Technology | Metallurgical Engineering |
| Metallurgical and Materials Engineering | |
| Metallurgical Engineering | |
| Metallurgy | |
| Metallurgy and Material Technology | |
| Mine Engineering | Mining Engineering |
| Mining Engineering | |
| Packaging Technology | Printing and Packing Technology |
| Printing and Packing Technology | |
| Printing Technology | |
| Petrochem and Petroleum Refinery Engineering | Petroleum Engineering |
| Petrochemical Engineering | |
| Petrochemical Technology | |
| Petroleum Engineering | |
| Petroleum Technology | |
| Pharmaceuticals and Fine Chemical Technology | Pharmaceutical Chemistry and Technology |
| Pharmaceuticals Chemistry and Technology | |
| Plastic and Polymer Engineering | Plastic and Polymer Engineering |
| Plastics Engineering | |
| Plastics Technology | |
| Polymer Engineering | |
| Polymer Engineering and Technology | |
| Polymer Science and Chemical Technology | |
| Polymer Science and Technology | |
| Polymer Technology | |

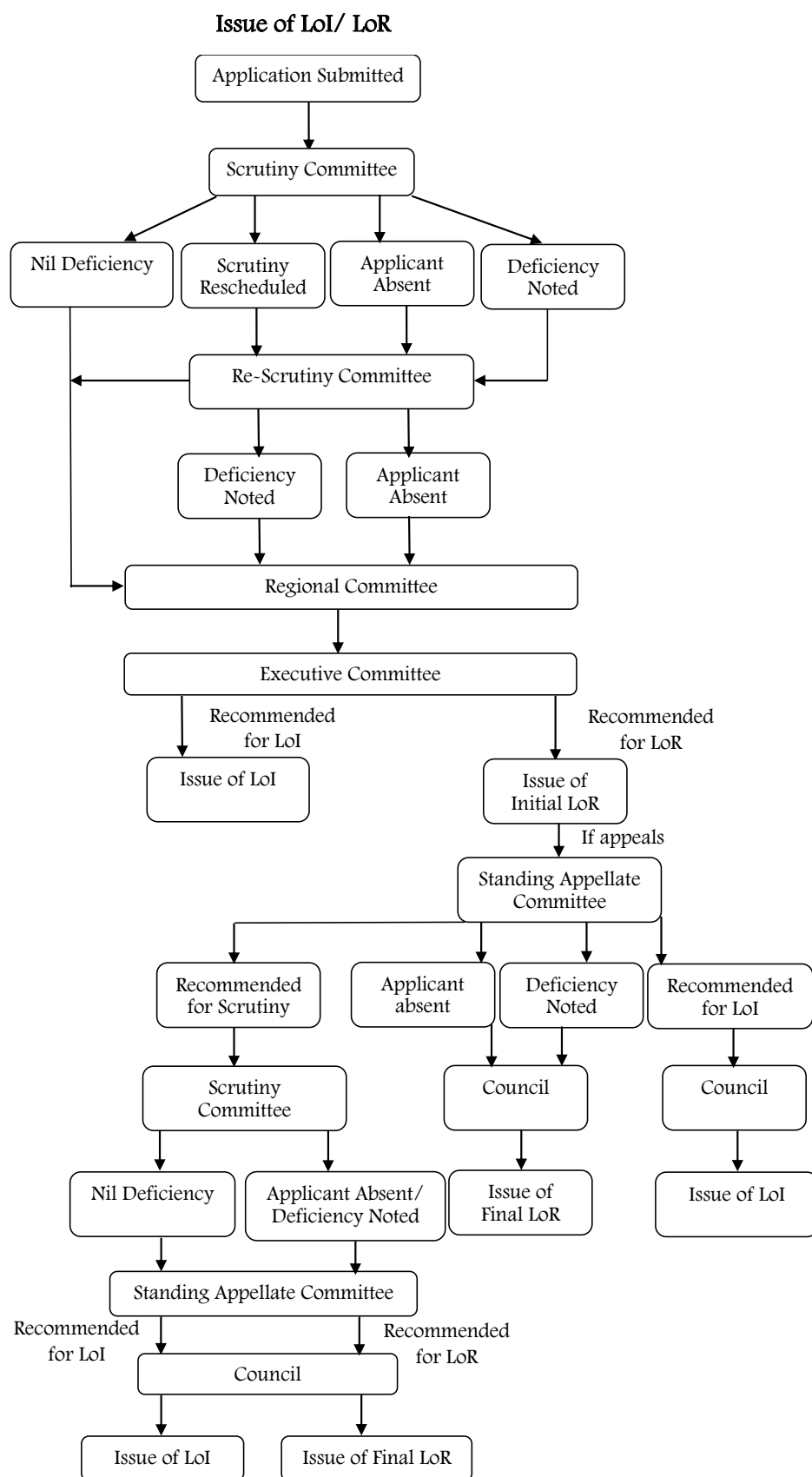


| | |
|---|--------------------------------|
| Pulp Technology | Pulp Technology |
| Apparel and Production Management | Apparel Manufacture and Design |
| Fashion and Apparel Technology | Fashion and Apparel Design |
| Fashion and Apparel Engineering | |
| Fashion Technology | |
| Fibres and Textiles Processing Technology | Textile Processing Technology |
| Jute and Fibre Technology | |
| Man Made Fibre Technology | |
| Man-Made Textile Technology | |
| Silk Technology | Textile Engineering |
| Textile Chemistry | |
| Textile Engineering | |
| Textile Plant Engineering | |
| Textile Processing | |
| Textile Technology | |
| Rubber Technology | Rubber Technology |
| Cement and Ceramic Technology | Cement Technology |
| Nano Science and Technology | * |
| Nano Technology | * |
| Nano Technology and Robotics | * |
| Planning | * |
| Energy and Environmental Management | * |
| Energy Engineering | * |
| Airline Management | * |

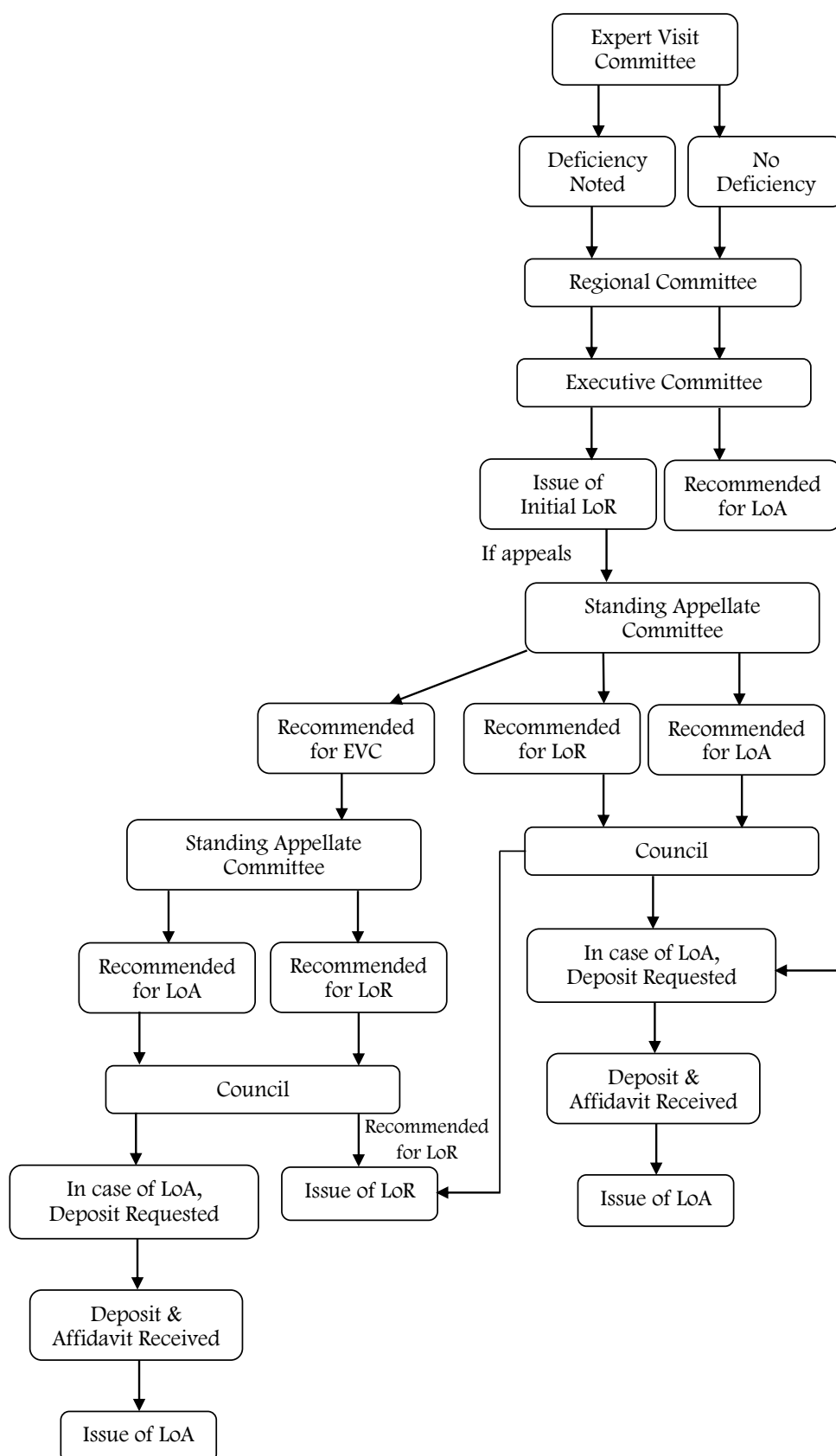
Note: The Institutions running * Degree Course(s) have to continue at the same Level or may opt for the Closure of the Course.



5.0 Process Flow Chart for establishment of a new Technical Institution



Issue of LoA/ LoR



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

| Major Disciplines | Corresponding Course(s) | Under Graduate Courses permissible for merger |
|---------------------------|--------------------------|--|
| Aeronautical Engineering | Aeronautical Engineering | Aero Space Engineering |
| | | Aeronautical Engineering |
| | | Aircraft Maintenance Engineering |
| Agriculture Engineering | Agriculture Engineering | Agricultural Engineering |
| | | 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 |
| | Planning | Environmental Planning |
| | | Infrastructure Planning |
| | | Planning |
| | | Urban and Regional Planning |
| | | Urban Design |
| | | Urban Planning |
| | | Urban Regeneration |
| | | Urban Transport Planning and Management |
| Biotechnology | Biotechnology | Biotechnology |
| | | Biotechnology and Biochemical Engineering |
| | | Industrial Biotechnology |
| 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 and Planning |
| | | Civil Engineering (Construction Technology) |
| | | Civil and Infrastructure Engineering |
| | | Civil Technology |
| | | Construction Engineering |
| | | Construction Engineering and Management |
| | | Construction Technology |
| | | Construction Technology and Management |
| | | Geo Informatics |



| | | |
|----------------------------------|----------------------------------|---|
| | Environment Engineering | Civil and Environmental Engineering |
| | | Civil Engineering (Environmental Engineering) |
| | | Civil Engineering Environment and Pollution Control |
| | | Environment Engineering |
| | | Environmental Engineering |
| | | 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 | 3-D Animation and Graphics |
| | | Advanced Computer Application |
| | | Computer and Communication Engineering |
| | | Computer Engineering |
| | | Computer Engineering and Application |
| | | Computer Networking |
| | | Computer Science and Engineering |
| | | Computer Science |
| | | Computer Science and Technology |
| | | Computer Science and Information Technology |
| | | Computer Science and Systems Engineering |
| | | Computer Technology |
| | | Computing in Computing |
| | | Computing in Multimedia |
| | | Computing in Software |
| | | Electrical and Computer Engineering |
| | | Electronics and Computer Science |
| | | Electronics and Computer Engineering |
| | | Mathematics and Computing |
| | | Software 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 Technology |
| | | Dye Stuff Technology |
| | | Surface Coating Technology |
| | 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 |
| | Plastic and Polymer Technology | Plastic and Polymer Engineering |
| | | Plastics Engineering |
| | | Plastics Technology |
| | | Polymer Engineering |
| | | Polymer Engineering and Technology |
| | | Polymer Science and Chemical Technology |
| | | Polymer Science and Technology |
| | | Polymer 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 and Instrumentation 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 |
| | | Energy Engineering |
| Electronics | Electronics 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 Design Technology |
| | | Electronics Engineering |



| | | |
|--|---|---|
| | | Electronics System Engineering |
| | | Electronics Technology |
| | | Optics and Optoelectronics |
| | | Power Electronics |
| | | Power Electronics Engineering |
| | | Radio Physics and Electronics |
| | Electronics and Communication Engineering | Advanced Communication and Information System |
| | | Advanced Electronics and Communication Engineering |
| | | Applied Electronics and Communications |
| | | Communication Engineering |
| | | Electronics and Communication Engineering |
| | | Electronics and Communication Engineering (Industry Integrated) |
| | | 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 | Applied Electronics and Instrumentation Engineering |
| | | Automation and Robotics |
| | | Automation Engineering |
| | | Biomedical Instrumentation |
| | | Electrical Engineering Industrial Control |
| | | Electrical Instrumentation and Control Engineering |
| | | Electronic Instrumentation and Control Engineering |
| | | 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 | 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) |
| | | Mechanical 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 |
| | | 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 Engineering |
| | | Industrial Engineering and Management |
| | Mechatronics Engineering | Mechanical and Automation Engineering |
| | | Mechatronics |
| | | Mechatronics Engineering |
| Fire and Safety Engineering | Fire and Safety Engineering | Fire Technology and Safety |
| | | Safety and Fire Engineering |
| Food 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 |
| | | 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 | 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 |
| | | Pharmaceuticals Chemistry and Technology |
| Printing Engineering | Printing Engineering | Printing and Packing Technology |
| | | Printing Technology |
| Textile Engineering | Textile Engineering | Fibres and Textiles Processing Technology |
| | | Jute and Fibre Technology |
| | | Man Made Fibre Technology |
| | | Man-Made Textile Technology |
| | | Silk Technology |
| | | Textile Engineering |
| | | Textile Plant Engineering |
| | | Textile Processing |
| | | Textile Technology |
| | Fashion Technology | Fashion Technology |
| | | Apparel and Production Management |
| | | Fashion and Apparel Technology |
| | | Fashion and Apparel Engineering |
| | Textile Chemistry | Textile Chemistry |



7.0 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 |
| | | 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 |
| | Oil and Paint Technology | Paint Technology |
| | | Chemical Engineering (Oil Technology) |
| | | Chemical Technology (Paint Technology) |
| | Petrochemical Engineering | Petrochemical Engineering |
| | | 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 Engineering | Civil Engineering | Civil and Rural 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 |
| | | 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 |
| | Environment Engineering | Civil and Environmental 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 Resources | Water Resource Management |
| | | Civil Engineering (Water Resource and Management) |
| | | Water Technology and Health Science |
| Computer Science and Engineering | Computer 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 |
| | Information Technology | 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 | Applied Electronics |
| | | Digital Electronics |
| | | Digital Electronics and Microprocessor |
| | | Digital Systems |
| | | Electrical and Electronics (Power System) |



| | | |
|--|---|---|
| | | 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 |
| | Electronics and Communication Engineering | 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 | 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 | Bio Electronics |
| | | 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 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 Auto Mobile |



| | | |
|--|------------------------|---|
| | | 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 (Gun Fitter) |
| | | 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 |
| | | Costumer Design 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) |
| | | 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

8.0 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/ Talati cum 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/ Nagar Nigam/ Nagarpalika; Rural - Gram Panchayat/ Jila Panchayat | Urban and Rural - Town and Country Planning | Urban - Municipal Corporation/ Nagar Palik Nigam; Rural - Gram Panchayat/ Jila Panchayat | 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 |
| 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) | The Chief Executive Officer, Guwahati Metropolitan Development Authority (GMDA), Bangagarh Guwahati or The Chief Executive |



| | | | | | | | |
|------------------|---|---|---|--|--|---|--|
| | | | | | | | Officer, Guwahati Municipal Corporation (GMC) Bhagagarh, Guwahati |
| 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 | 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 | 1. District Settlement Officer, Department of Settlement and Land Records Government of Manipur, Lamphelpat, Imphal 2. Sub Divisional Officer, Department of Settlement and Land Records Government of Manipur, Lamphelpat, Imphal 3. District Collector Department of Settlement and Land Records Government of Manipur, Lamphelpat, Imphal |
| Meghalaya | Local Revenue/ Education Authority | - | PWD/ Urban Development Authority | Urban Development Authority | PWD Building Division | PWD Building Division | Meghalaya Urban Development Authority |
| Mizoram | Aizawal Urban: Secretary, Land Revenue & Settlement Outside Aizwal: Secretary, Land Revenue & Settlement | All districts in the State : Settlement Officer of the Concerned District | Aizawal Urban: Aizwal Municipal Corporation Outside Aizwal: Head of the Concerned Department | Aizawal Urban: Secretary, Land and Settlement Outside Aizwal: Secretary, Land and Settlement | Aizawal Urban: Aizwal Municipal Corporation Outside Aizwal: Head of the Concerned Department | Aizawal 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/ Town Planning/ Development Authority | Rural – Panchayat Samiti Urban - Municipality |
| 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 Architect Urban, Mega/Metro - Corporation/ Municipality/ Development Authority/ Registered Architect | |
| Northern Region | | | | | | | |
| Bihar | 1.For construction of state Government owned Institutions on Government Land, the State Government allocates Land through is cabinet decision, so Certificates, regarding Land use/ conversion/ encumbrance and advocate Certificates are not required. 2. 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. | | | | | 1. Building of all Government owned Institutions are compulsorily designed and constructed by the Building Construction Department, Government of Bihar. 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. 2. 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 | |
| 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 - Sub Divisional Magistrate/ Tehsildar For Government Institution Principal/Director of Institution |



| | | | | | | | |
|----------------------------|--|---|--|--|--|--|---|
| Uttar Pradesh | Town and Country Planning Department/ Development Authority/ Municipal Authority/ Housing and 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/ Zila Panchayat Nagar Panchayat |
| Northwestern 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 |
| 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 | 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 & | Urban - Prepared by Architect and approved by Municipal Authority/Revenue Authority Rural - Prepared by | Urban - Municipality Rural - Deputy Commissioner |



| | | | | | | | |
|-----------------------------|--|--|---|---|---|--|--|
| | | | | | approved by Revenue Authority/BDO | Architect & approved by Revenue Authority/BDO | |
| New Delhi | Commissioner of DDA/Municipal Corporation of Delhi | Commissioner of DDA/Municipal Corporation of Delhi | Commissioner of DDA/Municipal Corporation of Delhi | Commissioner of DDA/Municipal Corporation of Delhi | Commissioner of DDA/Municipal Corporation of Delhi | Commissioner of DDA/Municipal Corporation of Delhi | Joint Director (Planning), DTTE |
| Punjab | Respective District Town 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 5000 m ² | Respective Senior Town Planner of Department, Town and Country Planning, for an area of the Building measuring up to 5000 m 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 |
| Rajasthan | Local Bodies | Local Bodies | Local Bodies | Local Bodies | Local Bodies | Local Bodies | Tehsildar of Tehsil in which area the concerned village fall and in the Urban area Executive Officer of local body in whose area the property fall |
| South Central Region | | | | | | | |
| Andhra Pradesh | 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 | 1. Local Executive Authority (Council and Executive Officer) 2. DTCP 3. HMDA/ Urban local bodies Remarks: Municipal/ Gram Panchayat/ Local Executive authority. Where sanctioned GTP Schemes Respective Commissioner/ Chairman of Local bodies | 1. Commissioner in GHMC area 2. Vice Chairman in UDA 3. DTCP Remarks: Andhra area Town Planning Act issued on 7 th September 1920 is applicable for both the states of Andhra and Telangana | Commissioner, Vijayawada (UA), Greater Visakhapatnam, Guntur (UA) Nellore (UA) and 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 | 1. Local Executive Authority (Council and Executive Officer) 2. DTCP 3. HMDA/ Urban local bodies Remarks: Municipal/ Gram Panchayat/ Local Executive authority. Where sanctioned GTP Schemes Respective Commissioner/ Chairman of Local bodies | 1. Commissioner in GHMC area 2. Vice Chairman in UDA 3. 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 7 th September 1920 is applicable for both the states of Andhra and Telangana) | Commissioner for Hyderabad, Warangal (UA) and Director, Directorate of Town and Country Planning for areas other than Hyderabad |
| Southern Region | | | | | | | |
| Pondicherry | Revenue Divisional Officer/ Tahsildar | Revenue Divisional Officer/ Tahsildar | Village Administrative Officer | Tahsildar | Department of Town and Country Planning | Department of Town and Country Planning | Town and Country Planning Department – Pondicherry, Karaikal, Yanam and Mahe |
| Tamil Nadu | Revenue Divisional Officer/ Tahsildar | Revenue Divisional Officer/ Tahsildar | Village Administrative Officer | Tahsildar | Department of Town and Country Planning | Department of Town and Country Planning | Member Secretary, CMDA for Chennai and Directorate of Town and Country Planning for areas other than Chennai |
| Southwestern Region | | | | | | | |
| Karnataka | Urban - Urban Development Authority/ Planning Authority/ Municipal Planning Authority Rural - Urban Development Authority/ Planning Authority/ Municipal Planning Authority | Urban - Revenue Department Rural - Revenue Department | Urban - Urban Development Authority/ Planning Authority/ Municipal Planning Authority Rural - Urban Development Authority/ Planning Authority/ Municipal Planning Authority | Urban - Urban Development Authority/ Planning Authority/ Municipal Planning Authority Rural - Urban Development Authority/ Planning Authority/ Municipal Planning Authority | Urban - Urban Development Authority/ Planning Authority/ Municipal Planning Authority Rural - Urban Development Authority/ Planning Authority/ Municipal Planning Authority | Urban - Urban Local Body/ Rural Local Body Rural - Urban Local Body/ Gram Panchayat | Urban - Urban Local Body/ Rural Local Body Local - Gram Panchayat (Building Completion Certificate) |
| Kerala | Tahsildar | District Collector | Head, Local Body | Town Planning Officer/ Local Body | Head, Local Body | Head, Local Body/ Town Planning | Secretary of the Concerned Local 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 & Country Planning Department | Planning Development Authority/ Town & Country Planning Department | Town & Country Planning Department Office of concerned area | Town & Country Planning Department Office of concerned area | Municipality/ Village Panchayat of concerned area |
| Maharashtra - Metro | Collector/Municipal Corporation | Collector/Municipal Corporation | Municipal Corporation | Municipal Corporation | Municipal Corporation | Municipal Corporation | Municipal Corporation |
| Maharashtra - Urban and Rural Area | Collector/Municipal Corporation/ Nagar Palika/ Nagar Panchayat | Collector/Municipal Corporation/ Nagar Palika/ Nagar Panchayat | Municipal Corporation/ Nagar Palika/ Nagar Panchayat/ Tahsildar | Municipal Corporation/ Nagar Palika/ Nagar Panchayat | Municipal Corporation/ Nagar Palika/ Nagar Panchayat | Municipal Corporation/ Nagar Palika/ Nagar Panchayat | Municipal Corporation/ 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 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 produced for the same.

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



9.0 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 having recognition at the national/ international level and having outstanding published work.
- 4 QUALIFICATIONS AND EXPERIENCE: An Adjunct Faculty/ Resource person 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 and PIOs working with reputed overseas academic, research and industrial Organizations or having a 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 4 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 4 Institutions simultaneously, his/ her weightage in each Institution shall be 25% and if in three Institutions simultaneously, then 33% and so on.

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 Architecture -25%, 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 members/ delay in Faculty recruitment, Institutions may avail the services of Adjunct Faculty/ Resource Persons up to a maximum of 10% of the required Faculty members as per the “Approved Intake”, for a period not exceeding one Academic Session.



7 **FUNCTIONS:** Functions of Adjunct Faculty/ Resource person from Industry are:

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.

Participation in service-related activities: Adjunct Faculty is also expected to actively participate in service-related activities, such as sitting on Departmental Committees, serving as advisors to Faculty and/ 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 02 days per visit. TA/ DA, Honorarium, and other facilities provided to Adjunct Faculty, as per UGC guidelines, shall be:

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 guesthouse.

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.

Other facilities such as Office Room, Secretarial Services, depending on their involvement in academic activities, shall be considered.

9 **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.

10 **MONITORING:** The performance of every Adjunct Faculty shall be monitored at the end of the assignment based on the "Performance Report" submitted to the host Institution for continuation/ renewal of tenure.



10.0 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**
 - Members of the Board and their brief background
 - Members of Academic Advisory Body
 - Frequently of the Board Meeting and Academic Advisory Body
 - Organizational chart and processes
 - Nature and Extent of involvement of Faculty and students in academic affairs/improvements
 - Mechanism/ Norms and Procedure for democratic/ good Governance
 - Student Feedback on Institutional Governance/ Faculty performance
 - 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 Complaint Committee (ICC)
 - Establishment of Committee for SC/ ST
 - Internal Quality Assurance Cell
- 6. Programmes**
 - Name of Programmes approved by AICTE
 - Name of Programmes Accredited by AICTE
 - Status of Accreditation of the Courses
 - Total number of Courses
 - No. of Courses for which applied for Accreditation
 - Status of Accreditation – Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for Courses
 - For each Programme the following details are to be given:
 - Name
 - Number of seats
 - Duration
 - Cut off marks/rank of admission during the last three years
 - Fee
 - Placement Facilities
 - Campus placement in last three years 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:

Details of the Foreign University

- Name of the University
- Address
- Website
- Accreditation status of the University in its Home Country
- Ranking of the University in the Home Country
- 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
 - Placement Facility
 - Placement Records for last three years 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

- Branch wise list Faculty members:
 - Permanent Faculty
 - Adjunct Faculty
 - Permanent Faculty: Student Ratio
- Number of Faculty employed and left during the last three years

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

For each Faculty give a page covering with Passport size photograph

- 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
 - No. of papers published in National/ International Journals/ Conferences
 - Master
 - Ph.D.
- Projects Carried out
- Patents
- Technology Transfer
- Research Publications



xiii. No. of Books published with details

9. Fee

- Details of fee, as approved by State Fee Committee, for the Institution
- Time schedule for payment of fee for the entire programme
- No. of Fee waivers granted with amount and name of students
- Number of scholarship offered by the Institution, duration and amount
- Criteria for fee waivers/scholarship
- Estimated cost of Boarding and Lodging in Hostels

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 two years for admission under Management Quota and number admitted

11. Admission Procedure

- Mention the admission test being followed, name and address of the Test Agency and its URL (website)
- Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test)
- Calendar for admission against Management/vacant 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 in no case 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 Test etc. and in aggregate for all candidates who were admitted

13. List of Applicants

- List of candidate whose applications have been received along with percentile/percentage score 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

14. Results of Admission Under Management seats/Vacant seats

- Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)
- Score of the individual candidate admitted arranged in order or merit
- 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 the first list candidate



- List of the candidate who joined within the date, vacancy position in each category before operation of waiting list

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 Laboratories 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
- Barrier Free Built Environment for disabled and elderly persons
- Occupancy Certificate
- Fire and Safety Certificate
- Hostel Facilities
- **Library**
 - Number of Library books/ Titles/ Journals available (program-wise)
 - List of online National/ International Journals subscribed
 - E- Library facilities
- **Laboratory and Workshop**
 - List of Major Equipment/Facilities in each Laboratory/ Workshop
 - List of Experimental Setup in each Laboratory/ Workshop
- **Computing Facilities**
 - Internet Bandwidth
 - Number and configuration of System
 - Total number of system connected by LAN
 - Total number of system connected by WAN
 - Major software packages available
 - Special purpose facilities available
- Innovation Cell
- Social Media Cell
- Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments
- **List of facilities available**
 - Games and Sports Facilities
 - Extra-Curricular Activities
 - Soft Skill Development Facilities
- **Teaching Learning Process**
 - Curricula and syllabus for each of the programmes as approved by the University
 - Academic Calendar of the University
 - Academic Time Table with the name of the Faculty members handling the Course
 - Teaching Load of each Faculty
 - Internal Continuous Evaluation System and place
 - Student's assessment of Faculty, System in place
- **For each Post Graduate Courses give the following:**
 - Title of the Course



- Curricula and Syllabi
- Laboratory facilities exclusive to the Post Graduate Course
- **Special Purpose**
 - Software, all design tools in case
 - Academic Calendar and frame work

16. Enrollment of students in the last 3 years

17. List of Research Projects/ Consultancy Works

- Number of Projects carried out, funding agency, Grant received
- Publications (if any) out of research in last three years out of masters projects
- Industry Linkage
- MoUs with Industries (minimum 3)

18. LoA and subsequent EoA till the current Academic Year

19. Accounted audited statement for the last three years

20. Best Practices adopted, if any

Note: Suppression and/or misrepresentation of information shall invite appropriate penal action.

The Website shall be dynamically updated with regard to Mandatory Disclosures



11.0 Recommended Maximum Tuition and Development Fee per Annum for Full Time Programmes by the National Fee Committee

| | Type X cities | Type Y cities | Type Z cities |
|---|---------------|---------------|---------------|
| Undergraduate Degree Programmes | | | |
| 4 Year Engineering Degree | 1,58,300 | 1,50,500 | 1,44,900 |
| 5 Year Architectural Degree | 2,25,300 | 2,13,500 | 2,05,050 |
| 4 Year Town Planning Degree | 2,25,600 | 2,13,750 | 2,05,350 |
| 5 Year Applied Arts and Crafts Degree | 2,25,600 | 2,13,750 | 2,05,350 |
| 4 Year Pharmaceutical Degree | 1,55,125 | 1,47,250 | 1,41,650 |
| 4 Year Hotel Management and Catering Technology Degree | 1,55,125 | 1,47,250 | 1,41,650 |
| | | | |
| Post Graduate Degree Programmes | | | |
| 2 Year Engineering Degree | 2,51,350 | 2,39,950 | 2,31,350 |
| 2 Year Architectural Degree | 2,69,700 | 2,56,100 | 2,45,875 |
| 2 Year Town Planning Degree | 2,69,700 | 2,56,100 | 2,45,875 |
| 2 Year Applied Arts and Crafts Degree | 2,69,700 | 2,56,100 | 2,45,875 |
| 2 Year Pharmaceutical Degree (M.Pharm.) | 2,27,500 | 2,16,100 | 2,07,500 |
| 2 Year Hotel Management and Catering Technology Degree | 2,27,500 | 2,16,100 | 2,07,500 |
| 3 Year MCA | 1,71,150 | 1,63,250 | 1,57,650 |
| 2 Year MBA | 1,71,300 | 1,63,400 | 1,57,800 |
| | | | |
| Diploma Programmes | | | |
| 3/ 4 Year Diploma Engineering | 97,350 | 92,375 | 89,100 |
| 3/ 4 Year Diploma Architecture | 97,900 | 92,925 | 89,650 |
| 3/ 4 Year Diploma Town Planning | 97,900 | 92,925 | 89,650 |
| 3/ 4 Year Diploma Applied Arts and Crafts | 99,500 | 94,500 | 91,200 |
| 3/ 4 Year Diploma Hotel Management and Catering Technology | 98,000 | 93,000 | 89,700 |
| 3/ 4 Year Diploma Pharmacy | 97,975 | 93,000 | 89,700 |
| | | | |
| Post Diploma Programmes | | | |
| 1.5-2 Year Diploma Engineering | 97,800 | 92,850 | 89,550 |
| 1.5-2 Year Diploma Architecture | 98,650 | 93,650 | 90,350 |
| 1.5-2 Year Diploma Pharmacy | 98,650 | 93,650 | 90,350 |
| 1.5-2 Year Diploma Applied Arts and Crafts | 100,250 | 95,300 | 92,000 |
| 1.5-2 Year Diploma Hotel Management and Catering Technology | 98,750 | 93,775 | 90,475 |

Type X/ Y/ Z cities as per VI Central Pay Commission Classification of Cities

12.0 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 |
| 1985-90 | 3 x 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 | 0.5 | | 1 | 0.5 | | 1.5 |
| 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 |

As per FSI/FAR

DIPLOMA LEVEL INSTITUTIONS

| Year | Engineering and Technology | | | Architecture/ Planning | | | Applied Arts and Crafts | | | Pharmacy | | | Hotel Management and Catering Technology (Deg. + Dip) | | | Hotel Management and Catering Technology | | |
|-----------|---|----------|-------|------------------------|----------|-------|-------------------------|----------|-------|--------------------|----------|-------|---|----------|-------|--|----------|-------|
| | 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 |
| 1985-90 | 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 + 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 | 1.5 | 5 | 1 | 1 | 2.5 | 0.75 | 0.75 | 2 | 0.75 | 0.75 | 2 | - | - | - | 1 | 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 |

As per FSI/FAR

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 | 0.5 | | 1 | 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



Chapter I - Scrutiny Committee

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 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 as specified in the Approval Process Handbook (Applicable only for PGDM Institutions) | Document mentioning the formation of BoG along with the name of the Members |

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 prescribed in 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 |
| 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 |
|----|---|--|

Original Documents for Verification by Architect

| Sl. No. | Documents | Compliance document to be submitted in case 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 a table 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 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 | 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 built up 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 |



Chapter - I Expert Visit Committee

| Sl. No. | Documents | Compliance document to be submitted in case of Deficiencies |
|---------|--|---|
| 1 | Details of all other educational Institutions run by the same Trust/ Society/ Company or management or by any other 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 |
| 2 | Copy of the advertisement in at least one National Daily, for recruitment of Principal/ Director and Faculty members | Copy of the advertisement in at least one National Daily, for recruitment of Principal/ Director and Faculty members |
| 3 | 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 |
| 4 | 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 |
| 5 | 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 |
| 6 | Principal/Director's Office/ Board room/ 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) |
| 7 | 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 |
| 8 | Internet Bandwidth | Certificate of the service provider and proof of payment. Bill paid for the last month shall also be submitted |
| 9 | Printers/ A1 size 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 |
| 10 | Volumes/ Books/ Titles/ National Journals | The Applicant can submit the bills for purchasing Books/ Titles/ National Journals and the same shall be certified by the Applicant. Copy of the Accession register after making necessary entry to be |



| | | |
|----|---|--|
| | | produced |
| 11 | 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 |
| 12 | General Insurance provided for assets against fire, burglary and other calamities | Copy of General Insurance with the Policy number |
| 13 | 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 |
| 14 | Sanction of electrical load by electric supply provider company | Sanction order from Electricity Office and proof for paying the amount towards the bill |
| 15 | 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 |
| 16 | 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 |
| 17 | Vehicle Parking/ Display board within the premises as well as in the web site 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 |
| 18 | All weather 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 |
| 19 | Institution website | Print out of the first page and other relevant pages of the Institution website |
| 20 | Details and proof of telephone connections available at the proposed Technical Institution | Proof for paying the amount towards bill |
| 21 | 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 |

Chapter - II Expert Visit Committee
(Documents needed in addition to Chapter I Expert Visit Committee)

| Sl. No. | Deficiencies as per EVC | Compliance document to be submitted |
|---------|--|--|
| 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 Chairman/ Secretary of the Trust/ Society/ Company |
| 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 | Whether any other Institution (AICTE approved/not under AICTE ambit) are being run/proposed to be run in the same patch of Land shown 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 |
| 5 | Occupancy Certificate/Completion Certificate/ Form D/ Structural Stability Certificate | Concerned Certificate issued by the Competent Authority |
| 6 | Complete Building Plan of proposed Technical Institution | Copy of Complete Building Plan of the Technical Institution approved by the Competent Plan |



| | | |
|----|--|---|
| | | Sanctioning Authority of the concerned State Government/ UT |
| 7 | Whether Laboratories and Workshops possess relevant equipment 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 |
| 8 | Appointment of Student Counsellor/ Establishment of Anti Ragging Committee/ Establishment of Committee for SC/ ST/ Establishment of Internal Complaint Committee (ICC) 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 BoG for the constitution of Student Counsellor/ Committee/ Cell duly attested by the Chairman/ Secretary of the Trust/ Society/ Company |
| 9 | Establishment of Grievance Redressal Committee in the Institution and the Appointment of OMBUDSMAN by the University | Documents/ Minutes of BoG 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 |
| 10 | Establishment of online Grievance Redressal Mechanism | Print out from the Institution website for the establishment of the Grievance Redressal Mechanism duly attested by the Chairman/ Secretary of the Trust/ Society/ Company |
| 11 | 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 |
| 12 | 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 |
| 13 | Whether hostel facilities are available for accommodating students of FN/PIO/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) |
| 14 | Implementation of Food Safety and Standards Act, 2006 in the Institution | Certificate from Food Corporation of India |
| 15 | Digital Payment for all Financial Transactions as per MHRD Directives | Proof for payment of salaries and other transactions for procurement of equipment through banks |
| 16 | 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 | Copies of AICTE approvals for all the years to be submitted |
| 17 | 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 |
| 18 | Provision to watch MOOCS Courses through SWAYAM | Documents obtained from the University |
| 19 | National Academic Depository (NAD) as per MHRD directives (Applicable only for PGDM and University departments) | Documents showing the registration with NAD |
| 20 | 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 |
| 21 | Availability of vouchers and payment receipts indicating proof of purchase | Digital Payment for all Financial Transactions to be submitted |

14.0 Ready Reckoner for Frequent Queries

1. No need to submit the hard copy of the application to the Regional Office.
2. In case of applications under Chapter II, NOC from the State Government/ UT is required only for Change of Name of the Trust/ Merger of the Trust/ Society/ Company and Closure of the Institution.
3. 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.
4. 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.
5. If the Institution intend to modify the Non-Editable fields such as name of the Trustee, Land details, etc. shall contact AICTE HQ with supporting documents.
6. To include new nomenclatures in the Diploma/ Under Graduate/ Post Graduate Degree Courses, approval from the University/ Board as applicable shall be sent to the Policy and Academic Planning Bureau, AICTE.
7. If the status of an Institution changes to Minority Institution category, the same shall be represented to AICTE HQ by attaching the approval letter from Minority Commission.
8. Student admission is the subject of State Authorities.
9. AICTE does not insist on separate boundary walls for Institutions running 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.
10. An Institution requesting for any modification in the Extension of Approval and if the same is approved by the Council, a corrigendum shall be issued.
11. EVC shall check the facilities only for “Approved Intake”, not based on admitted students.
12. Certificate verification for PGDM Programme, for employment/ higher Education shall be obtained from the concerned Institution.
13. Excess payment shall be refunded, not adjusted in future transactions.
14. TER charges are accepted only by digital payment through the Portal, Demand Draft is not accepted under any circumstance.
15. 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.
16. For the release of Security Deposits through FDR/RTGS, only online applications are accepted. The status of processing shall be viewed through the portal.
17. To submit any documents to the AICTE HQ/ Regional Office, use the following mail ids:

| Region | Head Quarter | Regional Office |
|---------------|-------------------------|----------------------|
| Eastern | ero.hq@aicte-india.org | ero@aicte-india.org |
| Central | cro.hq@aicte-india.org | cro@aicte-india.org |
| Northern | nro.hq@aicte-india.org | nro@aicte-india.org |
| Northwestern | nwro.hq@aicte-india.org | nwro@aicte-india.org |
| South Central | scro.hq@aicte-india.org | scro@aicte-india.org |
| Southern | sro.hq@aicte-india.org | sro@aicte-india.org |
| Southwestern | swro.hq@aicte-india.org | swro@aicte-india.org |
| Western | wro.hq@aicte-india.org | wro@aicte-india.org |

18. Any Queries/ Clarifications shall be sent ONLY to helpdeskab@aicte-india.org

Process involved in various applications are as follows:

| Sl. No. | Chapter | Applied for | Process | Process |
|---------|---------|---|----------|---------|
| 1 | II | EoA to the existing Institutions | EC | |
| 2 | II | Introduction of seats for Non Resident Indian(s) | EC | |
| 3 | I | Setting up a new Technical Institution | Scrutiny | EVC |
| 4 | I | Change of Site/ Location | Scrutiny | EVC |
| 5 | I | Conversion of Women's Institution into Co-Ed Institution and vice-versa | Scrutiny | EVC |
| 6 | I | Conversion of Diploma Level into Degree Level | Scrutiny | EVC |
| 7 | I | To start new Programme(s)/ Level(s) in the existing Institutions | Scrutiny | EVC |
| 8 | II | Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus | Scrutiny | EVC |
| 9 | III | Collaboration and Twinning Programme | Scrutiny | EVC |
| 10 | I | Conversion of Degree Level into Diploma Level | Scrutiny | |
| 11 | II | Extended EoA | Scrutiny | |
| 12 | II | Increase in Intake/ Additional Course(s) including Institutions having total "Approved Intake" less than the "Maximum Intake Allowed" | Scrutiny | |
| 13 | II | Introduction of Integrated/ Dual Degree Course | Scrutiny | |
| 14 | II | Introduction of Pharm.D. | Scrutiny | |
| 15 | II | Closure of the Institution | Scrutiny | |
| 16 | II | Conversion of Management Institutions running PGDM Course into MBA Course | Scrutiny | |
| 17 | II | Closing of MBA Programme and Introduction of MCA Programme and vice-versa | Scrutiny | |
| 18 | II | Introduction of Fellowship Programme in Management | Scrutiny | |
| 19 | II | Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses | Scrutiny | |
| 20 | II | Change in name of the Institution or affiliating University/Board | Scrutiny | |
| 21 | II | Change in the Name of the Bank | Scrutiny | |
| 22 | II | Change in the Name of the Trust/ Society/ Company | Scrutiny | |
| 23 | II | Break in EoA/ Restoration of Intake | | EVC |
| 24 | II | To Start Diploma in Degree Pharmacy Institutions and vice-versa | | EVC |
| 25 | II | Conversion of Second Shift Course(s) into First Shift Course(s) | | EVC |
| 26 | II | Introduction of supernumerary seats for FN/OCI/ PIO/ Children of Indian Workers in Gulf Countries | | EVC |





DGS ORDER NO. 07 OF 2016
(In Supersession of DGS Order No. 2 of 2007)

GUIDELINES AND PROCEDURES
TO OBTAIN APPROVAL FROM
DIRECTOR-GENERAL OF SHIPPING, GOVT OF INDIA,
FOR THE CONDUCT OF APPROVED
PRE-SEA COURSES
FOR
TRAINING OF SEAFARERS IN INDIA

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Administration and approval

1.1 Importance of pre-sea training:

Ships are only as good as the persons who man them. Safety and efficiency of ships are dependent upon the professional competence and dedication to duty, of the seafarers on board the ships. To achieve this, maritime education and training, and within that, the pre-sea training, is of vital importance. All Institutes that conduct, or intend to conduct, pre-sea induction courses for merchant navy should aim at excellence and abide by these guidelines as set forth herein. Where considered necessary, additional norms may be issued by the Director-General of Shipping (hereafter DGS) for different categories of pre-sea induction courses. The DGS reserves the right to change, add, modify, rescind or replace these norms, or any part thereof, whenever considered necessary. Training of maritime personnel in India has been accorded the highest priority by the Government of India. To ensure that the competence of Indian seafarers is accepted throughout the world, improvements have been made from time to time in the training of seafarers in India. With advances in technology, and consequent changes, especially due to STCW 95, the international concept and practice of maritime training has undergone major changes in quality and quantity. To increase the supply of trained seafarers, the Government began to encourage maritime training in the private sector on a large scale in 1997. DGS, vested with powers and responsibility for implementation of matters related to merchant shipping, has been issuing directives, whenever necessary, to ensure that international standards are complied with by all training Institutes in India. These are now consolidated, and supplemented through the present guidelines. These guidelines are required to be read with the Circulars, M S Notices or DGS orders, issued by DGS from time to time.

1.2 Objectives of pre-sea training:

Candidates for pre-sea training come from varying social, cultural, geographical, linguistic and economic backgrounds. On completion of training, the officers and ratings join ships, and are required to be able to man the ships effectively and to have the knowledge, maturity and balance that enables them to react competently and resourcefully in an emergency. They should also know the manner of working and of behaving in their respective work-stations, accommodation, recreation rooms, dining halls and in all formal and informal contexts on board the ship and elsewhere. Bearing this in mind, it is imperative that officers and ratings undergoing pre-sea courses in maritime training Institutes be provided with these facilities in adequate measure, and more. By placing emphasis on classroom and outdoor activities such as parade,

physical training, swimming, boatwork, outdoor games, extra-curricular activities, etc., the candidate is expected to be fully oriented and suitable for the seafaring profession. Cheerful obedience to orders of superiors, team spirit, leadership and other seaman-like qualities will have to be developed in them. Candidates passing out of approved Institutes would have to be of required standard in knowledge, competence and behaviour. Hence Institutes would need to fulfil these norms to be considered by DGS for approval to impart maritime training for the merchant navy.

1.3 Entry into force:

These Guidelines shall enter into force with effect from the date laid down hereinafter at the end of these guidelines.

1.4 Entities eligible for approval:

1.4.1 Approval to Institute for conduct of maritime courses:

Any Institute intending to conduct any DGS approved maritime course is required to apply to the DGS for approval. Only on grant of approval of DGS, the Institute can commence the maritime course concerned

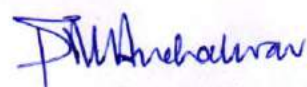
1.4.2 Form of Institute :

Only such institutes as promoted with a non profit making objective and Government institutes can make an application for approval. The audited accounts for the non-profit making organisation for the last 3 preceding years shall be submitted, and if the institute is newly founded the financial standing needs to be established. Evidence of arrangement of placement for its students for on-board ship training should also be submitted.

1.4.2.1 An application for a new Training Institute shall hereafter be processed for approval only if it is received from a registered non profit making public trust or a company registered under section 25 / 08 of Indian Companies Act, 1956 / 2013 respectively (hereafter 'registered Sec. 25 / 08 Company') set up with educational purpose as its main objectives.

1.4.2.2 Application from an existing Institute shall hereinafter be processed for approval for increase in intake in any pre-sea and for approval of new pre-sea courses only if the Institute has been:

- (a) graded A1 or A2 grading in the pre-sea CIP and complies with minimum 80% placement record,
- (b) meets the requirements of these guidelines.



- (b) meets the requirements of these guidelines.
- (c) Shows evidence to the satisfaction of DGS about placement of additional batches.

1.5 Procedure for approval of an Institute:

An Institute that considers itself eligible will submit a Letter of Intent to the DGS alongwith the prescribed Application Form **(Annex-1)**, the relevant fees details and documents prescribed. If the DGS is satisfied with the proposal, it will issue the letter of acceptance to proceed with the Institute and courses as per the Detailed Project Report (DPR). Thereafter, the institute will be required to submit a Project Feasibility Report (PFR), fees and other necessary information and documents as prescribed in **Annex-II/II-A** to the DGS for final approval.

1.5.1 Funds for Capital :

Source of funding of Institute for initial capital expenditure and recurring expenditure shall be shown in PFR. Proof of availability of finances for completing the project on time would be required.

1.5.2 Prerequisites for Approval of the Course at the Institute:

- 1.5.2.1 A letter of Intent/in-principle approval from the affiliated University shall be produced in case of all degree courses.
- 1.5.2.2 In case of marine engineering courses the proposal should also include a firm project plan for the ship-in-campus or afloat training through marine workshop along with necessary charts, diagrams and time schedule for construction, test run, commissioning and availability of funds thereof. In the event the institute opts for marine afloat training, the marine workshop with whom the afloat training is tied up will need approval of DGS specifically certifying its suitability for providing such complete afloat training.
- 1.5.2.3 For nautical stream degree courses, the Institute shall have affiliation from the recognised university. The sea segment of the training shall be structured ship board training programme as per the requirement of the Directorate.
- 1.5.3.4 Institute is required to have its own or leased land (the tenure should be atleast 10 years) and infrastructure. Independent campus having classrooms, residential accommodation for warden, hostel, playground for

volleyball/basketball, parade-ground, auditorium and workshop is essential. Institute shall make the arrangement for swimming, football ground, medical facilities, auditorium etc. within the campus. Where in-campus facilities is not possible with respect to swimming and boating, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of DGS. The institute is required to create the infrastructure and facilities including premises, laboratories, demonstration equipment, hostels etc. as prescribed in **Annex-II and II-A**.

1.6 Fees:

- 1.6.1 The institute shall pay a non-refundable registration fee of Rs. 20,000/- by means of a Demand Draft in favour of the Director General of Shipping payable at Mumbai alongwith application for considering approval of the Institute in **Annex I**.
- 1.6.2 In case the project of the institute is accepted by the DGS, the Institute shall submit further details of its Institute in **Annex II and Annex II-A** and pay a non- refundable fee of Rs.80,000/- as processing fee by means of a Demand Draft in favour of the Director General of Shipping payable at Mumbai prior to the issue of final approval.

1.7 Validity of Approval:

- (a) When all the requirements of the pre-sea degree courses year wise had been met, the provisional/final approval will be granted by DGS in the format prescribed as **Annex - III**.
- (b) For a 1 year course or a short course -approval will be final.
- (c) For a 2 year or longer course – since institutes do not engage faculty and provide complete facilities for subsequent years, initial approval will be for 1 year only and approval to the course will be provisional till the final year is approved. Subsequent years will be inspected and approved year-wise as per procedure and schedules herein till such time final year approval is granted. Approval will be granted in the format prescribed in **Annex-III**.
- 1.7.1 Institute will be subjected to Comprehensive Inspection Programme (CIP), annual inspection and if required surprise inspection by the Concerned MMDs/Approved Inspecting Agencies.

1.8 No approval with retrospective effect:

Approvals for new Institutes or for commencement of new courses or variation in intake capacity shall be prospective, and not with retrospective effect. Institutes shall not pressure on approvals and admit candidates without all their permissions in place. The DGS has instructions in place to Shipping Masters that no candidate admitted in unapproved courses will be issued with a CDC.

1.9 Name of Institute:

Name of Institute will have to be got approved by the DGS. No Institute will be allowed to use or continue to use for the training Institute any title or name which may suggest or be calculated to suggest the patronage of the Government of India or the Government of the State. Please see in this regard **Sec.3 and clause 7** (rename) of the Schedule in the Emblems and Names (Prevention of Improper use) Act, 1950. DGS hereby lays down that words such as Indian, National or Bharat etc., shall not be allowed in the name of any training Institute. Any change in the name of the Institute is required to be submitted to DGS in advance, and approval obtained before using the new name.

1.10 Authorized signatories:

All Institutes should forward the names and specimen signatures of two persons who are declared the authorized representative and alternate representative respectively to deal with DGS. No person other than these two persons will be entertained by DGS or MMDs for any purpose relating to the Institute. Documents submitted by the Institute, signed by other than either of them will not be accepted by DGS or MMDs. No action will be taken on them and if there is a change in either of them it should be notified to DGS by a resolution signed by all Trustees or authorized Management Council member of the Society or directors of registered Sec. 8, Company as per the documents submitted to, and/or available with, DGS and MMDs. The change should be notified to DGS well in advance and with indication of the date from which the change will be effective.

JM Anandhar
17 Nov 16

1.11 Code of Conduct for Advertisements/Brochure/Prospects:

The Institute may advertise for courses in media or independently, giving correct information. It should include, inter-alia, the following:

- 1.11.1 Eligibility criteria as per DGS guidelines
- 1.11.2 Names of course/s
- 1.11.3 Course duration
- 1.11.4 Total fees structure and all charges payable with breakup
- 1.11.5 Number of seats sanctioned
- 1.11.6 Last date of submission of application
- 1.11.7 Date of commencement of course
- 1.11.8 Statement mentioning: Institute is required to ensure that on board training is provided to the candidates after the successful completion of the course, which may be mandatory for obtaining a Certificate of Competency issued by the Directorate General of Shipping, Mumbai.
- 1.11.9 Date of publishing of brochure/prospectus/advertisement.

Advertisements should **not** include the followings

- 1.11.10 Assured passing of the candidates
- 1.11.11 False picture of prospects and high salaries
- 1.11.12 Mixture of DGS-approved courses and non-DGS-approved courses in the same advertisement.
- 1.11.13 Copies of all advertisements published or used must be sent to the DDG (Training) of the DGS to be kept in the Institutes file for record and for inspection as the need arises.

1.12 Placement of trainees for shipboard training

- 12.1 The institute shall admit only those candidates for whom they have secured sponsorship from shipping companies for six months onboard training. Institutes shall submit the sponsorship letter to DGS, before admitting the students for each batch.
- 12.2 Undertaking will be obtained from the MTI about placement to be done through Indian shipping companies or DGS approved RPSL agencies. The MMD shall verify the capability of the said Indian shipping companies or RPSL companies to place the students for onboard ship training and shall give a clear finding in this respect in their recommendation to this Directorate after the inspection.
- 12.3 Institutes are to ensure placement for onboard training with Indian Shipping Companies or DGS approved RPSL, of a minimum of 85% of all its trainees who have passed out from the GP Ratings course

within a period of 12 months from the date of passing out / examination result.

- 12.4 The placement records will be checked during every CIP inspection by the ROs, MMD Inspection and Surprise Inspection as per the norms specified therein, and any non-compliance will result in the intake of the institute to be reduced for the next academic year or approval will be withdrawn.

1.13 Ban on conducting courses not approved by DGS:

- 1.13.1 Normally a Merchant Navy Training Institute approved by the Director-General of Shipping should conduct only courses approved by DGS. This is important to give clear picture to the candidates who join the course on the strength of approval of DGS.
- 1.13.2 The existing training Institutes conducting any other non DGS approved courses in the same premises should approach the DGS with the details of the same before starting the next course, for obtaining no objection from the Directorate . Details of infrastructure and other facilities which will be required to be shared should also be indicated in the proposal.
- 1.13.3 In any case, no course similar to DGS-approved course should be conducted by Institute without prior approval of DGS. A clause should be added in the prospectus and/or brochures and/or advertisements of the concerned non-DG approved courses mentioning that "This course is not approved by Director-General of Shipping, Mumbai".

1.14 Ban on Ragging:

Strict measures shall be enforced to prevent ragging. The course in-charge shall be held responsible for any incidence of ragging. Strict, prompt, and strongest possible action should be taken against anyone indulging in ragging. In all cases, the benefit of doubt shall be given to the victim of ragging. A record of all cases of ragging, however minor and the action taken thereon by the Institute shall be kept. All cases of ragging should be reported to DGS immediately and in any case within 7 days from the occurrence of the event. Any instance of ragging established in the Institute will be considered serious misconduct attracting penal provisions by the DGS, including suspension of the candidate and appropriate action against the institute.

1.15 Ban on Alcohol, Tobacco and Drugs:

The Institute should have a policy on alcohol, tobacco and drugs. Abstinence from alcohol, tobacco and drugs, except medicinal drugs specifically prescribed for a candidate to cure a current ailment, must be

P. M. Maheshwari
17 Nov 16

strictly enforced. Infringement of this requirement shall be considered a serious misconduct by candidate and by the Institute.

1.16 Records of Institute :

The Institute shall maintain records, advertisements and brochures as set out separately for each category of pre-sea induction course.

1.17 Quality standards :

Every Institute shall have an established quality system of the applicable ISO standard or approved equivalent, within six months of the commencement of its first DGS-approved course and any new DGS-approved course thereafter.

1.18 Periodical returns:

The Institute shall submit the periodical returns to DGS in the format of MS Excel, available at DGS website 'www.dgshipping.gov.in', or it can also be obtained from training branch through e-mail. The returns should be forwarded strictly in the format as per **Annex- IV**. on hard copy as well as on soft copy on CD /e-mail. A course diary as per **Annex V** to be strictly maintained and the available during periodic inspection by the competent authority.

1. 19 Etiquette and other soft skills :

The Institute should have a programme for imparting training to the pre sea candidates with respect to etiquette and other soft skills.

1.20 Placement, counselling Cell and Alumini Cell.

The Institute should provide a students activity centre which will cater to the objective of the students placements on ships for their sea service requirement criteria. It will also serve as a nerve centre to all students activities in the Campus in order to promote professional, social and intellectual interaction amongst the members and the Alma mater. The activity should also include organizing seminar/conferences, guest lectures/publication, etc.

PART - II

Campus

2.1 Land requirements for the Institute:

The Institute must have an independent campus of 4 hectares or more. The land should be level and usable. More area may be required depending on the number of courses and students. This required land area should be used for Maritime Training and allied purposes. If however it is an Institute conducting other degree/diploma courses approved by the University, then the land, available with the Institute together for all such courses, should not be less than what is prescribed therein. Facilities for swimming, playgrounds, auditorium, parade ground, computer training etc. shall be located within the Campus.

Where on-campus facilities do not exist for boating and swimming formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of DGS.

The existing Institutes shall continue to be in compliance of DGS requirement of land as per DGS Order 1 of 2003 dated 15th January, 2003 and DGS order 07 of 2016 dated 17.11.2016 as applicable. However, in case an existing institute asks for any fresh approval of course or increase in intake they will be required to meet the new guidelines as stated under this Order.

2.2 Location of Institute:

Approval to the new pre-sea courses will only be given when all courses proposed are to be conducted within the same campus. This will be applicable whether the courses being conducted are pre-sea courses.

2.2.1 Address for correspondence :

All correspondence with the Institute will be made only on the address where the Institute is physically located.

D. M. Chakraborty
17 Nov 16

2.3 Shifting of Premises:

The request for shifting of premises will be considered after receipt of processing fee of Rs. 40,000 only. The new premises will require meeting the requirements of these guidelines. Once training has commenced in one particular place with the approval of DGS, no request for change of premises will be considered till the completion of at least ten years. Existing Institutes who shift to new campus only to comply with these guidelines need not pay this fee, as may be approved by DGS. Institute will be re-inspected by the MMDs after scrutiny by the DGS, prior to issue of the approval to conduct courses at new premises. The Institute can conduct the courses at the new premises only after receiving the approval for new premises from DGS.

2.4 Construction quality:

All buildings of the Institute shall be:

- 2.4.1 Of regular ('pucca') construction. Temporary structures are not permitted.
- 2.4.2 With proper and permanent roofing,
- 2.4.3 Properly coated/painted,
- 2.4.4 With modern flooring of ceramic tile/granite/mosaic or similar material, and be
- 2.4.5 Treated for protection against termites and other pests.

2.5 Hostel and residential facilities:

The pre-sea training shall be fully residential. The hostel shall include:

- 2.5.1 Rooms for candidates - the floor area should be minimum 3 sqm per candidate, if two tier bunks are provided, and 4 sqm per candidate, if single level is used.
- 2.5.2 Suitable mattresses of not less than 1.8 metres x 0.9 metre x 75 mm size shall be provided for each candidate.
- 2.5.3 One cot or equivalent, of size compatible for the mattress shall be provided for each candidate.
- 2.5.4 Two-tier bunks are permissible provided the clear headroom above the mattress in each tier is not less than 0.9 metre, and ceiling fans are at a safe distance to avoid injury to occupants of the upper bunks.
- 2.5.5 One standard size of pillow per candidate shall be provided.

- 2.5.6 One cupboard with space, for hanging uniforms, and shelves for other personal effects. Minimum size of such space should not be less than 1.8 metre high and 0.45 metre wide (for each hanging space and shelves) and 0.48 metre deep. The cupboard shall be made of 18/20 gauge steel or may be built-in with good quality of wood, painted (preferably powder-coated) against corrosion. The foregoing conditions could be met by standard size cupboards 1.8 metre high and 0.9 metre wide with a central partition and twin doors. The cupboard space allotted to each candidate must have separate locking facility, preferably with the candidate's own lock.
- 2.5.7 One table, chair and table lamp shall be provided per candidate, within the cabin.
- 2.5.8 One waste paper basket shall be provided in each room.
- 2.5.9 Each room shall have sufficient natural ventilation and provided with adequate lighting and fans. For all windows, window curtains or blinds shall be provided. The window curtains or blinds shall be aesthetic and of uniform pattern/system throughout.
- 2.5.10 Suitable space shall be provided in each room for storage of the luggage of all the occupants of that room. Alternatively, a separate 'box room' with suitable racks may be provided for the luggage of all the candidates.
- 2.5.11 Institute shall have adequate conservancy staff for maintaining cleanliness of toilets, bathroom, all common spaces including corridors, public places, administrative and academic buildings, etc..

2.6 Drinking Water :

Drinking water must be provided at adequate, appropriate locations on the campus, especially near the classrooms and hostel rooms, fitted with purification facility.

2.7 Toilet facilities in the hostel :

In the ratio of not less than one wash basin of 50 cm breadth size shower and WC of at least 1 mt x 1.5 mt x 3 mt high each for every five candidates. Different utilities (wash basin, shower and WC) shall not be clubbed into one room such that if one candidate is using the WC, he would be denying other candidates the use of a shower or washbasin.

2.7.1 Water-supply:

Dr. M. Anubhai
12 Nov 16

Adequate arrangements for water-supply to toilets, 24 hours a day, shall be provided.

2.7.2 Walls:

Masonry walls shall be covered with good quality tiles to full height.

2.7.3 Wash-basins:

Wash-basins shall be of ceramic type of not less than 50 cm in size.

2.7.4 Toilet racks:

Each wash basin shall have a ceramic/glass shelf/rack for toiletries.

2.7.5 Light:

Each wash-basin shall have light suitably mounted above it.

2.7.6 Accessories:

The toilets shall have necessary towel racks, clothes hooks and soap holders.

2.7.7 Taps:

All taps shall be of nickel-plated metal or stainless steel. Plastic taps are not acceptable.

2.7.8 Exhaust fans:

Toilets/WCs shall be fitted with adequate number of exhaust fans to prevent any accumulation of foul air.

2.7.9 WCs:

All WCs shall be of Western style and fitted with toilet seats.

2.8 Linen, laundry, and ironing:

At the commencement of the course, the Institute shall arrange for the supply of new hostel linen to each candidate. On completion of training, the candidate shall be allowed to take away the linen provided to him. The linen supplied to each candidate shall include:

2.8.1 One mattress cover

Signature
12/11/16

- 2.8.2 Four white bed sheets, for use of two at a time
- 2.8.3 Two white pillow covers
- 2.8.4 Two white Turkish bath-towels
- 2.8.5 Two white Turkish hand-towels
- 2.8.6 One blanket where ambient temperature is expected to fall below 20°C.

Adequate laundry service must be provided either in-house or out-sourced. Facility for ironing clothes shall be provided at the rate of one electric iron and ironing board for every ten candidates.

2.9 Catering:

2.9.1 Dining hall:

A dining hall suitable to seat all the candidates at one time may be provided. However, seating capacity of half the number of candidates at a time is permissible where staggered meal times are provided.

2.9.2 Ventilation:

The dining hall shall have natural ventilation and also be fitted with adequate lighting and fans.

2.9.3 Number of utilities:

Wash-basins, liquid-soap dispensers and hand-towels shall be provided at a rate of not less than one per ten candidates.

2.9.4 Kitchen (galley):

The floor shall be of stone or tiles, free of cracks, holes or gaps to discourage insects. The sides shall have tiles to the full height of the walls. The cooking platform should have a chimney or other effective means above it to take away the hot air and oil fumes resulting from cooking. There should be a proper airflow system with exhaust fans to prevent air and smoke etc. from entering other enclosed spaces in the campus.

2.9.5 Designated wash place:

A designated wash place for the utensils, cutlery and crockery shall be provided, outside the galley, fitted with adequate taps and platforms for segregation of dirty and clean items. Hot water should be made available on tap for this purpose.

2.9.6 Uniform for catering staff:

P. Manohar
17 Nov 16

While at work, all catering staff should wear uniforms. Cook's uniforms shall include 'chef caps' to prevent hair from falling into the food under preparation.

2.9.7 Quality of food:

The food shall be nutritious and fresh and, where appropriate, served hot. The entire process of catering shall be hygienic and conducive to the maintenance of good health.

2.9.8 Hygiene:

All spaces connected with catering shall be free of rodents, fungus or insects. Adequate number of insect traps shall be fitted to keep the catering spaces free of insects.

2.9.9 Out-sourcing of food preparation:

In case of outsourcing, proper agreement must be entered into with the contractor. However the food must be prepared in the galley within the campus and must be served in dining hall of the campus. The quality must be strictly supervised by the Institute.

2.10 Classrooms:

2.10.1 Ventilation:

Classrooms shall be air-conditioned or have natural ventilation and be provided with adequate lighting and fans.

2.10.2 Cooling:

Where the ambient temperature in the classroom is expected to exceed 35°C, air-conditioning shall be provided. In areas of low humidity, desert coolers may be provided instead of air-conditioners.

2.10.3 Heating:

Where the ambient temperature in the classroom is expected to fall below 15°C, heaters shall be provided.

2.10.4 Class-room size:

The carpet area requirement of the class rooms and tutorial rooms depends upon the number of students and type of seating arrangement. There shall be provisions for a platform, a table and a chair for the teacher. In a class, frequently students make use of a data book, a calculator and notebook. As such the

student will require a larger independent desk as compared to the requirements of classes for students of general education.

2.10.5 Carpet area:

The size of the classroom for candidates shall be as given below:

| No. of candidates | Carpet area of room |
|-------------------|---------------------|
| 20 | 30 sqmt |
| 24 | 36 sqmt |
| 40 | 50 sqmt |

No class of more than 40 candidates at a time is permitted.

2.10.6 Black/white board/Smart Boards:

Black/white board/Smart Board with chalk/marker pens of different colours shall be provided in each classroom.

2.10.7 Overhead projector:

An overhead projector shall be provided in each classroom, suitably located for instant use without causing any blind sector to candidates.

2.10.8 Screen:

A white screen of matt finish to be provided, suitably mounted, for use with the overhead projector

2.10.9 For lecturer:

A raised platform with a table and chair shall be provided. The lecturer shall be provided a lockable cupboard for use in each classroom.

2.10.10 For candidates:

Each candidate shall be provided with a separate wooden table and chair.

2.10.11 Notice-board:

A notice-board shall be provided at the entrance of each classroom, displaying, among other notices, the weekly schedule of classes and the assigned faculty.

P. M. Anubhai
17 Nov 16

2.11 Library-cum-reading room:

A dedicated library-cum-reading room of not less than 50 m² shall be provided adequately stocked and furnished. Newspapers and magazines, technical and general, shall be provided. Control of the ambient temperature shall be provided as prescribed for classrooms. Preferably, a qualified librarian shall be in charge of the library-cum-reading room. Library facility to be made available for atleast 4 hours beyond class hours.

2.12 Audio-visual equipment :

The Institute shall have adequate audio-visual materials including TVs, video/CD players, appropriate DVD/CDs/Hard Discs etc.

2.13 Computer and projection facility :

A computer and projector for PowerPoint presentations in classrooms when required, must be available.

2.14 Maps, models, etc.

Adequate number of world maps, models of ships, wall-mounted photographs of ships and ports, etc. shall be displayed in classrooms and other suitable places in the campus.

2.15 Video-cassettes/CDs:

The available video-cassettes/CDs should include

- 2.15.1 Entry into enclosed spaces
- 2.15.2 Use of breathing apparatus
- 2.15.3 Personal safety on Deck
- 2.15.4 Abandon ship

and other video cassettes/CDs, as may be prescribed from time to time.

2.16 Computer training:

At least five workstations for every 40 candidates, with MS Office which includes Word, Excel, Access and PowerPoint programmes, shall be provided for use by candidates on holidays and off-hours on weekdays. Where computer training cannot be imparted within the campus, formal agreement with suitable outside agencies with dedicated time slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted. However, the said workstations stated earlier in this clause must be available in a classroom within the campus.

Signature
17 NOV 16

2.17 Communication facilities :

2.17.1 Internet:

Internet shall be available on the campus for use by candidates on holidays and after-hours on working days. At least four Internet workstations shall be provided for every 40 candidates.

2.17.2 Telephone:

Candidates shall have access to local, NSD and ISD telephone facilities within the campus. Institute shall ensure that adequate number of booths is available within the Campus such that the waiting period of the trainees is minimum.

2.17.3 Photocopying :

Candidates shall have access to photocopying facilities within the campus; however, copyrights of publishers must not be infringed.

2.18 Recreation room:

A recreation room of not less than 20 m² per 40 candidates, with indoor games such as table tennis, carrom, scrabble, draughts, chess, etc., TV, Video, etc. shall be provided for use by the candidates.

2.19 Dispensary and medical emergencies:

The Institute should ensure that Parents/Guardians are fully aware of the nature and extent of medical facilities being provided by the Institute for the entire period of study, without any scope for ambiguity, before the candidate takes admission to the Institute.

A dispensary stocked with adequate supplies for rendering first aid shall be provided. The Institute shall have the services of a doctor available everyday with appropriate recording of his attendance and a formal agreement with a hospital/clinic nearby in case of emergencies.

Institute must make arrangement to supply medicines as prescribed by the Doctor, and may debit the cost from the account of the cadet.

Provision of a vehicle with a driver at the Institute's cost must be available round the clock, to cater to medical emergencies.

2.20 Ship-type mast:

A ship-type mast, approximately 10 meters high, for practice in mast climbing must be provided in a convenient location in the campus.

2.21 Playground:

A playground of at least 130 meters x 100 meters shall be provided within the campus.

2.22 Parade-Ground:

A parade-ground of minimum 100x50 m² shall be provided within the Campus. This could be a part of the play ground of the Campus.

2.23 Auditorium:

The Institute should provide an Auditorium with adequate capacity to seat the maximum intake of cadets and faculty of one course together for all courses approved by the Directorate. They should also keep in mind the future plan for their further enhancement of intake in students while meeting the requirement of Auditorium capacity.

2.24 Swimming facilities:

The Institute shall have facilities for imparting training in swimming on Campus. Where on-campus facilities is not possible, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of DGS.

2.25 Boatwork:

Where on-campus facilities is not possible, formal agreement with suitable outside agencies with dedicated time-slots for candidates of the Institutes under the supervision of the representative of the Institutes may be permitted at the discretion of DGS.

2.26 Alternate source of electric supply:

2.26.1 An alternate source of electrical power capable of providing power to the following within ten minutes of the failure of the main supply shall be provided.

2.26.1.1 All lights and fans in the buildings and half the number of lights of compound.

2.26.1.2 Essential services such as freshwater pumps, fire-fighting pumps, where appropriate, drinking water purification equipment, cooking equipment, designated emergency lift, telephone board,

P. M. Anandharam
17-nov-16

- 2.26.1.3 Computers, UPS for computers, simulators and their air-conditioners.
- 2.26.1.4 The emergency power requirement for workshop facilities need not be concurrent or simultaneous with that required for the hostel as it may be presumed that both these premises would not be occupied at the same time.
- 2.26.2 The emergency generator and emergency switchboard shall be located in a self-contained room, at ground level in the campus, sufficiently segregated from the academic and residential accommodation in order to prevent unnecessary noise, vibration and atmospheric pollution.

J. M. Anichanwar
12 nov 16

PART-III

Faculty (Refer to the DGS Order 5 of 2013)

3.1 Institute has to follow DGS Order 5 of 2013 in respect of faculty strength, approval of faculty, appointment of faculty member and their qualification etc.

3.2 Personnel on duty:

There must be persons designated, as prescribed separately for each category of pre-sea induction course, to be on duty in the campus at all times during the course period. This is to ensure welfare, discipline, and safety amongst candidates, and for overall security of the Institute. It is imperative that the person designated to be on duty and in-charge of discipline must eat with the candidates in the dining hall. This will not only take care of discipline and table manners, but also ensure that the standard of quality of food is maintained. Wardens can be a course officer or instructor.

3.3 Faculty room:

There shall be a room for faculty members, separate from the office space, as follows:

3.3.1 For each full-time faculty member, carpet area not less than 4m² with separate chair, table and cupboard.

3.3.2 Modular separation is required.

3.3.3 For visiting faculty members, additional table and chairs.

3.3.4 Fans and, where necessary, provisions for the control of the ambient temperature shall be provided as prescribed for classrooms.

P. Manoharan
17 Nov 16

PART -IV

Course facilities and fees:

4.1 Course strength:

The number of candidates shall not exceed 40 per course while applying for initial approval and the maximum students in a class shall not exceed a strength of 40.

4.2 Staggered batches:

Staggering of batches has led to lower number of teaching days and has not proved to be a successful learning experience. Staggering of batches through the year will therefore not be permitted except as follows:

(i) DNS 1 year Course: 2 batches in a year beginning in August and February of every year.

(ii) GP Rating: 2 batches of 6 months each in a year each beginning in January and July.

(iii) Graduate Marine Engineering Course (GME) 1 year course: 2 batches in a year each beginning in August and February.

4.3 Increase in course capacity :

Any request for increase in the capacity or additional batch of the course, once the Institute is in compliance of the requirement under para 1.4.2.2 will be considered afresh, and the Institute will be required to pay the non-refundable processing fee again along with the application. Inspection by the MMDs on the advice and scrutiny of DGS will take place only on such payment being made.

4.4 Admission standards:

Admission standards shall be as prescribed separately for each category of pre-sea induction course. At present these are prescribed in DGS Circular No.7 of 2005 dated 17th June, 2005. The Institute must follow these standards strictly and no approval for deviation shall be given. In case it comes to the notice of DGS that Institute has given admission to any candidate who does not fulfil the eligibility criteria, this will be treated as serious misconduct by the Institute and it shall be liable for penal action including withdrawal of approval of the course.

P. Manohar
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4.5 Verification of documents:

Before admission, all original documents in support of the applicant meeting the admission standards must be scrutinised by the head of the Institute or by his authorised representative. The responsibility for such scrutiny and verification of authenticity of these documents shall be that of the head of the Institute. The Institute must retain an attested photocopy duly signed by the respective candidate for a period of not less than 5 years. Since the originals are being seen by the Institute, the photocopies need not be attested, but the person verifying original can make an endorsement on the photocopy with his name and designation.

4.6 Suggestive Daily routine:

The suggestive daily routine is enclosed at **Annex – VI**.

4.7 Course content:

The course content and the distribution of hours for each topic/activity may be given separately for each category of pre-sea induction course. These must be strictly adhered to.

4.8 Detailed teaching syllabus:

Teaching syllabus shall be as prescribed for each category of pre-sea induction course. Institute shall ensure that the detailed syllabus is brought to the notice of the students at the beginning of the academic semester/academic year and records to be maintained to this effect.

4.9 Text-Books

Text-books shall be as may be prescribed separately for each category of pre-sea course and must be given independently to each student who may take the same with him/her at the end of the Course.

4.10 Five basic modular courses:

The Institute shall arrange for the candidates to undergo the following courses independent of the stipulated period of pre-sea training, and before issuing them a final passing out certificate:

4.10.1 Personal Safety & Social Responsibilities (PSSR)

4.10.2 Personal Survival Techniques (PST)

4.10.3 Elementary First Aid (EFA)

4.10.4 Fire Prevention & Fire Fighting (FPFF)

4.10.5 Security Training for Seafarers with Designated Security Duties (STSDSD)

4.10.6 The basic courses listed above must be courses approved by DGS in the Institute.

4.10.7 A separate certificate must be issued to each candidate for each basic course.

4.11 Course dates:

In order to maintain uniformity, the date of commencement of pre-sea courses shall strictly be first working day of the month, unless it is fixed as per the requirement of the affiliating University.

4.12 Schedule of Classes:

The Institute shall conduct classes only from Monday to Saturday, and in one shift only. Sundays should be excluded from the course plan. No class shall be conducted on Sundays..

4.13 Duration of the course:

The duration of the course shall be as prescribed separately for each category of pre-sea induction course.

4.14 Log-book:

During the course period, the Institute shall maintain a daily log-book, written up by the Officer on Duty (OOD) and countersigned by the course-in-charge. It shall contain the following details:

- a. Name of the Institute
- b. Day and Date
- c. Period covered: 0900 hours previous day to 0900 hours present day
- d. Number of candidates on the rolls
- e. Number of candidates absent, with reasons thereof – leave, sick, etc.
- f. Names and designations of persons on duty
- g. Names and designations of faculty absent, with reasons thereof – leave, sick, etc.
- h. Routine extra-curricular activities
- i. Routine academic activities
- j. Any extra-ordinary events
- k. Any breach of discipline, and action taken thereon
- l. Times of interruption of main electric supply
- m. Times when alternate source of power switched on and off
- n. Any other matter of significance not covered above.

PM Anchalwan
12 Nov 16

4.15 Intimation to DGS, INDoS and to Shipping Master:

4.15.1 Intimation to DGS and INDoS:

Within 10 days of commencement of the course, the head of the Institute shall send a list of candidates, in the prescribed format, to the DGS and to the INDoS Cell, Mumbai. The Officer in-Charge of the INDoS Cell shall allot a distinctive permanent Indian National Database of seafarers (INDoS) number to each candidate and communicate the same to the Institute. The INDoS number should be stated in all maritime certificates and documents issued in India to that candidate.

4.15.2. Intimation to Shipping Master:

The Institute shall provide information to the Shipping Master as per the existing guidelines as issued by the Directorate with respect to issuance of CDC.

4.16 Evaluation and monitoring :

The Institute shall have in place a demonstrable system for continuous evaluation and continual improvement, during the course of training, to ensure that the course objectives are being attained.

Duly filled up feed back forms from the candidates are to be maintained systematically for a period of 2 years. The trainees should be encouraged to offer their feedback in their own handwriting, without having to disclose their identity.

4.17 Final Examination:

4.17.1 Towards the end of each course, there will be a final examination consisting of written, oral and practical segments.

4.17.2 Except and till otherwise provided, the examinations are to be conducted, and the assessment made, by the Institute itself.

4.17.3 The Institute shall retain the answer-scripts and other assessment records for at least twelve months thereafter.

4.17.4 In order to ensure that proper valuation has been done, a member of the MMDs, or other officer appointed by DGS, may review assessment records at random and also ask during the surprise/annual inspection questions of some of the candidates to assess the general quality of training imparted.

4.17.5 The structure of the assessment system is given separately for each category of pre-sea induction course.

P. M. Anand
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4.17.6 The criterion for issue of a passing out certificate is given separately for each category of pre-sea induction course.

4.17.7 Instruction for 're-sits' of failed candidates is given separately for each category of pre-sea induction course.

4.17.8 The format of the passing out certificate is given separately for each category of pre-sea induction course.

The sub-paras 4.17.1 to 4.17.8 are not applicable in case examinations, assessments are conducted by the University, to which the institute is affiliated.

4.18 Entry of Final certificates in INDoS:

The details of the five basic certificates – PSSR, PST, EFA, FPFF and STSDSD and the final passing out certificate issued to each candidate, after the course is over, shall be communicated by the Institute to the Officer in-Charge, INDoS Cell in a prescribed format, for entry of the same in INDoS.

4.19 Use of uniforms:

4.19.1 Uniforms serve four main purposes.

4.19.1.1 Firstly, rich and poor candidates cannot be distinguished by their apparel.

4.19.1.2 Secondly, persons wearing uniform tend to behave correctly in public, as they are conspicuous by their appearance.

4.19.1.3 Thirdly, proper hierarchy is established by the epaulettes worn.

4.19.1.4 Fourthly, laminated photo identity cards hanging on the right shirt-pocket (preferable to plastic name-plates) establish precise identity of the wearer.

4.19.2. It is therefore necessary for not only the candidates to wear uniform but also for the faculty members who should set example.

4.19.3 Uniforms for faculty members should be as prescribed separately for each category of pre-sea course.

4.19.4. Uniforms for candidates should be as prescribed separately for each category of pre-sea course and must be of sufficient quantity to allow for regular use of the candidates.

4.19.5 The list of accessories that each candidate must possess whilst under training shall be as may be prescribed separately for each category of pre-sea courses.

4.19.6 All staff, faculty members and candidates must wear uniform at all times in the campus – ceremonial kit, day kit, games kit, boiler suits, night suits, swimming kit, etc.

Dr. Anshul Kumar
17 Nov 16

4.20 Fees:

The Institute may charge a reasonable amount of tuition fee and other dues from the Candidates. However, the full amount of fees and dues which is being charged under each separate head and in total, or any subsequent change in the fees and dues structure, should be intimated to the DGS. During inspections by the MMDs and Directorate this point may be checked with records available in the Institutes and deviation shall be treated as serious misconduct by the Institute attracting penal provisions including withdrawal of approval of the course by the DGS. The total tuition fees and other dues to be charged from a candidate should also be printed in the prospectus and/or brochures to avoid possible malpractices. A copy of the prospectus and brochures of each course should be sent to the DGS for record before commencement of the course.

4.21 Method of collection of fees:

All collection of fees and dues from the students should be through DD/cheques only for which proper receipts should be given to the candidates and proper records should be maintained by the Institutes. Any collection in cash from candidates by the Institute shall be treated as misconduct by the Institute and shall be liable for penal action including withdrawal of approval.

4.22 Remission of fees to girl-candidates

To promote the entry of girls in the shipping sector, it has been decided to offer incentives to such girl-students in Government aided training institutions, that is, in TS Chanakya, MERI Kolkata and MERI Mumbai. All private Institutes are requested to give 50% remission in fees to girl-students in pre-sea courses.

4.23 Annual remittance to Government:

All approved Institutes and approved workshops themselves conducting maritime training course, shall pay to the DGS one percent of the total fees which will include tuition and all other fees chargeable from a student, for the admitted strength of all courses, every financial year from 1st April to 31st March, the minimum of which shall not be less than Rs. 10,000. This amount of annual contribution to Government should be remitted to the DGS by 31st May after every financial year by DD payable in the name of Director General of Shipping. A penal interest of 18% shall be levied on the amount due when there is a default by the Institute/workshops. Moreover, if the amount due is not received by 31st July of the year, the approval itself may be suspended till such time the payment is made and the Institute will be responsible for all consequences arising thereof.

PTM Anurag
12 Nov 16

PART-V

Disciplinary action

5.1 Automatic lapse of approval:

Where, after the approval of the DGS, no pre-sea induction course is conducted for a year or more and also for failure to provide on-board ship training, the DGS approval shall be deemed to have automatically lapsed by default. This is necessary since the faculty would not normally be retained /utilized and the equipment and hostel-premises might have deteriorated during this period. The approval may be revived by subsequent inspection on a request received from the Institute, and after payment of processing fees.

5.2 Role of the MMDs:

- 5.2.1 Inspection for verification of infrastructure, faculty etc. as given in the document for initial approval after giving intimation to the institution or on receipt of request of the Institute through DGS
- 5.2.2 Unscheduled (surprise) inspection to verify that the contents of the approved documents from the proposal are properly and adequately in place, and are being followed in principle and practice
- 5.2.3 Periodic inspections for continued approval of the courses
- 5.2.4 The MMDs shall report any inspection carried out, based on the applicable documents of the Institute and as per the requirement of the DGS in the approved format.
- 5.2.5 The MMDs shall insist on quality standards and certification of the Institute
- 5.2.6 Observations for further development of Institute to streamline its working may be made. Such observations would be prudent advice and should be heeded to by the Institute.
- 5.2.7 If the MMDs during the course of inspection finds a deviation from fair methods of principles and practice, it should immediately bring it to the notice of the Institute and seek immediate compliance or compliance within a specified period.

The Principal Officer of the MMDs should convey this in writing to the Institute. The report to the Principal Officer of the MMDs must contain the list of deficiencies duly endorsed by the INDoS by MMD and if possible at least a senior person from the Institute. The Institute must be given a fair chance to express its point of view and arguments to MMDs. This exercise is to ensure that the Institutes continue to maintain high standards in academic education and training.

- 5.2.8 Generally no on-going course shall be terminated or suspended unless there are ample reasons to justify such a withdrawal as in para 5.5.5. In all other circumstances, the findings of the inspection should be immediately reported to the DGS with a clear recommendation stating the proposed course of action.

5.3 Types of deficiencies:

Deficiencies may be of two types: major and minor.

5.3.1 Major deficiencies :

Intentional violation of the instructions of the DGS with a motive to circumvent rules/guidelines, and profession of any unlawful practice shall be classed as a major deficiency. Any change from contents of the approved documents in Part A, B, C, D and E which is intentional and evident in the principles and practice of the Institute shall be treated as major deficiency. Major deficiency shall comprise of any item such as:

- 5.3.1.1 enrolment of the number of students in excess of approval,
- 5.3.1.2 admission to ineligible candidates,
- 5.3.1.3 inadequacy of the faculty to impart training,
- 5.3.1.4 irregularities in fees,
- 5.3.1.5 irregularities in teaching hours and
- 5.3.1.6 break-down of general discipline
- 5.3.1.7 any other significant lapse from the guidelines.

In the event of such deficiencies being noted during inspection, they should be reported to the DGS immediately.

5.4 Rectification of deficiencies

In the event of ineligible admissions, subsequent batch of the course concerned or more batches will be suspended without any Show Cause Notice or intake of the institute may be reduced to the extent of double the

number of ineligible candidates admitted in the previous batch, and may extend to suspension of approvals for intake of new batches in case of repetition in same or other courses by the Institute.

5.5 Withdrawal of approval:

5.5.1 Categories of withdrawal:

Detection of any major deficiencies may lead to imposition of penalty of withdrawal of approval of the course. Withdrawal can be either temporary or permanent. Permanent withdrawal can be for the course, or for the Institute. Permanent withdrawal for the Institute can be ordinary, or immediate. These categories are explained below.

5.5.2 Temporary withdrawal of course approval:

Temporary withdrawal means that the batch/es which are being actually conducted shall be allowed to run and be completed so as not to adversely affect the students undergoing the said courses, and on completion on due date, no fresh batches shall be allowed to join. If the Institute has already admitted students to the next course, collected fees etc, it shall return the fees and intimate the students about temporary withdrawal of approval, and shall not conduct the next course. If there is any violation of this guideline, then it shall automatically result in the permanent withdrawal of approval by DGS. On compliance with the deficiencies pointed out by the inspecting authority, and on approval by the competent authority, the temporary withdrawal may be rescinded and the batches for the approved courses can begin once again as per relevant criteria and guidelines for the course at the time of restoration of approval.

5.5.3 Permanent withdrawal of course approval:

Permanent withdrawal means permanent discontinuation of the course after the current batch completes that particular course. Thereafter no batch shall be conducted, and the approval to the course will be permanently withdrawn. If the deficiencies as a result of which the approval to the course was permanently withdrawn have been rectified to the satisfaction of the inspecting authority, then the course should be applied for once again, and after payment of non-refundable processing fees and the necessary inspections, as per Sec. 1.5 to 1.9 of the DGS order and approval may be granted but not in any case prior to the lapse of a period equal to three batches of that course.

J. Manoharan
17 Nov 16

5.5.4 Ordinary permanent withdrawal of Institute approval:

If however the type of major deficiencies is such that a permanent withdrawal of the approval be imposed on the Institute itself, then the Institute shall be closed down as soon as the current batches complete their course.

5.5.5 Immediate permanent withdrawal/cancellation of Institute approval:

In extra-ordinary cases where the deficiencies are so serious that DGS comes to the conclusion that the approval should be withdrawn from the Institute itself, that is, for all the approved courses in the Institute without even waiting for the current batches of students to complete the current course, such action may be taken with immediate effect. This shall also be known as cancellation of approval of the Institute. Attempts should however be made by the Institute to get the eligible students so adversely affected by such immediate withdrawal into some other training institution, after such cancellation. Cancellation shall be resorted to where serious fraud, which amongst others may include faked records, issue of certificates without attendance by candidates, etc. is detected. The decision of the Directorate in this regard will be final and binding on the Institute.

5.6 Procedure for withdrawal:

Normally a show-cause notice will be issued by the DGS indicating the specific deficiencies and the category of withdrawal contemplated, and the period within which reply should be given. Thus, opportunity will be given to the Institute to present its side prior to the final decision on any withdrawal/cancellation. However in the event of immediate withdrawal, it will not be possible to issue the usual show-cause notice with the usual time.

5.7 Competent authority for withdrawals:

All approvals/withdrawals will be issued by the DGS, unless specifically delegated to any subordinate authority.

5.8 Discontinuation of DGS approved Courses/ Closure of Institution

DGS approved running pre-sea Degree/Diploma Courses are not permitted to be discontinued/Institution closed without completing the course for the students enrolled and obtaining prior approval from the DGS. All efforts shall be made by the Institution to complete the Course of the enrolled students. Discontinuation /closure of the Courses/Institution may be considered by the DGS only in extreme cases, and on confirmation that the Institute is no longer in a position to run the Institute/Courses. In such cases the Institute/Society/Trust is required to submit

a proposal to the DGS along with the following documents, and subsequently present their case to the Collegium:

- (a) Reasons and justification for closure of the Institution/Courses.
- (b) Board Resolution/decisions of the Trust/Institution regarding closure of the Institution/Courses.
- (c) Details of student's year wise undergoing the course as on date. Consent of the students for their transfer to other Institute, including details of availability of seats in other DGS approved Institute, in case the institute is required to be closed prior to completion of the Course.
- (d) Details of admissions made during the past four years or for the period approved by DGS.
- (e) No Objection Certificate from the concerned authorities such as the State Government /UT and the Affiliating University/AICTE for closure of Institution/ Courses as the case may be.
- (f) Information of the assets available with the institution.
- (g) Details of the dues and liabilities arising out of the closure of the Institution/Courses.
- (h) Details of the existing faculty and other employees working in the institution.
- (i) An undertaking on a non judicial stamp paper by the Institution stating that the Society/Trust/Institution is liable for all consequences including the settlement of all dues to the students and other agencies, arising out of the closure of the Institution/Courses. If the closure is prior to the completion of Course, Institute is liable to return the course fee collected from the students for the academic year(s) completed.
- (j) Members of the MMD may visit the Institution to ascertain the feasibility of closure of the Institution/Courses, and also to assess the liabilities arising out of such closure.
- (k) A decision shall be taken by the DGS on receipt of the recommendations of the MMD.

5.9 Display on DGS website:

Approvals, withdrawals and cancellations will be displayed on the official Website of the DGS (www.dgshipping.gov.in).

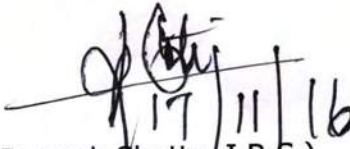
Handwritten signature: J. M. Anandharan
17 Nov 16

PART -VI

6. Effective date:

These guidelines shall come into force with an immediate effect.




(Deepak Shetty, I.R.S)
Director General of Shipping &
Secretary to the Govt. of India,
Mumbai

दीपक शेटी, भा.रा.से.
Deepak Shetty, I.R.S.
नौवहन महानिदेशक
Director General of Shipping,
भारत सरकार
Govt. of India,
मुंबई
Mumbai.

**APPLICATION FORM FOR CONSIDERING THE
ELIGIBILITY OF NEW INSTITUTE BY THE DIRECTOR
GENERAL OF SHIPPING**

| Sr. No. | Subject | Description | Submitted | | Remarks |
|---------|---|-------------|-----------|----|---------|
| | | | Yes | No | |
| 1. | Name of the Non profit making Registered Public Trust / Sec.25 Company making the application. | | | | |
| 2. | Name of the Trustees/ Management Council and Authorized signatories on behalf of the applicant organization who will be managing /owning the Institute/Director of Sec. 25 Company/ Trust (Documentary evidence to be attached) | | | | |
| 3. | Date of Registration of non profit making public Trust/ Sec. 25 Company & Act/P&L Statements duly verified by CA for the next 3 years (if applicable) | | | | |
| 4 | Past/existing educational/ marine educational experience of the applicant Trust/ Sec 25 Co., if any and list of courses being run (with the address of location) | | | | |
| 5. | Resolution passed by such Registered non profit making Public Trust/Sec. 25 Co. mentioning that they want to run/start the training Institute indicating the name of such Institute. (Attested resolution to be attached) | | | | |
| 6. | Fees : Demand Draft for Rs.20000/- payable at Mumbai to DGS. | | | | |

S. M. Anand
17-08-16

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|-----|--|---------|--|--|--|
| 7. | Name of the Institute (proposed to be set up). | | | | |
| 8. | Address/Location | | | | |
| 9. | Telephone / Fax /E-Mail | Tel: | | | |
| | | Fax: | | | |
| | | Email : | | | |
| 10. | Layout of the premises with approved blue print | | | | |
| 11. | Are the premises owned or leased? If leased, duration of lease available from date of this application. Proof of ownership/lease for minimum period of ten years to be produced with enabling provision for renewal of lease for a further period of three years. Copy of Land use certificate, Land specification with respect to category of City to be stated. | | | | |
| 12 | Proof that the land has been exclusively earmarked for the proposed Institution by any resolution. (Attach copy of resolution of Non profit making Registered Public Trust Trust / Sec.25 Company /Applicant) | | | | |
| 13. | Courses which are proposed to be conducted in the proposed Institute. | | | | |
| 14. | Business Plan of the Institute | | | | |
| 15. | Name of the Head of the Institute | | | | |
| | (a) Qualification | | | | |
| | (b) Date of birth/Age | | | | |
| | (c) Experience | | | | |
| | (d) Teaching Experience | | | | |

P. Anandharan
17 Nov 16

| | | | | | |
|-----|--|--|--|--|--|
| 16. | Name of the Principal/Director/Capt Supt. (CV to be attached) identified for the proposed Institute. | | | | |
| 17. | Infrastructure Facilities: Tentative plan with estimated cost of basic infrastructure i.e campus facility, office, scholastic block, hostel, playground, swimming pool, parade ground facility, boating (tie up letter, if not in the campus), galley, etc. | | | | |
| 18. | Sources of Funds (Equity & Debt both). a. Initial capital expenditure b. Recurring capital expenditure (Details to be attached) c. Present fund position | | | | |
| 19. | PERT chart for constructing/making the Institute operational | | | | |
| 20. | Apart from intended marine related courses, specify other educational courses being run or proposed to be run by the Trust/Company, including tie up/affiliation with foreign Universities. | | | | |
| 21. | Proposed details of affiliation with University/AICTE approval in case of 4 year plan for B.E. Marine course | | | | |
| 22. | Proposed details to ensure on board sea service training of candidates | | | | |
| 23. | Plan for ship in campus / afloat training for marine engineers | | | | |

PREREQUISITES FOR ESTABLISHMENT OF THE NEW INSTITUTE

| Sr. No. | Subject | Description | Submitted | | Remarks |
|---------|--|------------------|-----------|----|---------|
| | | | Yes | No | |
| 1. | Name of the Non profit making Registered Public Trust / Sec.25 Company | | | | |
| 2. | Name of the Institute | | | | |
| 3. | INDoS No., if applicable | | | | |
| 4. | Address & Location | | | | |
| 5. | Telephone/Fax | Tel: Fax: | | | |
| 6. | E-Mail id : | | | | |
| 7. | Processing Fees and Institute approval fee | DD : Date: | | | |
| 8. | Course for which approval is sought | | | | |
| | (a) Course ID | | | | |
| | (b) Duration of Course | | | | |
| | (c) Intended frequency of the course in the year (where not prescribed by DGS) | | | | |
| | (d) Proposed No. of Trainees/Course | | | | |
| 9. | Details of University affiliation | | | | |
| 10. | Details of AICTE approval (as applicable) | | | | |
| 11. | Details of proposed ISO 9001:2000 Certification (Copy of the Manual to be submitted) | | | | |
| 12. | Details of proposed grievances redressal mechanism with respect to complaints relating to sexual harassment at workplace | | | | |
| 13. | Details with respect to sea time | | | | |

| | | | | | |
|-----------|--|--|--|--|--|
| | tie ups for on board training to the prospective students, with shipping companies. | | | | |
| 14 | Authority to conduct examination | | | | |
| | (a) Examination Process (Written, Orals etc.) | | | | |
| 15 | Name of the Principal/Director /Capt Supdt. (CV to be attached) | | | | |
| | (a) Qualification | | | | |
| | (b) Experience | | | | |
| | (c) Age | | | | |
| 16 | Course in Charge | | | | |
| | (a) Name | | | | |
| | (b) Age | | | | |
| | (c) DGS Faculty Approval No. and Date | | | | |
| | (d) Designation | | | | |
| | (e) Qualification | | | | |
| | (f) Experience | | | | |
| | (g) Phone (Res.) | | | | |
| 17 | Means of knowing the latest requirements/amendments of DGS | | | | |
| 18 | Is the Institute running/ intending to run any courses other than the course(s) under approval? If yes, please specify kind of course and no. of trainees in each per annum ((Pls. attach separate sheet of such courses, organization for whom conducted, authority of the same etc.) | | | | |
| 19 (a) | Infrastructure Facilities showing the entire institute facilities as well as the facilities earmarked for this course. (Details as per Annex IIA) | | | | |

PTU Anand
12 Nov 16

| | | | | | |
|-----|--|--|--|--|--|
| | (i) Ship in campus (as applicable) | | | | |
| | (ii) Workshop facilities for all courses run by the Institute, for the course applied for to be separately shown (detail to be attached) | | | | |
| (b) | Class Room- | | | | |
| | (i) Number | | | | |
| | (ii) Area | | | | |
| | (iii) Ventilation – A/C, Natural | | | | |
| (c) | No. of Tables & Chairs | | | | |
| (d) | Toilet / Wash Rooms Facilities | | | | |
| | (i) Gents Candidates | | | | |
| | (ii) Ladies Candidates | | | | |
| | (iii) No. of Toilets | | | | |
| | (iv) No. of Wash Rooms | | | | |
| (e) | Canteens/Catering Facilities | | | | |
| | (i) Mess Room / Canteen Area | | | | |
| | (ii) No. of Tables & Chairs | | | | |
| (f) | Teaching Aids (OHPs, White Board, Computer, CDs, etc. | | | | |
| (g) | Library Facilities | | | | |
| | (i) Space in sq.m. | | | | |
| | (ii) Number of Books | | | | |
| | (iii) Name of Journals | | | | |
| | (iv) Seating Capacity | | | | |
| | (v) Timings | | | | |
| (h) | Publications / Books available to the Staff for Teaching | | | | |
| 20 | Certificate Details of the proposed course | | | | |
| | (a) Sample of the Certificate to be issued submitted | | | | |
| 21. | Residential Facilities for Trainees (Details as per Annex IIA) | | | | |
| | (i) No. of Candidates per room | | | | |
| | (ii) No. of Toilets | | | | |
| | (iii) Mess Room | | | | |
| | (iv) Recreational Facilities | | | | |
| | (v) Play Ground | | | | |
| 22 | Details of Faculty with matrix of courses/subject and faculty hours | | | | |
| | (a) Professor/Asst. Professor/Lecturer/Instructor – 1, 2, 3 (Specify for | | | | |

| | | | | | |
|-----|--|--|--|--|--|
| | each whether full time, part time, visiting) and teaching hours/ week. | | | | |
| | (i) Name | | | | |
| | (ii) Age | | | | |
| | (iii) DGS Faculty Approval No. & Date | | | | |
| | (iv) Designation | | | | |
| | (v) Qualification | | | | |
| | (vi) Experience | | | | |
| | (vii) Faculty Approval No. & Date | | | | |
| 23 | Support Staff (Non Teaching) | | | | |
| | Support Staff-1, 2, 3 (and so on) | | | | |
| | (i) Name | | | | |
| | (ii) Age | | | | |
| | (iii) Designation | | | | |
| 24 | (i) Total Course Hours | | | | |
| (a) | (ii) Total Teaching Hours | | | | |
| | (iii) Total Lab. /Workshop Hours | | | | |
| (b) | Subjects with Teaching Hours | | | | |
| | a. | | | | |
| | b. | | | | |
| | c. | | | | |
| | d, e, f | | | | |
| | Total: | | | | |
| (c) | Subjects with Workshop/Lab. hours | | | | |
| | a. | | | | |
| | b. | | | | |
| | c. | | | | |
| | d, e, f | | | | |
| | Total: | | | | |
| (d) | Name of the Faculty with hours taught /week | | | | |
| | a. | | | | |
| | b. | | | | |
| | c, d, e, | | | | |
| | Total: | | | | |

Dr. Maheshwari
12/11/16

MATRIX 1

Model Faculty Load Matrix for Course(consolidated hours for each faculty)

Name of The Institute
Address of Premises
Course Name
Number Of Candidates

| S.No.(1) | Faculty Name(2) | Faculty Approved (Y/N)(3) | Course for which Approval is sought (4) | | | All other courses where this faculty is associated(5#) | | | | | | Total Hrs/Week (A+B+C)(6) |
|----------|-----------------|---------------------------|---|---------|--------------|--|---------|--------------|---------------|---------|--------------|---------------------------|
| | | | Course Name : | | | Course Name : | | | Course Name : | | | |
| | | | Subject | Hrs/Day | Hrs/Week (A) | Subject | Hrs/Day | Hrs/Week (B) | Subject | Hrs/Day | Hrs/Week (C) | |
| 1 | Faculty 1 | | | | | | | | | | | |
| 2 | Faculty 2 | | | | | | | | | | | |
| 3 | Faculty 3 | | | | | | | | | | | |
| 4 | Faculty 4 | | | | | | | | | | | |
| 5 | Faculty 5 | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Name & Signature Of Course In Charge(as approved by DGS)*:

Date

Column 5 may be extended if the faculty is assigned more than 2 courses

*If course -in -charge is not approved by DGS, the Principal may sign on behalf of course-in-charge

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S. M. Acharya
17/08/16

MATRIX 2A

Model MASTER Load Matrix for Course

Name of The Institute

Address of Premises

Course Name

Number Of Candidates

| | | 1st Session | | | 2nd Session | | | 3rd Session | | | LUNCH | 4th Session | | | 5th Session | | | 6th Session | | |
|-----------|---------------|----------------|--------------------|-----------------|----------------|--------------------|-----------------|----------------|--------------------|-----------------|-------|----------------|--------------------|-----------------|----------------|-----------------------|-----------------|----------------|--------------------|--------------|
| | | Sub./ Comp. | Name of Faculty | No. of Hours | Sub./ Comp. | Name of Faculty | No. of Hours | Sub./ Comp. | Name of Faculty | No. of Hours | | Sub./ Comp. | Name of Faculty | No. of Hours | Sub./ Comp. | Name of Faculty | No. of Hours | Sub./ Comp. | Name of Faculty | No. of Hours |
| 1st Week | 1st Day (Mon) | | | | | | | | | | | | | | | | | | | |
| | 2nd Day(Tue) | | | | | | | | | | | | | | | | | | | |
| | 3rd Day(Wed) | | | | | | | | | | | | | | | | | | | |
| | 4th Day (Thu) | | | | | | | | | | | | | | | | | | | |
| | 5th Day(Fri) | | | | | | | | | | | | | | | | | | | |
| | 6th Day(Sat) | | | | | | | | | | | | | | | | | | | |
| 2nd Week | 1st Day (Mon) | | | | | | | | | | | | | | | | | | | |
| | 2nd Day(Tue) | | | | | | | | | | | | | | | | | | | |
| | 3rd Day(Wed) | | | | | | | | | | | | | | | | | | | |
| | 4th Day (Thu) | | | | | | | | | | | | | | | | | | | |
| | 5th Day(Fri) | | | | | | | | | | | | | | | | | | | |
| | 6th Day(Sat) | | | | | | | | | | | | | | | | | | | |
| Last Week | 1st Day (Mon) | | | | | | | | | | | | | | | | | | | |
| | 2nd Day(Tue) | | | | | | | | | | | | | | | | | | | |
| | 3rd Day(Wed) | | | | | | | | | | | | | | | | | | | |
| | 4th Day (Thu) | | | | | | | | | | | | | | | | | | | |
| | 5th Day(Fri) | | | | | | | | | | | | | | | | | | | |
| | 6th Day(Sat) | | | | | | | | | | | | | | | | | | | |

Name & Signature Of Course In Charge(as approved by DGS)*:

Date

Note: 1. Session timings to be shown against each session

*If course -in -charge is not approved by DGS, the Principal may sign on behalf of course-in-charge

D:\Bhosle Master Folder\Institute\Training Br n Institute n Ship-in-campus\MASTER Load Matrix .xls

Signature
17 Nov 16

MATRIX 2B
MODEL TIME TABLE (FOR MODULAR COURSES ONLY)

NAME OF THE INSTITUTE:

COURSE NAME:

COURSE DURATION:

COURSE INCHARGE:

BATCH NAME/NUMBER (only if multiple batches of same course are being conducted):

| | Session 1 | Session 2 | Session 3 | LUNCH | Session 4 | Session 5 | Session 6 |
|---|--|--|--|-------|--|--|--|
| Day 1 | Subject: Faculty Name: Theory/Practical/ Film | Subject: Faculty Name: Theory/Practical/ Film | Subject: Faculty Name: Theory/Practical/ Film | | Subject: Faculty Name: Theory/Practical /Film | Subject: Faculty Name: Theory/Practical /Film | Subject: Faculty Name: Theory/Practical/ Film |
| Day 2 | | | | | | | |
| Day 3 | | | | | | | |
| Day 4 | | | | | | | |
| . | | | | | | | |
| . | | | | | | | |
| Total theory hours: Total practical/drill hours: Total film/AV hours: | | | | | | | |

Is the faculty listed above dedicated for this course: Yes/No

Name & Signature Of Course In Charge(as approved by DGS):

Date:

Note:

1. Session timings could be as per institutes discretion.
2. Each subject to be allotted time as per applicable guidelines issued by this Directorate
3. Each session to indicate if it is theory/practical or film
4. If multiple batches are being conducted for same course, time table for all batches to be submitted clearly specifying the batch name/number
5. In case the facility for practical/demo is being used by other batches also, submit the utilization time table of the facility

7

P. M. Anurag Kumar
17 Nov 16

MATRIX 3(See reverse for instructions to fill this matrix)
FACILITY UTILIZATION MATRIX

NAME OF THE INSTITUTE:

Address where facility is located:

FACILITY: Ship-In-Campus/Mock Up/Simulator/Others(strike out those not applicable)

| ACIET-IT: Campus Week - Spring/Summer/Others (Strike out those not applicable) | | | Day | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------|-----------|-----|----|-----|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| S.No | Month & Year | Time | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | Jan, 11 | 0930-1100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1100-1230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1330-1500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1500-1630 | | BE | DME | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Feb, 11 | 0930-1100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1100-1230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1330-1500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1500-1630 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | March, 11 | 0930-1100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1100-1230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1330-1500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1500-1630 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | April, 11 | 0930-1100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1100-1230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1330-1500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1500-1630 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | May, 11 | 0930-1100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1100-1230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1330-1500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1500-1630 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | June, 11 | 0930-1100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1100-1230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1330-1500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1500-1630 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | July, 11 | 0930-1100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1100-1230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1330-1500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1500-1630 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Aug, 11 | 0930-1100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1100-1230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1330-1500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1500-1630 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Sept, 11 | 0930-1100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1100-1230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1330-1500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1500-1630 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Oct, 11 | 0930-1100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1100-1230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1330-1500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1500-1630 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Nov, 11 | 0930-1100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1100-1230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1330-1500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1500-1630 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Dec, 11 | 0930-1100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1100-1230 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1330-1500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1500-1630 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Nomenclature: Black for GME(Graduate Marine Eng), Green for B.E, Red for DME etc

MATRIX 4
COURSE OUT LINE FORMAT FOR MODULAR COURSES(FPFF, AFF,OTF,CTF,GTF,SPECIALISED TRAINING FOR OIL TANKER/CHEMICAL/LGTC OPERATIONS

NAME OF THE INSTITUTE:

COURSE NAME:

COURSE INTAKE:

COURSE DURATION:

COURSE FREQUENCY:

| SUBJECT | HOURS | | | STUDENT/TRAINER RATIO FOR PRACTICALS/DRILLS |
|------------------------------|---------|-------|--------------------|---|
| | LECTURE | FILMS | DRILLS/ PRACTICALS | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Review and Assessment | | | | ----- |
| Subtotals | | | | |
| Total | | | | |

Name & Signature Of Course In Charge(as approved by DGS)*:

Date:

**If course -in -charge is not approved by DGS, the Principal may sign on behalf of course-in-charge*

Principal

MATRIX 5
TRAINING HRS. (ABSTRACT)
SEMESTER WISE HOURS DISTRIBUTION
 (This matrix need not be filled for Modular courses)

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---------|-------------|----------|----------|------------|----------------------------------|-------------------------------|-------------|--------------------|-------|
| Sr. No. | SEMESTER | CLASS | | PRACTICAL | | | | | Total |
| | | Lectures | Tutorial | Laboratory | Indoor / Academic Workshop | Outdoor Marine Workshop | Afloat Trg. | Ship-in- campus | |
| | I | | | | | | | | |
| | II | | | | | | | | |
| | III | | | | | | | | |
| | IV | | | | | | | | |
| | V | | | | | | | | |
| | VI | | | | | | | | |
| | VII | | | | | | | | |
| | VIII | | | | | | | | |
| | | | | | | | | | |
| | Grand Total | | | | | | | | |

D:\Bhosle Master Folder\Institute\Training Br n Institute n Ship-in-campus\Trg Hrs Matrix\Sheet 2.xls

Dr. Anshuman

i) Whether the approved Building Plan is in the name of the proposed Institution
Yes ☐ No ☐

ii) Whether Master plan duly approved by the Competent Authority for the entire institutional complex with the details of the plinth area including area of laboratories, class rooms, drawing halls, workshops, library, administrative block, hostel, playground, etc. along with the phase wise plan for construction with details of financial estimate and sources of funds has been submitted.
(Please tick)
Yes ☐ No ☐

iii) Whether the approved Building Plan has survey Nos. / Identification of land on it.
Yes ☐ No ☐

iv) Whether building plan is approved by the Competent Authority.
Yes ☐ No ☐

If yes, then give name of authority with date of approval

(Attach copy of approved building plan and resolution of Applicant earmarking building for the proposed programme)

Finnehalma
17 nov 16

- v) Details of availability of Built up space at Permanent Site for this proposal as per the approved building plan [in sqm]

| Sl. No. | Particulars of Built-up Space at proposed permanent site. | RCC Building (in Sqm) | ACC Shed (in Sqm) | Exclusive for proposed new Courses / institution. (in Sqm) | Shared with existing courses / institution. (in Sqm) |
|---------|--|-----------------------|-------------------|--|--|
| 1. | Total Instructional Area including Library | | | | |
| 2. | Total Workshop and Lab Area (Including Shop in Campus if applicable) | | | | |
| 3. | Total Area for Hostel | | | | |
| 4. | Total Area for playground and swimming pool | | | | |
| 5.. | Total Area (in Sqm) | | | | |

- vi) Whether Construction has been carried out as per approved Building Plan.

Yes

☐

No

☐

S. M. Anandharan
17 mar 16

vii). Details of Computer Facilities for the Proposed Course(s)

| S. No. | Particulars | For existing approved intake | For proposed intake |
|--------|-------------------------------|------------------------------|---------------------|
| 1. | Number of Computer Terminals | | |
| 2. | P-IV / Latest Configuration | | |
| | P-III | | |
| | Others | | |
| 3. | No. of Terminals on LAN / WAN | | |
| 4. | Printers | | |

viii) Details of Laboratory & Workshop facilities for the Proposed Increase in intake/
New Course(s)

| S. No. | Name of the Laboratory / Workshop, if required | Additional Carpet Area available (Sq. M.) |
|--------|--|---|
| | | |
| | | |
| | | |

ix) Details of Ship in Campus (if applicable)

Date : _____

(Name & Signature of the Authorized Representative)

Place : _____

Designation

(Seal)

P. M. Maheshwari
17/08/16

SPECIMEN APPROVAL LETTER

Annex - III

3 Pages

3-TR (12)/2000-4 year B.Tech(ME)
2007

APPROVAL NO: TR/A/19/2007

The Director General of Shipping is pleased to accord **provisional/final** approval for following course at your institute, subject to fulfilling the guidelines, being issued by the Directorate from time to time: -

Name of Institute : M/s. ABC Maritime Academy
INDOS No. 001

Location: XYZ Lane , Mumbai

Name of the Course First year of 4 years B.Tech . (Marine Engineering)

Degree Course Course ID: 64

Duration : 4 years

Intake Capacity : 80 candidates per annum (two classes of 40 each)

Frequency of the : Once in a year


Course in a year

Start of the Academic session:

Special Instructions :

This provisional approval is accorded only for the commencement of first year of 4 years B. Tech (Marine Engineering) Degree Course with the above capacity in the Academic year 2007-2008, and is subject to the following conditions:

1. The Institute would obtain year wise provisional approval after developing the commensurate facilities as outlined in the Training Circular - of -----.


17 Nov 16

2. The Institute would submit quarterly progress report on the construction of the "Ship in Campus" and complete the same within eighteen months.
3. The Institute would submit a list of yearly sea berth availability for the students and shall regulate the admissions in full compliance with DGS Circular 1 of 2007, as amended from time to time
4. The Marine engineering Section of the College and Hostel shall have to function exclusively imbibing the mariners' culture in every walk of educational and personal lives of its students, with proper academic, curricular and other inputs so as to build their persona as future Mariners.
5. The institute shall maintain a good and sustainable academic standard commensurate with the needs of the international shipping and equip their students with the best of laboratory, workshop and other facilities as per the orders applicable from time to time.
6. The institute is to have in place proper faculty with requisite qualifications in accordance with DGS order in force.
7. The institute is also to set up proper grievances mechanism and treat the students well.
8. Only such students as who meet the eligibility criteria in terms of orders of Directorate as applicable from time to time admitted by the institute will be entitled all benefits under M.S (S T C W) Examinations Rules and any violation by the institute will be dealt in terms of provisions of respective orders / guidelines of this Directorate and the Institute shall be debarred from further admissions without any notice.
9. The Directorate shall be indemnified from any responsibility legal, financial or otherwise, if any, arising out of admission of ineligible candidates by the institute and shall not be accountable/called in question and legally proceeded against by any body and account of the same.
10. The college shall abide by all the orders / guidelines and circulars governing the sanction / approval thereof and / or courses(s) conducted by them as published in the official web site of the Directorate namely www.dgshipping.com, in the act of such publication being enough evidence of the said orders / guidelines and circulars have been published.
11. The approval is also co-terminus with necessary approval from local bodies, State Government including trade and labour regulations, municipal authority and such other authorities as may be applicable and clear land title being submitted whenever called for, where the Institute is located.

PM Anshuman
17mar16

12. The Institute shall maintain high standards of excellence and professionalism in all matters relating to maritime education and shall raise their students in such a way as to prepare them as the best marine engineers, providing them with world class training facilities so as to make them competitive in the international shipping world.

13. All the guidelines, which have already been promulgated, by this Directorate and those to be promulgated subsequent to issue of this provisional approval letter should be complied with by the institute. It is the responsibility of Institute to keep themselves abreast of the governing orders/rules/conditions / circulars, as applicable, to the Institute, as issued by the Directorate for conduct of training/ course approved as available at website of the Directorate viz. www.dgshipping.com Violation of any of guidelines as referred to herein shall entail suspension of the approval granted herein, without any notice whatsoever at the risk and consequences of the Institute.

14. The institute shall be subjected to Schedule/unscheduled inspection by the representative of the Directorate/ Academic Council. In case of any deficiency, the provisional approval shall be withdrawn without any further notice. You are requested to see overleaf for General guidelines. Receipt and acceptance of the aforesaid conditions shall be acknowledged by the institute forthwith. Any act done by the institute in pursuance of this provisional approval including admission of students for this course and/or publication of any advertisement for such admission shall constitute in toto acceptance of all the conditions set forth herein and such other future stipulations as may be notified by the Directorate and shall form a binding contract between the Directorate and the institute in terms of and for the purpose of the Indian Contracts Act, 1872.

Yours faithfully,

Sd/-

Asstt. Director General of Shipping

For Director General of Shipping

To:

M/s ABS

Copy to: -

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S. M. Anandhar
17 Nov 16

**ANNUAL RETURN TO BE FILED BY THE INSTITUTION AT THE END OF
EACH ACADEMIC SESSION**

1. Name of the Institution : _____
2. Address including telephone, Fax, e-mail.: _____

Telephone No.: _____ Fax. No.: _____
E.Mail.: _____
3. Name of the Head of the Institution : _____
4. Name of the Affiliating University : _____
5. Details of University Affiliation and AICTE approval (if applicable) :
6. Members of the Board : _____
7. Members of Academic Advisory Body : _____
8. Frequency of the Board Meetings and Academic Advisory Body : _____
9. Student Feedback on Institutional Governance/faculty performance : _____

10. Grievance redressal mechanism for faculty, staff and students : _____

11. Course approved by the DGS : (1) _____ (2) _____

Dr. Manoharan
12/11/16

12. Details of each approved course :

| Name | Ref. No. & date of approval letter | Number of approved seats | Duration of the course From To | | Total teaching hours | Cut off mark/rank for admission during the last two years | Total Fee (All dues) | |
|------|------------------------------------|--------------------------|-----------------------------------|--|----------------------|---|------------------------|--|
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13. Faculty Course wise list of faculty members:

| Permanent Faculty | Visiting Faculty | Guest Faculty | Permanent Faculty: Student Ratio | Number of faculty employed and left during the last two years |
|-------------------|------------------|---------------|----------------------------------|---|
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Dr. Anshuman
17 Nov 16

14. Teaching load of each faculty course wise:
(As per attached Annex in the circular)

15. Course wise, details of students passed out and sea berths provided

16. Details of placement for sea time

| Course | Name of candidates | | | CDC No. of candidates passed | Name of the ship joined for 'sea time' with IMO No. | RPS agents/ ship-owner providing tie up with License No. |
|--------|--------------------|--------|--------|------------------------------|---|--|
| | Admitted | Passed | Failed | | | |
| | | | | | | |
| | | | | | | |

17. Details of the existing course(s) with respect to Admission

- Number of seats sanctioned with the year of approval. : _____
- Number of applications received for the first year admission : _____
- Number of students admitted under various courses in the current year: _____

| Sr. No | Courses | Existing Approved intake year wise | Present Strength year wise | Remarks |
|--------|---------|------------------------------------|----------------------------|---------|
| | | | | |
| | | | | |
| | | | | |

18. Details of Examination Result

| Sr. No | Courses | Name of the University conducting the examination | Details of pass percentage (year wise) | Total No. of candidates admitted in the year (year wise) | Total No. of candidates passed in the year (year wise) | No. of CDC issued to the candidates in the year |
|--------|---------|---|--|---|---|---|
| | | | | | | |
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Signature
17 Nov 16

14. Teaching load of each faculty course wise:
(As per attached Annex in the circular)

15. Course wise, details of students passed out and sea berths provided

16. Details of placement for sea time

| Course | Name of candidates | | | CDC No. of candidates passed | Name of the ship joined for 'sea time' with IMO No. | RPS agents/ ship-owner providing tie up with License No. |
|--------|--------------------|--------|--------|------------------------------|---|--|
| | Admitted | Passed | Failed | | | |
| | | | | | | |
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17. Details of the existing course(s) with respect to Admission

- Number of seats sanctioned with the year of approval. : _____
- Number of applications received for the first year admission : _____
- Number of students admitted under various courses in the current year: _____

| Sr. No | Courses | Existing Approved intake year wise | Present Strength year wise | Remarks |
|--------|---------|------------------------------------|----------------------------|---------|
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18. Details of Examination Result

| Sr. No | Courses | Name of the University conducting the examination | Details of pass percentage (year wise) | Total No. of candidates admitted in the year (year wise) | Total No. of candidates passed in the year (year wise) | No. of CDC issued to the candidates in the year |
|--------|---------|---|--|---|---|---|
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19. Details of any disciplinary action taken against the student with respect to

i. Ragging : _____

ii. Due to any other reason : _____

20 Details of ISO 9001:2000

i. Copy of last internal audit report _____

ii. Copy of last external audit report _____

21. Details of annual percentage of Fees paid to DGS

i. Total fees collected on annual basis : _____

ii. Draft No. date of payment and amount : _____

22. Teaching load of each faculty course wise : _____

23. Students feed back with respect to assessment of Faculty :

24. Details of Any additional infrastructure created during the year

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DECLARATION

I/We, on behalf of _____ hereby
confirm 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, shall entail
withdrawal of approvals granted to the institute

Date:

**Name and Signature of the
Authorized Signatory of the
Institution with seal**

Place:.....

Dr. Anshu Chaurasia
12/11/2016

ANNUAL RETURN

Annex – V

1 Page

COURSE DIARY (To be maintained in safe custody & entered for each class undertaken)

Name of Institute : _____

Address (location) of Institute which
houses the Class Room : _____

Class Room No. : _____ (Room No. to be indelibly marked in each Class Room)

Course Name : _____ Date of Commencement of Course : _____

Total Duration of Course (days) : _____

In case of outdoor practicals (i.e.
outside Class Room) precise
location / venue to specify : _____

| Sr.No | Date | Name of Faculty / Instructor (as applicable) | Permanent (P) / Visiting (V) | No. of Candidates | Subject Taught | Topics & Sub-topics covered | Time for which taught i.e. from _____ hours to _____ hours | Signature of faculty & date |
|-------|------|--|------------------------------|-------------------|----------------|-----------------------------|--|-----------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
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Name, Signature & Date of Course Incharge
(To be signed every day)

Name, Signature & Date of Head of the Institute
(To be signed once every month)

[Signature]
17/10/16

SUGGESTIVE BREAKUP OF DAILY ROUTINE

All Staff and the candidates should be in Uniform in the Campus at all times.

Monday to Friday

| | |
|-------|--|
| 05:30 | Reveille/Tea |
| 06:00 | Roll Call, Fall-in, Physical Training |
| 06:30 | Clean ship |
| 07:30 | Bath, Change into Uniform, Breakfast |
| 08:30 | Parade Training |
| 09:00 | Classes |
| 11:00 | Tea |
| 11:10 | Classes |
| 13:10 | Lunch-Break |
| 14:00 | Practical |
| 16:00 | Tea-Break |
| 16:10 | Swimming/ Boat Work/Games |
| 18:00 | Dinner |
| 20:30 | Self Study/Library |
| 21:30 | Round by Duty Staff, Last Post, Lights Out |

Saturday

| | |
|-------|--|
| 05:30 | Reveille/Tea |
| 06:00 | Roll Call, Fall-in, Physical Training |
| 06:30 | Clean ship |
| 07:30 | Bath, Change into Uniform, Breakfast |
| 08:30 | Parade Training |
| 09:00 | Classes |
| 11:00 | Tea |
| 11:10 | Classes |
| 13:10 | Lunch |
| 16:00 | Tea |
| 18:00 | Dinner |
| 21:30 | Round by Duty Staff, Last Post, Lights Out |

Sundays & National Holidays

| | |
|-------|--|
| 06:00 | Reveille/Tea |
| 06:30 | Cross Country Running |
| 08:30 | Bath, Breakfast |
| 09:00 | May Proceed on Short Liberty |
| 11:00 | Tea |
| 13:00 | Lunch |
| 18:00 | Dinner |
| 20:00 | Liberty Expires |
| 21:30 | Round by Duty Staff, Last Post, Lights Out |

CENTRE *for* AFFILIATION *of* INSTITUTIONS
(formerly Centre for Engineering Partnership)
ANNA UNIVERSITY CHENNAI

Statutes for Affiliation 2004

&

Regulations for Affiliation 2004

(as amended on 21-02-2007)

STATUTES FOR AFFILIATION

Contents

Section

1. **BACKGROUND**
2. **DEFINITIONS OF TERMS, AS GIVEN IN THE ANNA UNIVERSITY ACT, 1978 AND THE ANNA UNIVERSITY (AMENDMENT) ACT, 2001**
3. **PROVISIONS UNDER SECTION 29, CLAUSE XVI-a OF THE ANNA UNIVERSITY ACT, 1978 AS AMENDED IN THE ANNA UNIVERSITY (AMENDMENT) ACT, 2001.**
4. **POWERS TO GRANT OR WITHDRAW AFFILIATION**
 - 4.1 **Definition of terms**
 - 4.2 **Grant of Affiliation to Colleges**
 - 4.3 **Suspension or Withdrawal of Affiliation**
5. **CONDITIONS TO BE SATISFIED BY COLLEGES SEEKING AFFILIATION**
 - 5.1 **Society / Trust**
 - 5.2 **Constitution of the Governing Council of a College**
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 - 5.18 **Conduct of Academic Programmes, other than those Affiliated to University**
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- 7 **Procedure For Grant / Withdrawal Of Affiliation To A Programme**

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- 7.2 Inspection Fee**
- 7.3 Inspection Committee**
- 7.4 Standing Committee on Affiliation**
- 7.5 Grant of Affiliation**
- 7.6 Categories of Affiliation**
 - 7.6.1 Provisional Affiliation**
 - 7.6.2 Permanent Affiliation**
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(To read with the “Statutes for Affiliation”)

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 - R 1.2 Term**
 - R 1.3 Meeting and its Venue**
 - R 1.4 Quorum**
 - R 1.5 Functions**
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- R 3 TRAINING AND PLACEMENT OF STUDENTS (vide Section 5.3 of the Statutes)**
- R 4 ALUMNI ASSOCIATION (vide Section 5.3 of the Statutes)**
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- R 12 FACULTY TRAINING AND DEVELOPMENT (vide Section 5.10 of the Statutes)**
- R 13 PERFORMANCE APPRAISAL (vide Section 5.10 of the Statutes)**
- R 14 HEALTH CENTRE (vide Section 5.11 of the Statutes)**
- R 15 CO-CURRICULAR ACTIVITIES (vide Section 5.12 of the Statutes)**
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- R 17 DISCIPLINE AND WELFARE COMMITTEE (vide Section 5.14 of the Statutes)**
- R 18 REGISTERS AND RECORDS (vide Section 5.15 of the Statutes)**
- R 19 RETURNS FROM THE COLLEGE (vide Section 5.16 of the Statutes)**
- R 20 FORMAT OF APPLICATION FOR AFFILIATION (vide Section 7.1 of the Statutes)**
- R 21 INSPECTION FEE (vide Section 7.2 of the Statutes)**
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2. **Norms for Buildings** (R 6.2, R 7 & R 16)
3. **Norms for Staff Residences** (R 6.3)
4. **Norms for Central Library** (R 9)
5. **Norms for Hostels** (R 10)
6. **Constitution of Staff Selection Committee for Career Advancement / Direct Recruitment of Faculty** (R 11.2.4)
7. **Guidelines For Career Advancement Scheme** (R 11.2.4)
8. **Qualification and Experience for Recruitment of Faculty** (R 11.3)
9. **Norms for Non-Teaching Staff** (R 11.4)
10. **Discipline and Welfare Committee** (R 17)
11. **Registers and Records** (R 18)
12. **Returns from the college** (R 19)
13. **Format of Application for Affiliation** (R 20)
14. **Report of the Inspection Committee for Affiliation** (R 22)

STATUTES FOR AFFILIATION

1 BACKGROUND

Anna University was founded as a unitary type of University under the Anna University Act, 1978. This Act was amended in the year 2001 under the Anna University (Amendment) Act, 2001 converting the Anna University into an affiliating type of University in the State of Tamil Nadu, with jurisdiction over the entire State of Tamil Nadu, excluding the area under Annamalai Nagar.

2 DEFINITIONS OF TERMS, AS GIVEN IN THE ANNA UNIVERSITY ACT, 1978 AND THE ANNA UNIVERSITY (AMENDMENT) ACT, 2001

(a) “affiliated college” means any college or institution, situate within the University area and affiliated to the University and providing courses of study in engineering, technology and allied sciences for admission to the examinations for degrees, diplomas and other academic distinctions of the University and includes a college deemed to be affiliated to the University under this Act and includes an autonomous college;

(ac) “autonomous college” means any college designated as an autonomous college by or under the Statutes;

(ae) “college” means a college or institution established or maintained by or affiliated to the University and providing any course of study or training in engineering, technology and allied sciences for admission to the examination for degrees, diplomas and other academic distinctions of the University”

(b) “constituent college” means every college and institution specified in Schedules I, I-A and I-B

(c) “Dean” means the head of constituent college

(d) “Director” means the head of research and development or the head of every centre of Advanced Study, as may be prescribed;

(f) “Government” means the State Government

(ha) “Principal” means the head of an affiliated college

(i) **“State”** means the State of Tamil Nadu

(j) **“Statutes” “ordinances” and “regulations”** means respectively the Statutes, Ordinances and Regulations of the University made or continued in force under this Act

(k) **“teachers”** means such Deans, Directors, Professors, Assistant Professors, Readers, Lecturers and other like persons as may be declared by the Statutes to be teachers

(l) **“University”** means the Anna University established under Section 3 of the Anna University Act, 1978

(m) **“University area”** means the whole of the State of Tamil Nadu excluding the Annamalai Nagar as defined in clause [a] of Section 2 of the Annamalai University Act, 1928 [Tamil Nadu Act 1 of 1929]

3 PROVISIONS UNDER SECTION 29, CLAUSE XVI-a OF THE ANNA UNIVERSITY ACT, 1978 AS AMENDED IN THE ANNA UNIVERSITY (AMENDMENT) ACT, 2001.

29 **Statutes** - Subject to the provisions of this Act, the statutes may provide for all or any of the following matters, namely:-

[xvi-a] **“the conditions of affiliation of colleges to the University”;**

4 POWERS TO GRANT OR WITHDRAW AFFILIATION

4.1 Definition of Terms:

“academic programme” means any course of study offered by a college in engineering, technology and allied sciences for admission to the examinations for degrees, diplomas and other academic distinctions of the University.

4.2 Grant of Affiliation to Colleges

The University shall have the power to affiliate any academic programme in any college within the University area, for admission to the examinations for degrees, diplomas and other academic distinctions of the University.

4.3 Suspension or Withdrawal of Affiliation

The University shall have the power at any time after adopting the set procedures, to suspend or withdraw the affiliation granted to an academic programme.

5 CONDITIONS TO BE SATISFIED BY COLLEGES SEEKING AFFILIATION

5.1 Society / Trust

A registered society / registered trust may alone be eligible to seek affiliation for academic programmes and it shall satisfy the conditions stipulated in sub Statutes 5.2 to 5.18 so far as they are not inconsistent with the regulations that may be stipulated by the AICTE from time to time.

5.2 Constitution of the Governing Council

The college shall be managed by a regularly constituted Governing Council. The composition, functions and other conditions pertaining to the Governing Council shall be as prescribed in the Regulations.

5.3 Other Bodies of a College

The college shall have a duly constituted Planning and Monitoring Board as prescribed in the Regulations to formulate long term and short-term development programmes for the college to achieve academic excellence in tune with the policies of the University.

The college shall make provision to have an 'Alumni Association' to promote interaction between alumni and the college, as prescribed in the Regulations.

The college shall have a 'Training and Placement Cell' to take care of training and placement requirements of the students, as prescribed in the Regulations.

5.4 Financial Stability

The college shall have adequate financial resources to meet effectively the annual maintenance and development expenditures of the college.

5.4.1 Utilization of Funds and Audit

The amounts under any head collected by the college from the students shall be expended solely for the betterment and growth of the college and to provide facilities for the benefit of the students and staff of the college.

The college shall submit its statement of accounts duly audited by a Chartered Accountant to the University every year and also submit the financial details in the prescribed format as given in the Regulations.

5.5 Land and Building Requirements

The college shall have adequate land and buildings as prescribed in the Regulations and shall use them only for its academic functions.

5.6 Laboratories and Equipment

The college shall have the required laboratories and equipment to carryout experiments / studies, meeting the requirements of the curriculum and syllabi for the academic programme(s), as prescribed in the Regulations.

5.7 Computer Centre

The college shall have a computer centre as a centralized service facility for the use of students and staff as prescribed in the Regulations.

5.8 Library

The college shall have a library consisting of textbooks, reference books, journals and electronic reference facilities, as prescribed in the Regulations.

5.9 Hostels

The college shall make adequate provision for the residence of its students in the campus, as prescribed in the Regulations.

5.10 Staff

The college shall have adequate number of teaching and non-teaching staff appointed on a full time basis, with qualifications and experience as prescribed in the Regulations.

Faculty shall be periodically appraised of their performance to facilitate promotions under Career Advancement Scheme and other faculty improvement / development programmes as prescribed in the Regulations.

The college shall evolve necessary establishment rules for service conditions for staff (Teaching and Non-Teaching), and rules for conduct and procedure for disciplinary proceedings. Such rules shall be made available to all the staff of the college. The college shall evolve a mechanism for grievance redressal of all the staff of the college.

5.11 Health Centre

The college shall have a health centre manned by the required medical and para-medical staff, as prescribed in the Regulations.

5.12 Co-Curricular Activities

The college shall have facilities to offer co-curricular activities such as National Cadet Corps (NCC), National Service Scheme (NSS), National Sports Organisation (NSO) and Youth Red Cross (YRC) along with adequate manpower and infrastructure facilities, as prescribed in the Regulations.

5.13 Necessary Amenities

The college shall make available all necessary amenities, as prescribed in the Regulations.

5.14 Discipline

The college shall have a duly constituted 'Discipline and Welfare Committee', as prescribed in the Regulations to maintain harmony and discipline in the college campus including the hostel premises and to redress all grievances of students.

5.15 Maintenance of Registers and Records

The college shall maintain registers and records pertaining to academic, administrative and financial functions of the college, as prescribed in the Regulations and the same may be made available to the University, as and when required.

5.16 Returns from the College

The college shall furnish such returns and other information as the University may require for monitoring the academic functions of the college.

5.17 Conduct of University Examinations

The college shall provide all the required facilities, including sparing of the premises and the staff for the conduct of examinations, invigilation during examinations, and assisting the evaluation process, as directed by the University.

5.18 Conduct of Academic Programmes, other than those Affiliated to University

Starting and conducting of “Study Centres” of Open Universities in the affiliated college premises shall be done only with the prior explicit approval of the University.

Academic programmes leading to the award of degrees, diplomas, certificates and other academic distinctions by other universities / institutions/ organisations shall not be conducted by the affiliated colleges.

6 PRE-REQUISITE FOR APPLYING FOR AFFILIATION

Any new college seeking affiliation for its academic programme(s) or every college applying for affiliation for academic programme(s) or for variation in intake in an already affiliated programme(s) should produce the letter(s) of approval from the AICTE as per provisions of the AICTE Act.

7 PROCEDURE FOR GRANT / WITHDRAWAL OF AFFILIATION TO A PROGRAMME

7.1 Filing Application to the University

Any college applying for affiliation for academic programme(s) or for variation in intake in an already affiliated programme shall apply to the University in the prescribed format within the time limit, as specified in the Regulations.

The college provisionally affiliated for an academic programme shall continue to apply in the prescribed format, every year for the minimum number of years prescribed for the completion of the programme to secure continuation of provisional affiliation.

7.2 Inspection Fee

The college submitting the application for affiliation shall have to remit the prescribed inspection fee meant for processing and inspection of the college, as specified in the Regulations.

7.3 Inspection Committee

On receipt of the application from the college for affiliation, for each of the academic programme(s) satisfying the pre-requisite for applying for affiliation, an Inspection Committee shall be constituted as per the Regulations. The committee shall inspect and submit a report to the University in the format specified in the Regulations.

7.4 Standing Committee on Affiliation

The Standing Committee on Affiliation constituted as per the Regulations shall scrutinize the application for affiliation and review the reports of the Inspection Committees and make appropriate recommendations on affiliation of academic programme(s).

7.5 Grant of Affiliation

The decision on grant of affiliation to an academic programme shall be made by the Vice-Chancellor taking into consideration the recommendations of the Standing Committee on Affiliation.

7.6 Categories of Affiliation

7.6.1 Provisional Affiliation

Whenever, an academic programme of a college is affiliated to the University for the first time, only provisional affiliation shall be granted for a period of one academic year. This process of granting provisional affiliation will be repeated every year for a minimum number of years prescribed for the completion of the academic programme subject to the college satisfying all the requirements for affiliation and thereafter, provisional affiliation may be granted at a stretch for a period of three academic years.

7.6.2 Permanent Affiliation

A provisionally affiliated academic programme of a college shall be considered for permanent affiliation, only after three consecutive batches of students have completed their academic programme from the college. This consideration is subject to the satisfactory compliance of all the conditions prescribed by the University for the said programme during the periods of provisional affiliation. The college shall seek permanent affiliation for its provisionally affiliated programme(s) within a period of three years from the date of eligibility after satisfying all their requirements for permanent affiliation. The date of eligibility for a provisionally affiliated academic programme to apply for permanent affiliation is either the date on which three consecutive batches of students have completed their academic programme(s) from the college or the date on which this Statutes comes into force, whichever is later.

If the college fails to seek and qualify for permanent affiliation for the programme(s) within the said period, the provisional affiliation shall not be extended.

A college is said to be affiliated to the University if it offers provisional/permanent affiliated academics programmes.

A college is said to be permanently affiliated to the University, if the college has obtained permanent affiliation at least for three academic programmes.

7.7 Affiliation Fee

Affiliation (Provisional / Permanent) shall be granted to any academic programme which is recommended for affiliation only on the remittance of the affiliation fee by the college as prescribed in the Regulations.

7.8 Temporary Suspension of Instructions in an Academic Programme

In case of three consecutive years of inadequate enrolment of students in any academic programme of study affiliated (Provisional / Permanent) to the University, it shall be open to a college to suspend the instructions in that programme with the prior permission of the University for a total period not exceeding three consecutive academic years. The instructions in that programme may be revived before the expiry of the suspension period with the prior permission of the University after applying and fulfilling all the requirements for affiliation. If the college fails to revive the instructions in the said programme as aforesaid, the college is deemed to have lost its affiliation to that programme.

7.9 Suspension / Withdrawal of Affiliation of an Academic Programme

The affiliation (provisional/permanent) granted to any academic programme(s) in a college may be suspended / withdrawn after adopting the procedures laid down in the Regulations, if the college fails to comply with the provisions made in this behalf or the college has failed to observe / implement any of the conditions of affiliation, or the college has conducted in a manner which is prejudicial to the interests of university education and/or students.

Regulations for Affiliation (as amended on 21-02-2007)
(To read with the “Statutes for Affiliation”)

REGULATIONS FOR AFFILIATION

The AICTE Norms and Standards as amended from time to time in respect of Sections – R3, R5, R6, R8, R9, R10, R11, R12, R13 and R16 will be applicable for corresponding provisions of these Regulations.

R 1 GOVERNING COUNCIL OF A COLLEGE (vide Section 5.2 of the Statutes)*

R 1.1 Composition

The Members of the Governing Council of a college shall be:

1 Chairman – A technical expert either an entrepreneur or an industrialist or an educationist of repute

2 to 5 – Members to be nominated by the Registered Society / Trust

6 & 7 - Two eminent professionals from the area of Engineering & Technology

8 & 9 – Two academicians of excellence.

10 – Faculty from the University / affiliated colleges

11 – Member Secretary – Principal (ex-officio)

In the case of aided colleges such other members as nominated by the State Government.

The governing of the Government colleges will be as per Government norms.

R 1.2 Term

The term of the members, except the ex-officio member, shall be for a period of three years.

R 1.3 Meeting and its Venue







The Governing Council shall meet at least twice a year. All such meetings shall be held within the respective college campus. In the absence of the Chairman, the members can elect a pro-term Chairman from amongst the members present for that meeting. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly.

R 1.4 Quorum

The quorum for the meeting shall be 40% of the total members of the Governing Council.

R 1.5 Functions

The Governing Council besides being the supreme administrative authority of the college, shall have the following additional functions:

-  To monitor the academic and other related activities of the college
-  To consider the recommendations of the Staff Selection Committee
-  To consider the important communications, policy decisions received from the University, Government, AICTE, etc.
-  To monitor the students and faculty development programmes
-  To consider the recommendations of the Planning and Monitoring Board of the college for implementation
-  To pass the annual budget of the college.

* Subject to the outcome of W.P.M.P. No. 36292 of 2004 in W.P. No. 29897 of 2004.

R 2 PLANNING AND MONITORING BOARD (vide Section 5.3 of the Statutes)












R 2.1 Composition

The Planning and Monitoring Board (PMB) shall have a minimum of seven members, including the Chairman. All other members will be nominated by the Chairman except the University nominee. The constitution of the PMB will be as follows:

- 1 Principal of the College – Chairman
- 2 & 3 Two senior faculty members of the college
- 4 Senior faculty from University / other college.
- 5 & 6 Two industrial experts in the field of Engineering / Technology
- 7 An expert in the area of Architecture / Civil Engineering

The Planning and Monitoring Board meeting shall be convened not less than twice a year and the interval between two consecutive meetings should not be more than six months.

R 2.2 Functions

-  To review the academic and other related activities of the college
-  To review the students and faculty development programmes
-  To visualize and formulate perspective plans for the development and growth of the college
-  To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
-  To draw new schemes of development for the college
-  To plan for resource mobilization through industry interaction, consultancy and extra-mural funding
-  To promote research and extension activities in the college campus
-  To promote teaching innovations and student placement programmes
-  To plan for sustaining the quality of education, quality improvement and accreditation of the college
-  To recommend schemes to promote participation of academic departments in community development activities in the region
-  To consider such other activities for furtherance of academic excellence

R2A COMPLAINTS CUM REDRESSAL COMMITTEE

R2A.1 Composition

The composition of the complaints cum redressal committee shall be:

1. Headed by a senior lady member.
2. 50% of the members represented by ladies.
3. A third party either an NGO or an outside activist who is familiar with the issue of sexual harassment in work place.

R2A.2 Functions

1. To enquire the complaints received from the aggrieved women in respect of sexual harassment.
2. To recommend to the principal of the college, the penalty to be imposed.

The Principal upon receipt of the report from the committee shall, after giving an opportunity of being heard to the person complained against, submit the case with the committee's recommendation to the Governing Council of the colleges.

The Governing Council shall confirm with or without modification the penalty recommended after duly following the prescribed procedure.

R 3 TRAINING AND PLACEMENT OF STUDENTS (vide Section 5.3 of the Statutes)

The Training and Placement Cell shall be headed by an officer of the cadre of Professor / Asst Professor who is responsible for developing linkages between the college and industry / corporate bodies. This Cell shall have minimum facilities such as conference hall, interview room, OHP / LCD projectors and audiovisual facilities.

R 4 ALUMNI ASSOCIATION (vide Section 5.3 of the Statutes)

An Alumni Association shall be formed as soon as the first batch of students has completed the academic programme to promote active interaction between the alumni and the college.

R 5 FINANCIAL STABILITY (vide Section 5.4 of the Statutes)

The college shall fulfill the prescribed norms of the financial requirements for establishing the college (**Annexure 1**).

R 6 LAND AND BUILDING REQUIREMENT (vide Section 5.5 of the Statutes)

R 6.1 Land:

The minimum requirement of land for a college shall satisfy the prescribed norms (**Annexure 1**). The land must be in the absolute ownership and possession of the applicant Registered Society / Trust through a sale deed. In addition to the above, the Registered Society / Trust shall produce the following documents:

- i. A certificate under section 37-B of the Tamil Nadu Land Reforms (Fixation of ceiling on Land) ACT, 1961*
- ii. Land conversion certificate from the competent authority
- iii. Land use certificate from the competent authority for using the land for educational purpose

* Subject to the outcome of the pending legal proceedings in W. A. No. 3553 of 2002 etc.

R 6.2 Building:

The building area consisting of academic / instructional area, administrative area, amenities area and residential area shall be as per the prescribed norms (**Annexure 2**).

The academic / instructional area consists of classrooms, tutorial rooms, drawing halls, laboratories, workshops, computer centre, library, instructional resource centre, seminar hall.

The administrative area consists of Principal's room, visitors lounge, staff room, college office, departmental offices, stores and conference room.

The amenities area consists of canteen, common rooms, rest rooms, recreation centre, hobby centre, gymkhana, alumni association, co-operative stores, health centre, telephone booth, post office, bank extension counter, and offices of NCC, NSS, NSO and YRC.

The residential area consists of student and staff hostels, staff quarters and guesthouse.

All the buildings shall be designed and built adopting the norms prescribed in the National Building Code and local Building Byelaws, after acquiring the necessary planning and building permissions from the appropriate authorities. Necessary structural stability certificate for all the buildings / structures shall be obtained from state PWD officials, not below the rank of a Superintending Engineer. The buildings shall be functionally suitable and preferably be aesthetically designed. Provision of sufficient number of staircases and lifts / ramps shall be provided. Appropriate amenities shall be made available for the convenience of physically challenged students and staff. Sufficient number of fire fighting units shall be provided. Standby generator shall also be provided to ensure uninterrupted power supply to the laboratories and essential services.

R 6.3 Staff Residences (vide Section 5.5 of the Statutes)

Residential accommodation shall be made available within the campus for the Principal, Heads of Departments, Hostel Wardens, and essential staff including Caretaker, Electrician, Driver, Water supply pump operator, one paramedical staff and Security staff. Norms for building space will be as prescribed (**Annexure 3**).

R 7 LABORATORIES AND EQUIPMENT (vide Section 5.6 of the Statutes)

Every college shall provide necessary laboratories and equipment prescribed for offering their programmes as stipulated by the university. This will be based on the recommendations of the respective Board of Studies of the University. (for space requirement see **Annexure 2**)

R 8 COMPUTER CENTRE (vide Section 5.7 of the Statutes)

Every college shall have a computer centre as a centralized service facility for the use of students and staff of the college. The computer centre shall have computer system with CAD facilities, a high-speed printer and a plotter. Number of terminals with P IV Processor: Student ratio shall be 1:4, 1:6, 1:2 and 1:2 for B.E./ B.Tech., B.Arch., M.C.A. and M.B.A. programmes respectively.

Number of terminals on LAN / WAN shall be 50% of the terminals required.

Number of Printers required shall be 10% of the terminals required.

Number of System software and Application software shall be 2 and 8 and 2 and 4 for Engg./Tech. and B.Arch., M.B.A. M.C.A. programmes respectively.

The Head of the Department of Computer Science and Engineering discipline shall also be the Head of the Computer Centre, if the discipline exists in the College. If not, one of the Electrical / Electronics Engineering Heads of the Department will head the centre.

R 9 LIBRARY (vide Section 5.8 of the Statutes)

Every college shall have a central library with books and journals as prescribed and shall also update the library periodically as per the recommendations of the University including setting up a digital library (**Annexure 4**).

R 10 HOSTELS (vide Section 5.9 of the Statutes)

Every college shall provide necessary hostel facilities for its students, both boys and girls, as prescribed and will also consider providing a staff hostel (**Annexure 5**).

R 11. STAFF PATTERN, QUALIFICATION AND SELECTION PROCEDURE (vide Section 5.10 of the Statutes)

R 11.1 Staff Pattern

Every college shall have the following categories of staff:

- i. Principal and teaching faculty
- ii. Workshop Staff
- iii. Technical Supporting Staff
- iv. Library and Computer Centre Staff
- v. Administrative Staff
- vi. Maintenance staff and other Miscellaneous staff

R 11.2 Faculty

R 11.2.1 Staff : Student Ratio

The overall staff to student ratio shall not exceed the 1:15 for all the programmes except for B.Arch. programme. For B.Arch. programme, it shall not exceed 1:10.

The teacher requirement for Group / Class sizes of formal teaching shall be as given below:

| | |
|---------------------------|---|
| Theory lecture class | one teacher for a maximum of sixty students |
| Tutorials | one teacher for a maximum of 15 – 20 students |
| Lab. Practical / Workshop | one teacher for a maximum of 15 students |
| Drawing | one teacher for a maximum of 20 students |
| Project work | one teacher for a maximum of 9 students |

It is desirable to have 10% staff in excess of the above specification to enable a college to sponsor teacher for Staff Development Programmes and to allow teachers to avail leave to which they are entitled.

R 11.2.2 Faculty Cadre

The faculty cadres shall be as follows:

- i. Lecturer / Lecturer (Senior scale) / Lecturer (Selection Grade)
- ii. Assistant Professor
- iii. Professor
- iv. Principal

In order to cater to instructional requirements, particularly in specialized subjects, Visiting Faculty may be appointed. However, the college shall not depend on visiting / part-time faculty on continuous basis in lieu of essential regular faculty.

In respect of the requirement of number of Professors, the Principal can be shown as a professor in the Engineering / Technology department concerned.

The visiting faculty should not be included for the calculation of number of faculty available in the department concerned.

R 11.2.3 Faculty Structure and Cadre distribution

Under Graduate Programme

The faculty requirement for Science and Humanities and General Engineering to support Engineering and Technology programming shall be calculated based on the total sanctioned intake for the I year of all the B.E./B.Tech. Programmes.

The faculty requirement for core Engg. /Tech. for B.E. / B.Tech. programmes shall be calculated based on the total sanctioned intake in the II, III and IV year of the programme concerned.

The faculty requirement for B.Arch./B.Arch (Interior Design), MBA, MCA, M.Sc., B.Sc., programmes shall be calculated based on the total sanctioned strength of all the years of the programmes concerned.

The required cadre ratio of Professor : Assistant Professor : Lecturer shall be 1 : 2 : 6 for all the programmes.

There shall be one Librarian for the Central Library for the college.

There shall be one Director of Physical Education for the Division of Physical Education for the college.

Post Graduate Programmes (Engineering / Technology / Architecture Disciplines):

There shall be exclusively two Professors and two Assistant Professors or one Professor and three Assistant Professors for each programme. In addition, the services of four Lectures from the respective under graduate programme can be shared for the post graduate programme.

All the faculty members appointed for the postgraduate programme(s) shall be from the relevant area of specialization.

 **M.C.A./M.B.A. Programme(s):**

The Required ratio for Professor: Assistant Professor: Lecturer shall be 1: 2 : 6.

 **B.Sc./ M.Sc. Programmes**

The required Staff : Students ratio shall be 1:15 and the cadre ratio for Professor: Assistant Professor: Lecturer shall be 1:2:6 for B.Sc./ M.Sc. programmes.

R 11.2.4 Faculty Selection Procedure

Direct Recruitment

The post of Principal shall be filled by direct recruitment only through an open selection process by advertising in national and regional dailies. Composition of the Selection Committee shall be as given in **Annexure 6**.

The sanctioned post of Lecturer, Assistant Professor and Professor for the college shall be recruited only through an open selection process by advertising in national and regional dailies. Composition of the Selection Committee for such faculty positions shall be as per **Annexure 6**.

 **Career Advancement Scheme**

The promotions under the Career Advancement Scheme (CAS) for the posts of Lecturer (senior scale), Lecturer (Selection Grade), Assistant Professor, Professor and other cadres shall follow the guidelines (**Annexure 7**). All the promotions under the Career Advancement Scheme shall be on “insitu” basis and therefore the work allotment (teaching load etc) will remain the same after promotions. The composition of the Selection Committee for the CAS is the same as that of direct recruitment (**Annexure 6**).

The orders pertaining to appointment as well as relieving/ termination of staff members shall be communicated to the University for approval.

R 11.3 Qualification, Experience and Scales of Pay

Direct Recruitment

Minimum qualification, experience, scales of pay and age of superannuation for the Principal and other faculty positions in various disciplines in the college shall be as per the prescribed norms (**Annexure 8**).

R 11.4 Non-Teaching Staff

Staff such as Technical, Library, Physical Education, Computer Centre, Laboratory, Department, Administrative and other non-teaching staff of the College shall be appointed as per the norms (**Annexure 9**). The procedure for appointment and scales of pay for various categories of posts shall be as communicated by the University from time to time.

R 12 FACULTY TRAINING AND DEVELOPMENT (vide Section 5.10 of the Statutes)

Teachers shall be provided with opportunities to improve their qualifications through quality improvement programmes. The opportunities shall be provided for pedagogy and professional training for a period of four weeks in every three years. The college concerned shall depute its teachers on duty with salary and shall bear all the expenses for such training programmes as recognized by the University. Training of teachers is expected to contribute both towards their professional development and improvement in career prospects.

R 13 PERFORMANCE APPRAISAL (vide Section 5.10 of the Statutes)

A performance appraisal system for the faculty shall be set-up, well integrated with institutional functioning and this should lead to the identification of individual training and development needs. This should also enable the identification of faculty members whose performance is outstanding. Such performance and excellence shall be well recognized and rewarded. All colleges shall introduce a suitable transparent performance appraisal system

R 14 HEALTH CENTRE (vide Section 5.11 of the Statutes)

Every college shall have a health centre with the basic infrastructure to handle emergency medical needs of students and staff and to meet the periodical medical check up. The centre shall have a medical officer (part-time) and paramedical staff.

R 15 CO-CURRICULAR ACTIVITIES (vide Section 5.12 of the Statutes)

Every college shall have offices of NCC / NSS / NSO / YRC with qualified staff to maintain such units adhering to the rules stipulated by the appropriate authorities. They shall co-ordinate their activities with the respective coordinators at the University in respect of their activities and submission of periodic reports.

R 16 NECESSARY AMENITIES (vide Section 5.13 of the Statutes)

Every college shall provide well maintained necessary amenities such as Canteen, Students' Activity Centre, Open Air Theatre, Vehicle Parking Stands, Play Field, Guest House, Co-operative Stores, Transport Facilities for Students and Staff (wherever required), Reprographic Facilities, Telephone Facilities, Drinking Water Facilities and Toilets (for space requirements see **Annexure 2**).

To meet the needs of the guests visiting the institution for official work and the parents visiting their wards, it will be necessary to have a guest house.

There shall be an Estate Office headed by an Estate Officer with adequate supporting staff for carrying out the up-keep and maintenance of the campus.

R 17 DISCIPLINE AND WELFARE COMMITTEE (vide Section 5.14 of the Statutes)

The guidelines for the composition and functions of the Discipline and Welfare Committee are given in **Annexure 10**.

R 18 REGISTERS AND RECORDS (vide Section 5.15 of the Statutes)

The college shall maintain the requisite registers and records as specified in **Annexure 11**.

R 19 RETURNS FROM THE COLLEGE (vide Section 5.16 of the Statutes)

The college shall furnish the requisite returns to the University as specified in **Annexure 12**.

R 20 FORMAT OF APPLICATION FOR AFFILIATION (vide Section 7.1 of the Statutes)

The application format and the documents required for applying for affiliation of an academic programme / variation in intake in an already affiliated programme are given in **Annexure 13**. The last date for the receipt of the completed application will be as intimated by the University.

R20A Conditions for consideration of application

1. The request for affiliation for the courses with proposed intake other than mentioned in the application will not be considered at the later stages for the academic year concerned.
2. If the approved curricula and syllabi of the proposed programme are not available at the time of application, the programme will not be considered for affiliation.
3. For the architecture programme(s), approval from the Council of Architecture shall also be obtained for the academic year(s) concerned.
4. For B.E.(Marine Engineering), approval from the Directorate General of Shipping shall also be obtained for the academic year(s) concerned.
5. In respect of B.Sc./ M.Sc. programmes, only continuation of provisional affiliation will be considered for the existing programmes and the request for affiliation of new programmes will not be considered. In case of colleges having basic science departments recognized as research centres by the University, affiliation for offering relevant new P.G. programmes in these departments will be considered.

R 21 INSPECTION FEE (vide Section 7.2 of the Statutes)

The college submitting the application for affiliation of academic programme(s) shall remit the following inspection fee along with the application towards processing and inspection charges:

- i. Inspection fee for each additional academic programme = Rs. 25,000/-
- ii. Inspection fee for each of the already affiliated programme with increase in intake = Rs. 25,000/-
- iii. Inspection fee for each of the already existing programme with existing / reduction in intake = Rs. 12,500/-
- iv. Inspection fee for permanent affiliation for each of the already affiliated programme with existing / reduction / increase in intake = Rs. 25,000/-

R 22 INSPECTION COMMITTEE FOR AFFILIATION (vide Section 7.3 of the Statutes)




Inspection Committee for Affiliation of academic programme(s) shall be constituted by the Registrar from out of the panel of experts approved by the Vice-chancellor from time to time for considering the grant of affiliation for the academic programme(s). The Inspection Committee shall visit the college and verify the correctness of the particulars furnished by the college in the application and also verify whether all the affiliation conditions laid down by the University are satisfied. The committee shall submit a report to the University in the prescribed format. The Committee shall have a minimum of 2 members, preferably from among senior faculty members of the University / colleges, or former faculty members of the University / colleges, or experts from the industries / organizations.

In case of exigency a one-man Inspection Committee may be constituted to verify the compliance report submitted by the college.

The committee shall submit a report to the university in the format as specified in **Annexure 14**.

R 23 STANDING COMMITTEE ON AFFILIATION (vide Section 7.4 of the Statutes)

The Standing Committee on Affiliation (SCA) shall be constituted by the University. It shall consist of 5 members as detailed below:

-  Chairman of the committee - A senior academician
-  Three members – from faculty of the University/academicians
-  Member Secretary - Director (Centre dealing with affiliation matters in the University)

The term for the members of the committee shall be 3 years.

The Standing Committee on Affiliation shall scrutinize the applications received from i) the colleges and ii) the reports received from the Inspection Committee on Affiliation and consolidate its recommendations.

The SCA may seek further clarification, if necessary, from the Inspection Committee and / or college/Institution and may make appropriate recommendations on affiliation. The committee shall submit its final recommendations to the Vice-Chancellor.

R 24 AFFILIATION FEE (vide Section 7.7 of the Statutes)

The college shall remit the following non-refundable, affiliation (provisional / permanent) fee on receipt of intimation of grant of affiliation (provisional / permanent) from the university:

| Provisional Affiliation | | | | Permanent Affiliation | |
|--|----------------------|---|---------------|---|---|
| Existing Programme(s) | | Additional Programme(s) | | Existing Programme(s) | |
| Intake | Fee | Intake | Fee | Intake | Fee |
| With existing / reduction in intake | Rs.25,000/- | Up to a sanctioned strength of 60 | Rs.1,50,000/- | Up to a sanctioned strength of 60, irrespective of variation in intake. | Rs.3,00,000/- |
| With existing intake + Increase in intake up to 30 | Rs.50,000/- | From a sanctioned intake of 61 to 120 | Rs.2,25,000/- | From a sanctioned intake of 61 to 120, irrespective of variation in intake. | Rs.4,50,000/- less permanent affiliation fee already paid for the sanctioned intake upto 60 |
| With existing intake + Increase in intake above 30 and upto 60 | Rs.75,000/- | From Sanctioned intake of 121 to 180 | Rs.3,00,000/- | From a sanctioned strength of 121 to 180, irrespective of variation in intake | Rs.6,00,000/- less permanent affiliation fee already paid for the sanctioned intake upto 120. |
| With existing intake + Increase in intake above 60 and upto 90 | Rs.1,00,000/- | From a sanctioned intake of 181 to 240 | Rs.3,75,000/- | From a sanctioned strength of 181 to 240, irrespective of variation in intake | Rs.7,50,000/- less permanent affiliation fee already paid for the sanctioned intake upto 180. |

R 25 PROCEDURE FOR SUSPENSION OF AFFILIATION OF AN ACADEMIC PROGRAMME
(vide Section 7.9 Of the Statutes)

The University may suspend the affiliation of any academic programme (provisional / permanent) in a college, provided the University is satisfied that there are prima-facie evidences after preliminary investigations by an University authorized inquiring committee to verify the authenticity of the complaints received and / or non compliance of statutory provisions pending final decisions regarding withdrawal of affiliation. During the period of suspension of any such academic programme the college shall not admit fresh students to the said programme.

R 26 PROCEDURE FOR WITHDRAWAL OF AFFILIATION OF AN ACADEMIC PROGRAMME (vide Section 7.9 of the Statutes)

The University may withdraw the affiliation (provisional / permanent) of an academic programme(s) of a college, for such period that it may deem fit, provided there are proven evidences for gross violation of statutory requirements of affiliation norms and / or the college has conducted itself in a manner which is prejudicial to the interest of the University education as revealed after detailed inquiry conducted by a duly appointed committee by the University. The students on rolls are liable to be transferred to other affiliated colleges. No fresh students shall be admitted to that particular academic programme (s) by the college.

Annexure 1
Norms for Land and Funds
(vide Section R 5 & R 6.1)

The norms for land and funds for engineering colleges are as follows:

| Requirement of Land (in acres) | | | Requirement of Fixed Deposit |
|--------------------------------|---------------------------------------|--|------------------------------|
| Others | Metro cities including state capitals | Metro cities (Delhi, Kolkatta, Chennai and Mumbai) | (Rs. in Lakhs) |
| 10 acres * (2.5 acres) | 5 acres (2 acres) | 3 acres (1 acre) | 50 |

* Figures within the brackets indicate the norms for colleges offering only Architecture & Planning programme(s)

The land must be in absolute ownership of the applicant Trust / Society through a sale deed. **Lease deed shall not be acceptable as a proof of ownership of land, except when the lease land is allotted by the Government.**

The requirement of land varies with location of the proposed college. It shall be the responsibility of the Trust / Society to prove the proposed location of the college, if the concession for land is sought for.

Under no circumstances, the college could build their infrastructure at a place, which is different from the location approved by the AICTE

Annexure 2
Norms for Buildings
(vide Sections R 6.2, R 7 & R 16)

1. General

The ratio of plinth to carpet area for the normal building may be taken as 1.4, while that for Workshop type of space this ratio will be 1.25.

2. Building Space for Instructional Area

Considering the requirements and the sizes of classroom furniture and drawing tables normally used in the college, the following carpet area norms per student are prescribed for class rooms of different sizes and drawing halls.

| Type of Rooms | Carpet Area Requirement in sqm. / student | |
|---|---|-----------|
| Classification of Size | Minimum | Desirable |
| Class rooms for 15-20 students | 1.3 | 1.5 |
| Class rooms for 30-40 students | 1.2 | 1.4 |
| Class rooms for 60 students | 1.1 | 1.3 |
| Drawing / examination halls for 60 students | 2.5 | 2.8 |

Every classroom shall have facilities to use Over Head Projector (OHP), LCD projector, VCR, TV and Video Cassettes.

Note: The programme structure of any engineering college degree program will include lectures, tutorials, drawing and design work, laboratory work and seminars / colloquium. The college must have adequate building areas for all these instructional activities.

The student strength in a theory class shall not exceed 60. The class shall be divided into smaller groups of 30 and a teacher is assigned to each group, in case of tutorial work. These smaller groups shall be accommodated in separate rooms. The seminars / colloquium of the senior students shall be conducted with the entire class of a particular discipline.

In the case of workshop practice classes for junior students, which emphasize the skills component of the training, the classes shall be divided into smaller groups and work assigned in different shops. Considering this specific nature of training, the workshop practice classes of junior students can have maximum batch strength of 20 students. However, senior class (i.e. V, VI, VII & VIII semester) shall have batch strength of 15 students as in the case of any other laboratory.

2.1 Number of Drawing Halls

One drawing hall of 175 sq.m. is needed up to the intake of 240 students in first year. If the intake exceeds 240 students per year, then two such halls be provided. The computer graphic laboratories is to be provided separately in the Computer Centre for Engineering & Technology students. For architecture programme, there shall be 5 studios with an area of 200 sq.m. each. For M.B.A. programme, there shall be 3 seminar / conference room with a area of 50 sq.m. each.

2.2 Room size for Theory Classes, Tutorial Work and Drawing Halls

The carpet area requirement of the classroom and tutorial room depends upon the number and type of seating arrangement for the students and provisions for a platform, a table and a chair for the teacher. In an Engineering college, very frequently students make use of a data book, a calculator and notebook. As such the student will require slightly more spacious desk as compared to the requirements of classes for students of general education. Further, as the space required for the teacher will remain the same irrespective of the class strength, the per student requirement of carpet area will increase with the decrease in class strength.

Number of classrooms required for the college shall be equal to

$$[\text{Total sanctioned intake for all the years concerned for all the programmes} / 40/60^*] \times 0.75$$

Number of tutorial rooms required for the college shall be equal to

$$[\text{Total sanctioned intake for all the years concerned for all the programmes} / 40/60^*] \times 0.5$$

* 40 for Arch. and Planning and 60 for other programmes.

The drawing halls will have to be provided with drawing tables and stools for the students. The tables must be arranged with passages so that the teacher can approach the drawing table of each student. The drawing halls shall also be provided with a platform for the teacher.









3. Laboratories

For B.E./B.Tech., B.Arch and M.C.A. programmes, the area of each laboratory shall be 250 sq.m. for a batch of 30 students, 360 sq.m. for a batch of 40 students and 150 sq.m. for a batch of 30 students respectively.

Note: The above areas do not include the rooms of the teaching staff even though such staff rooms are attached to the laboratories. However, they do include the sitting space for the technical supporting staff and storage of laboratory consumables and instruments.

4. Workshops

The workshop of an engineering college must have the following shops:

-  Carpentry including Pattern Shop
-  Fitting Shop
-  Smithy Shop
-  Welding Shop
-  Painting and sheet metal shop
-  Foundry shop
-  Machine shop
-  Workshop stores

To accommodate the equipment and infrastructural facilities, to organize the above mentioned course work, to provide facilities for student projects and maintenance of equipment, the workshop of an engineering college must have a minimum carpet area of 900 Sq.m. For B. Arch programme, the area of workshop shall be 100 sq.m.

5. Other space in the Department

In addition to the teaching space, the norms for building requirement in a teaching department for other purposes are as given below:

| | Carpet Area (Sq. m.) |
|-----------------------------------|----------------------|
| Head of Department | 20 |
| Department Office | 25 |
| Faculty rooms | 10 per teacher |
| Library (Departmental) | 30 |
| Seminar Room | 30 |
| Store | 10 |
| Drawing / Reprographic facilities | 20 |

6. Building Space for Administrative Office

The Space to be provided for administrative office in the college will be as per norms given below:

| | Carpet area (Sq. m.) |
|-----------------------------|--|
| Principal's office | 30 |
| Strong Room | 20 |
| Conference room | 100 |
| Reception office | 25 |
| Main office | 300(for an intake of 240 students per year) |
| Administrative office | 20 |
| Maintenance & Estate office | 40 |

7. Students' Activity Centre

This will consist of provisions for the indoor games, gymnasium, dramatics and alumni centre etc. The norms for building are 0.25 sq.m. per student.

8. Open Air Theatre

It is desirable to have an open air theatre with an area of about 4000 sq.m. open space along with a 50 sq.m. room and a small raised platform for dais.

9. Toilet Blocks

The college building and the hostels shall be provided with adequate number of toilet blocks with urinals, lavatories and washbasins. It shall be necessary to provide adequate toilet facilities for women in the college building.

The norms to be adopted for toilet area shall be as follows:

| | | |
|--------------------|---|--|
| Education Building | : | 10 sq.m. for each unit of 100 students |
| Hostel | : | 75 sq.m. for each unit of 120 students |

10. Play Fields

The college must be provided with play fields so that the students can have adequate participation in games and sports for healthy and constructive activities within the campus. The facilities anticipated are athletics-track, cricket field, a football field, a hockey field, a volleyball court, a basket ball court, four badminton courts and a tennis court.

11. Other Amenities

The norms for space (carpet area) for other miscellaneous amenities are as given below:

| | Sq.m. |
|----------------------------|-------|
| Canteen | 100 |
| Cooperative stores | 100 |
| NSS / NSO / NCC/YRC Office | 100 |

Annexure 3
Norms for Staff Residences
(vide Section R 6.3)

The building space for staff residences will be as per norms given below:

| | |
|----------------------------|-----------|
| Principal | 140 sq.m. |
| Professor | 100 sq.m. |
| Asst. Professor / Lecturer | 80 sq.m. |
| Class III staff | 30 Sq.m. |
| Class IV staff | 20 sq.m. |

Annexure 4
Norms for Central Library
(vide Section R 9)

The central library for an intake of 240 students will have a carpet area of 400 sqm.

Books and Journals:

a) Books:

No. of UG programmes (Existing + additional programmes for which affiliation is sought) $N_1 =$
No. of PG programmes $N_2 =$

| | Science & Humanities | Engg. / Tech., Arch. & Plan., Management and Computer applications | | | | Total no. of volumes (M ₁ +M ₂ + M ₃) | |
|--------------|----------------------------------|--|--|-------------|---------------------|---|--|
| | No. of volumes (M ₁) | No. of titles (T) | No. of volumes (M ₂) | | | | No. of volumes added for 2006-07 (M ₃) |
| | | | If the year of establishment of the college is | | | | |
| | | | 2005-06 | 2004-05 | 2003-04 and earlier | | |
| Required | 1000 | 250N ₁ + 150 N ₂ = | 4T = | 4T + 1000 = | 4T + 2000 = | 1000 | |
| Available | | | | | | | |
| Deficiency % | | | | | | | |

b) Journals:

| Sl. No. | Degree | Programme | National journal | | | International journal | | |
|---------|--------|-----------|------------------|---|-----|-----------------------|---|-----|
| | | | R (Refer norms) | A | % D | R (Refer norms) | A | % D |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Norms:

| Sl. No. | Programmes | Technology Journals | |
|---------|--------------|---------------------|---------------|
| | | National | International |
| 1. | B.E./B.Tech. | 6 | 6 |
| 2. | M.E./M.Tech. | - | 1 |
| 3. | Arch. | 5 | 5 |
| 4. | M.B.A. | 15 | 15 |
| 5. | M.C.A. | 6 | 6 |

Annexure 5

Norms for Hostels

(vide Section R 10)

1. Students' Hostel

If the college is located within 20 km. of a large city, hostel accommodation will be provided for 25% of boys and 50% of girls on enrollment. In case of other locations, hostel accommodation will be provided for 50% of boys and 100% of girls on enrollment.

The boys' hostel will be made as a unit for 120 students while there is no minimum for a girls-hostel unit. The first year students will be accommodated in triple seated rooms while others will be given single seated rooms. The norms for the room areas will be as below:

| | Carpet area (sq.m) |
|--------------------|--------------------|
| Single room | 9 |
| Triple seated room | 20 |

The other building space needed in a hostel unit will be as per norm given below:

| | Carpet area (sq.m.) |
|------------------------------|----------------------|
| Kitchen and Dining Hall | 200 |
| Indoor games cum Common hall | 150 |
| Medical room | 50 (for all hostels) |
| Canteen | 50 |
| Warden office | 18* |
| Guest rooms (2 nos.) | 18* |

(* Four additional rooms of 9 sq.m. each within the hostel blocks)

2. Teachers' Hostel






It is desirable to have a hostel type accommodation for 25% strength of the teachers with the norm of 30 sq.m. carpet area per teacher inclusive of an attached toilet room.

Annexure 6


Constitution of Staff Selection Committee for Career Advancement / Direct Recruitment of Faculty (vide Section R 11.2.4)

1. Selection Committee for Lecturer/Asst. Professor/Professor

The following committee is recommended for all the levels of promotion/direct recruitment.




-  Chairperson of the Governing Council
-  Head/Chairperson of the Department not below the rank of Professor
-  Two subject experts from the University/College
-  Two subject experts from the industry/organisation
-  The Principal of the concerned College

Note:


-  At least four members including two outside experts must constitute the quorum.

2. Selection Committee for Principal

The following committee is recommended for the selection of Principal :

-  Chairperson of the Governing Council
-  Three subject experts not below the rank of Principal from the University/College
-  Three subject experts from the industry/organisation

Note:

-  At least four members must constitute the quorum.

The process of selection should include the following in addition to other characteristics decided by the Selection Committee :

- a) Assessment of aptitude for teaching and research.
- b) Ability to communicate clearly and effectively.
- c) Ability to analyze and discuss.

Annexure 7

Guidelines For Career Advancement Scheme (vide Section R 11.2.4)

The Promotions under Career Advancement Scheme will follow the guidelines given below. All the promotions in career advancement will be on 'in-situ' basis and therefore the work allocation (teaching load, etc.) will remain the same after promotions.

1. General

Minimum length of services for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D. five years for those with M.Phil, M.Tech. and six years for the others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Asst. Professor, the minimum length of services as Lecturer (Senior Scale) shall be uniformly five years.

For movement into grades of Asst. Prof. and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).

An Asst. Professor with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

2. Lecturer (Senior Scale)

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has:

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil. M.E./M.Tech. and Ph.D.
- (ii) Participated in summer / winter schools of total of 4 weeks or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the All India Council for Technical Education (AICTE).
- (iii) Consistently satisfactory performance appraisal reports.

Scale of pay : Rs. 10,000 – 325 – 15,200

3. Lecturer (Selection Grade)


Lecturers in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfils the other criteria given below for the post of Asst. Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through research & extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection

Committee, which is the same as for promotion to the post of Asst. Professor. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Asst. Professor and if found suitable, could be given the designation of Asst. Professor.

Scale of pay : Rs. 12,000 – 420 – 18,300


4. Assistant Professor


A lecturer in the Senior Scale will be eligible for promotion to the post of Asst. Professor if she/he has


 Lecturers in the senior scale having Ph.D. degree with 3 years of experience in teaching /industry/research at the level of Lecturer (including the period passed in the grade of Lecturer Senior Scale) or equivalent.


OR

Lecturers in the Senior Scale having Master's degree with 5 years of experience in teaching/industry/research at the level of Lecturer (including the period passed in the grade of Lecturer Senior Scale) or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of his/her promotion to the post of Assistant Professor.

 Made some mark in the area of scholarship and research as evidenced by self-assessment, reports of referees, quality of publication, contribution to education innovation, design of new courses and curriculum and extension activities.

 After placement in the Senior Scale participated in winter / summer school (short-term courses) of total duration of 4 weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified/approved by the AICTE.


 Possesses consistently good performance appraisal reports.

 Promotion to the post of Asst. Professor will be through a process of selection by a Selection Committee to be set up under the Statutes / Ordinances of the concerned Institute / University or other similar committees set up by the appointing authorities.

Scale of pay : Rs. 12,000 – 420 – 18,300


5. Professor

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Asst. Professor after 8 years of service as Asst. Professor.

 The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Asst. Professor to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following:

 Self-appraisal reports (required).

 Research contribution, books, articles, etc published. (At least four papers in Journals required)

● The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

● Seminars / Conferences attended. Must have attended at least 4 seminars / conferences at national or international level or must have attended summer / winter schools (short- term courses) of total duration of 4 weeks.

● Significant contribution to teaching / academic environment / institutional corporate life.

● Adequate Extension and field outreach activities.

● Development of course material / monographs.

● Participation in Continuing Education Programme

● Any other academic contributions

The requirement of consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade) / Assistant Professor.

The requirement for completing the courses would be as follows:

● For Lecturer to Lecturer (Senior Scale), summer / winter schools courses of total duration of 4 weeks would be compulsory.

● Summer / Winter school courses of total duration of 4 weeks for Lecturer (Senior Scale) to Lecturer (Selection Grade) / Assistant Professor.

● The senior teachers like Asst. Professors / Lecturers (Selection Grade) and Professors may opt to attend four seminars / conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend the AICTE approved summer / winter schools to be offered by various approved institutions.

Scale of pay : Rs. 16,400 – 450 – 20,900 – 500 – 22,400

Minimum Qualifications and Experience Prescribed by AICTE for Teaching Posts in Degree Level Technical Institutions

| SL.NO | CADRE | RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE |
|-------|--|---|
| 1. | <p><u>LECTURER</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>First Class Master's Degree in the appropriate branch of Engineering (Engg.) / Technology (Tech.) (No minimum experience required).</p> <p>OR</p> <p>First Class Bachelor's degree in the appropriate branch of Engineering / Technology or equivalent, valid GATE score, minimum 75 percentile; to complete M.Tech / ME within 5 years failing which the increments will be stopped until the postgraduate degree is earned. The institutions to provide adequate opportunity to its teaching staff to complete this requirement.</p> <p>Same as above.</p> |
| 2. | <p><u>ASSISTANT PROFESSOR</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> | <p>Ph.D. degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 2 years experience in Teaching / Industry / Research at the level of Lecturer or equivalent.</p> <p>OR</p> <p>First Class at Master's level in the appropriate branch of Engineering / Technology with 5 years experience in teaching / Industry / Research at the level of lecturer or equivalent. Such candidates will be required to obtain Ph.D degree within a period of 7 years from the date of appointment as Assistant Professor. In the case of Universities / Universities departments and those institutes offering PG programmes / Research, Ph.D is a must. For candidates from Industry / Professional</p> |

| | | |
|----|--|---|
| | <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>experience in R&D and patents would be desirable requirements failing which the increments will be stopped until Ph.D is earned.</p> <p>Candidates from Industry/ Profession with First Class Bachelor's degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering / Technology.</p> <p style="text-align: center;">AND</p> <p>Professional work, which is significant and can be recognized as equivalent to Ph.D.* degree and with 2 years experience at a position equivalent to lecturer level would also be eligible.</p> |
| 3. | <p><u>PROFESSOR</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>Ph.D degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 10 years experience in Teaching (or) 10 years of experience in Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.</p> <p>Candidates from Industry / Profession with Master's degree in Engineering / Technology and with professional work which is significant and can be recognized as equivalent to Ph.D.* degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.</p> |
| 4. | <p><u>Director / Principal / Head of Institute</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research.</p> <p>The maximum age for holding the post of Director / Principal shall be 65 years.</p> |

- * Unanimously declared equivalent to Ph.D by a 3-member expert committee duly appointed by affiliating university in case of affiliated institutes, university for others.

NOTE :

1. If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class/division.

PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE

| GRADE POINT | PERCENTAGE OF MARKS |
|-------------|---------------------|
| 6.25 | 55 |
| 6.75 | 60 |
| 7.25 | 65 |
| 7.75 | 70 |
| 8.25 | 75 |

2. If the discipline of Computer Science Engineering/Technology, in lieu of the “First Class degree at Bachelor’s and/ or Master level in the appropriate branch, “a first class Master’s Degree in Computer Science Engineering/ Technology together with a First Class Bachelor’s Degree in any area of Engineering Technology will be acceptable.

| | | | |
|-----------------------|---------------------|---|---|
| Scale of Pay : | Lecturer | : | Rs.8,000 – 275 – 13,500 |
| | Assistant Professor | : | Rs.12,000 – 420 – 18,300 |
| | Professor | : | Rs.16,400 – 450 – 20,900 – 500 – 22,400 |
| | Principal | : | Rs.18,400 – 500 – 22,400 (Minimum to be fixed at Rs.19,400) |

B.ENGINEERING AND TECHNOLOGY (BIOTECHNOLOGY)

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| SI. No. | CADRE | RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE |
|---------|--|--|
| | EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION | Master's Degree in the appropriate branch of Engineering/ Technology / Applied Biological Sciences. AND Professional work, which is significant and can be recognized as equivalent to Ph.D degree and with 2 years experience would also be eligible. |
| 3. | <u>PROFESSOR</u> QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION | Ph.D degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology / Applied Biological Sciences with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent. Candidates from Industry / Profession with Master's degree in Engineering / Technology / Applied Biological Sciences and with professional work which is significant and can be recognized as equivalent to Ph.D degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible |
| 4. | <u>DIRECTOR / PRINCIPAL /HEAD OF INSTITUTION</u> QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION | Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research. The maximum age for holding the post of Director / Principal shall be 65 years. |

* Unanimously declared equivalent to Ph.D by a 3-members expert committee duly approved by BOG/Senate/ Syndicate/Academic Council.

NOTE : If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class / division.

PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE

| GRADE POINT | PERCENTAGE OF MARKS |
|--------------------|----------------------------|
| 6.25 | 55 |
| 6.75 | 60 |
| 7.25 | 65 |
| 7.75 | 70 |
| 8.25 | 75 |

Scale of Pay :

| | | |
|---------------------|---|---|
| Lecturer | : | Rs.8,000 – 275 – 13,500 |
| Assistant Professor | : | Rs.12,000 – 420 – 18,300 |
| Professor | : | Rs.16,400 – 450 – 20,900 – 500 – 22,400 |
| Principal | : | Rs.18,400 – 500 – 22,400 (Minimum to be fixed at Rs.19,400) |

MINIMUM QUALIFICATION AND EXPERIENCE PRESCRIBED FOR TEACHING POST IN DEGREE LEVEL TECHNICAL INSTITUTIONS

C.MASTER IN COMPUTER APPLICATION (MCA) PROGRAMMES

| Sl. No. | CADRE | RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE |
|---------|--|---|
| 1. | <p><u>LECTURER</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>First Class MCA Degree/ M.Sc (Computer Science)/ M. Sc (Information Technology) with NET qualification</p> <p>OR</p> <p>First Class B.E/B.Tech. in Computer Science/Information Technology /Engineering/Technology with GATE qualification of minimum 80% percentile score.</p> <p>Same as above</p> |
| 2. | <p><u>ASSISTANT PROFESSOR</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> | <p>Ph.D. degree with First Class Degree at Bachelor's or Master's level in Computer Engineering / Computer Technology OR Ph.D degree in any relevant area of Computer Science/ Information Technology with first class Masters degree</p> <p>AND</p> <p>2 years experience in Teaching/ Industry/ Research.</p> <p>OR</p> <p>First Class Master's degree in Computer Science /Information Technology/Computer Technology OR First Class MCA degree and with 5 years experience in teaching / industry / research at the level of lecturer or equivalent.</p> <p>Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor.</p> |

| | | |
|----|--|---|
| | <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>Candidates from Industry/ Profession with First Class B.E/B.Tech. in Computer Science/Information Technology /M Sc (Comp Sc)/ M.Sc (IT)/ MCA degree</p> <p style="text-align: center;">AND</p> <p>Professional work experience of 7 years in relevant industry.</p> <p>Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor</p> |
| 3. | <p><u>PROFESSOR</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>Ph.D. degree with First Class Degree at Bachelor's or Master's level in Computer Science/ Computer Technology / Computer Engineering / Information Technology OR Ph.D degree in any relevant area of Computer Science/ Information Technology with first class Masters degree</p> <p style="text-align: center;">AND</p> <p>10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor and/ or equivalent.</p> <p>Candidates from Industry/ Profession with First Class M.E/M.Tech. in Computer Science/Information Technology</p> <p style="text-align: center;">AND</p> <p>Professional work experience of 13 years in relevant industry of which at least 5 years should be at a Sr. Level comparable to that of an Assistant Professor .</p> |
| 4. | <p><u>Director / Principal / Head of Institute</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research.</p> <p>The maximum age for holding the post of Director / Principal shall be 65 years.</p> |

NOTE : If a class/division is not awarded at B.E or M.E. / Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class / division.

PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE

| GRADE POINT | PERCENTAGE OF MARKS |
|--------------------|----------------------------|
| 6.25 | 55 |
| 6.75 | 60 |
| 7.25 | 65 |
| 7.75 | 70 |
| 8.25 | 75 |

IN DEGREE LEVEL TECHNICAL INSTITUTIONS

D. MANAGEMENT PROGRAMMES

| Sl. No. | CADRE | RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE |
|---------|--|---|
| 1. | <p><u>LECTURER</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU.</p> <p>Same as above.</p> |
| 2. | <p><u>ASST. PROFESSOR</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> | <p>Ph.D. degree or a fellowship of IIMs, ICA or ICWA or other institutions recognized by AICTE, with First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU with 2 years experience in Teaching/ Industry/ Research/ Profession.</p> <p style="text-align: center;">OR</p> <p>First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PGDM Programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU with 5 years experience in Teaching / Industry / Research / Profession. Such candidates will be required to obtain Ph.D. degree or a fellowship of IIMs, ICA Or ICWA or any AICTE approved institution within a period of 7 years from the date of appointment as Assistant Professor failing which the increments will be stopped until same degree is earned.</p> <p>First Class Master's degree in Business Management / Administration/</p> |

| Sl. No. | CADRE | RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE |
|---------|---|---|
| | QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION | <p>other relevant management related discipline / PGDBM / PGDM Programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU.</p> <p style="text-align: center;">AND</p> <p>Professional work which is significant and can be recognized at national/ international level as equivalent to Ph.D* degree and with 2 years managerial experience in Industry/ Profession would also be eligible.</p> |
| 3. | <p><u>PROFESSOR</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>Ph.D. degree or a fellowship of IIMs, ICA or ICWA or any AICTE approved institution with First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU with 10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor.</p> <p>Candidates from Industry/ Profession with First Class Master's degree in Business Management / Administration/ other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU.</p> <p style="text-align: center;">AND</p> <p>Professional work which is significant and can be recognized as equivalent to Ph.D* degree and with 10 years managerial experience of which at least 5 years should be at a senior level comparable to that of an Assistant Professor would also be eligible.</p> |
| 4. | <p><u>Director / Principal / Head of Institute</u></p> <p>QUALIFICATION & EXPERIENCE FOR</p> | |

| SI. No. | CADRE | RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE |
|---------|---|---|
| | CANDIDATES FROM TEACHING | Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research. |
| | QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION | The maximum age for holding the post of Director / Principal shall be 65 years. |

- * Unanimously declared equivalent to Ph.D by a 3-members expert committee duly approved by BOG/Senate/ Syndicate/Academic Council.

NOTE : If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class / division.

PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE

| GRADE POINT | PERCENTAGE OF MARKS |
|-------------|---------------------|
| 6.25 | 55 |
| 6.75 | 60 |
| 7.25 | 65 |
| 7.75 | 70 |
| 8.25 | 75 |

E. Architecture / Planning Disciplines

| SI. No. | CADRE | RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE |
|---------|---|---|
| 1. | <p><u>LECTURER</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>Essential:</p> <p>i. First Class Bachelor's degree in Architecture or equivalent.**</p> <p>ii. Registration with Council of Architecture.</p> <p>Desirable:</p> <p>i. Associate Member of Indian Institute of Architects.</p> <p>Minimum Work Experience:</p> <p>NIL</p> <p>(If without first class Degree, one year in Research/ Practice in Architecture after obtaining Bachelor's Degree in Architecture or equivalent.)</p> <p>Same as above</p> |
| 2. | <p><u>ASSISTANT PROFESSOR</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>Essential:</p> <p>i. Bachelor's Degree in Architecture or equivalent.**</p> <p>ii. Doctorate @</p> <p>iii. Registration with Council of Architecture.</p> <p>Desirable:</p> <p>Associate Member of Indian Institute of Architects.</p> <p>Minimum Work Experience:</p> <p>2 years as Lecturer in Architecture or in Research/ Practice in Architecture.</p> <p>Same as above</p> |

| Sl. No. | CADRE | RECOMMENDATION BY THE EXECUTIVE COMMITTEE OF AICTE |
|---------|--|---|
| 3. | <p><u>PROFESSOR</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>Essential:</p> <p>i. Bachelor's Degree in Architecture or equivalent.**</p> <p>ii. Doctorate @</p> <p>iii. Registration with Council of Architecture.</p> <p>Desirable:</p> <p>Fellow member of Indian Institute of Architects.</p> <p>Minimum Work Experience:</p> <p>10 years in Teaching/ Research/ Practice in Architecture after obtaining Bachelor's Degree in Architecture or equivalent out which 5 years at least at the level of Assistant Professor or equivalent</p> <p>Same as above</p> |
| 4 | <p><u>Director / Principal / Head of Institute</u></p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM TEACHING</p> <p>QUALIFICATION & EXPERIENCE FOR CANDIDATES FROM INDUSTRY & PROFESSION</p> | <p>Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research.</p> <p>The maximum age for holding the post of Director / Principal shall be 65 years.</p> |

** Equivalent means Diploma recognized as equivalent to Bachelor Degree in Architecture or associate-ship examination of Institute of Architects.

@ In lieu of the recognized Doctorate in Architecture published Research work in Registered/ Referred journals/ significant professional work can also be considered as equivalent but in

such a case a minimum of 3 years of work experience would have to be added. Also, the candidate would be required to get a recognized Doctorate in Architecture within 7 years of appointment to the post.

Note 1: If a class/ division is not awarded at Bachelor's level, a minimum of 60% in aggregate shall be considered equivalent to first class/ division. If a grade system is adopted, the Table as below will apply:

PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE

| GRADE POINT | PERCENTAGE OF MARKS |
|--------------------|----------------------------|
| 6.25 | 55 |
| 6.75 | 60 |
| 7.25 | 65 |
| 7.75 | 70 |
| 8.25 | 75 |

| | | | |
|----------------------|---------------------|---|---|
| Scale of Pay: | Lecturer | : | Rs.8,000 – 275 – 13,500 |
| | Assistant Professor | : | Rs.12,000 – 420 – 18,300 |
| | Professor | : | Rs.16,400 – 450 – 20,900 – 500 – 22,400 |

F. Humanities and Sciences Disciplines

| S.No. | Cadre | Qualification | Experience |
|-------|---------------------|---|--|
| 1. | Lecturer | <p>Good Academic record with at least 55% of marks OR an equivalent CGPA at the masters degree level in their relevant subject from an Indian University, OR an equivalent degree from a foreign University</p> <p>Besides, fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) or (SLET) or accredited test for PG and UG level teaching for Lecturers conducted by the UGC, CSIR, or similar tests accredited by the UGC.</p> <p><u>Note:</u></p> <p>i. Candidates having Ph.D. degree are exempted from above tests for UG and PG level teaching.</p> <p>ii. Candidates having M.Phil degree are exempted from above tests for UG level teaching only.</p> | No Minimum requirement |
| 2. | Assistant Professor | Good Academic record with at least 55% of marks OR an equivalent CGPA at the masters degree level and Ph.D degree in the relevant subject | 5 years experience in Teaching and/or Research excluding the period spent for obtaining the degrees and has made some mark in the areas of Scholarship as evidenced by quality of Publications, contribution to educational innovation, design of new course and curricula. |
| 3. | Professor | Good Academic record with at least 55% of marks OR an equivalent CGPA at the masters degree level and Ph.D. degree in appropriate branch of Humanities and Sciences (Desirable: Post Doctoral Work in appropriate branch of Humanities and Science) | 10 years experience of which at least 5 years should be at the senior level comparable to that of a Assistant Professor in Post graduate teaching, and/or experience in research at the University, National level Institutions, including experience of guiding research at Doctoral level. |

Note: If a grade point system is adopted, the CGPA will be converted into equivalent marks and minimum CGPA shall be 6.75 in the ten point scale.

PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A TEN POINTS SCALE

| GRADE POINT | PERCENTAGE OF MARKS |
|--------------------|----------------------------|
| 6.25 | 55 |
| 6.75 | 60 |
| 7.25 | 65 |
| 7.75 | 70 |
| 8.25 | 75 |

Scale of Pay:

| | | |
|---------------------|---|---|
| Lecturer | : | Rs.8,000 – 275 – 13,500 |
| Assistant Professor | : | Rs.12,000 – 420 – 18,300 |
| Professor | : | Rs.16,400 – 450 – 20,900 – 500 – 22,400 |

**Minimum Qualification and Experience Prescribed for Teaching Post in Degree Level
Technical Institutions**

F. Librarian

I. College Librarian (Lecturer Scale)

Minimum Qualifications:

- a. i. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC
- ii. Master's degree in library science / Information science / documentation or an equivalent professional degree with at least 55% of the marks or its equivalent CGPA and consistently good academic record, computerization of library.

OR

- b. I Class Master's degree in Library Science

Scale of Pay : Rs.8,000 – 275 – 13,500

II. College Librarian (Senior Scale)

- i. Master's degree in library science / Information science documentation with at least 55% of the marks or its equivalent CGPA and consistently good academic record:
- ii. Five year's experience as a College Librarian.
- iii. Evidence of innovative library services, published work and professional commitment, computerization of library

Desirable

M.Phil. / Ph.D degree in library science / Information science / documentation / archives and manuscript-keeping, computerization of library.

Scale of Pay: Rs.10,000-325-15,200

III. College Librarian (Selection Grade)

Master's degree in library science / information science documentation with at least 55% of the marks or its equivalent CGPA and consistently good academic record:

- i. At least 18 years experience as a College Librarian.
- ii. Evidence of innovative library service and organization of published work.

Desirable

M.Phil / Ph.D. degree in library science / Information Science / documentation / archives and manuscript-keeping.

Scale of Pay : Rs.12,000-420-18,300

**Minimum Qualification and Experience Prescribed for Teaching Post in Degree Level
Technical Institutions**

G. Director – Physical Education

1. Director of Physical Education (Lecturer-Scale)

- i. A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with atleast 55% of the marks or its equivalent CGPA and consistently good academic record.
- ii. Record of having represented the university / college at the inter-university / inter collegiate competitions or the State in national championships.
- iii. Passed the Physical fitness test.
- iv. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.

Scale of Pay: Rs.8000 – 275 – 13,500

2. Director of Physical Education (Senior Scale)

- (i) Should have completed 6 years of service as University Assistant DPEs / College DPEs with a benefit of 2 years for Ph.D and one year for M.Phil Degree holders.
- (ii) Passed the physical fitness test
- (iii) Should have attended at least one orientation course and one refresher course of about 3 to 4 weeks' duration each with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D degree holders).

Scale of Pay: Rs.10,000 – 325 – 15,200

3. Director of Physical Education (Selection Grade)

- a. Completed 5 years of service as University Assistant DPE / college DPE in the senior-scale.
- b. Has attended at least 2 refresher courses of about 3-4 weeks duration with proper and well-defined evaluation procedure after placement in the scale of Rs.3000 – 5000.
- c. Shown evidence of having produced good teams / athletes and of having organized and conducted coaching camps of at least 2 weeks' duration.
- d. Passed the physical fitness test.
- e. Consistently good appraisal report.

Scale of Pay Rs. 12,000 – 420 – 18,300

Age of Superannuation

The age of superannuation of teachers in degree level technical institutions will be 62 years and thereafter no extension in service will be given. However the institute may re-employ a superannuated teacher upto 65 years in accordance with the existing provision(s) in the Statutes / Memorandum of Association and Rules / Schemes, Regulations and By-laws of the institute, as the case may be.

Annexure 9
Norms for Non-Teaching Staff
(vide Section R 11.4)

1. Workshop Staff

The Workshop Superintendent shall be of cadre of an Assistant Professor with a nominal teaching workload. The Asst. Superintendent Workshop (ASW) / Foreman in the Workshop shall be given a cadre equivalent to that of Lecturer. The six workshop facilities consist of Carpentry, Welding, Smithy, Machine Shop, Fitting and Sheet Metal Shop. Each of these facilities would have a mechanic and an attendant. All these facilities should be headed by a ASW / Foreman

2. Library Staff

Library shall be provided with the necessary qualified staff to enable it to be available to the staff and students for at least 12 hours in a day. The library shall have at the faculty level one Librarian. In addition, the library will have one assistant librarian and four library assistants as non-teaching staff.

3. Physical Education Staff

There shall be at the faculty level one Director of Physical Education. In addition, there will be one Assistant Director of Physical Education and two Attendants as non-teaching staff.

4. Administrative Staff and Non-Teaching Staff in the College

The structure of administrative staff may be as follows:

| | |
|--|------|
| Registrar / Adm. Officer | 1 |
| Medical Officer (Part-time) | 1 |
| Office Superintendents* | 1-3 |
| Senior Stenographer and PA to Principal | 1 |
| Senior Assistant* | 3-5 |
| Junior Assistants* | 3-8 |
| Mechanics (Electrician, Plumber, Carpenter, etc.) | 4 |
| Draftsman / Tracer | 1 |
| Drivers* | 3 |
| Attendants* | 5-10 |
| Watchmen* | 5-10 |

* As per requirement of the college

5. Laboratory Staff

There shall be a teaching staff in charge of each laboratory, assisted by a senior laboratory technician / laboratory technician and an attendant.

6. Computer Centre Staff:




There shall be one System Manager, One System Analyst and at least one Computer Programmer and two Computer Operators in the Computer Centre.

7. Department Staff

Each Department shall have an office with one Assistant and one Attendant.


Annexure 10
Discipline and Welfare Committee
(vide Section R 17)

The constitution of Discipline and Welfare Committee shall be as follows:


| | |
|---|----------|
|  One of the senior Heads of the Department | Chairman |
|  Three Heads of Department | Members |
|  Warden / Deputy Warden of Boys Hostel | Member |
|  Warden / Deputy Warden of Girls Hostel | Member |
|  One Lady Faculty | Member |
|  Students Counselor (Staff) | Convener |

The Governing Council shall nominate the members of the above committee from the panel to be submitted by the Principal of the college

The following are the functions of the committee:

 To examine / inquire and recommend punishments / remedial measure in the cases of:

- i. malpractices in examinations
- ii. indiscipline in the college campus and hostel premises
- iii. complaints of ragging
- iv. complaints of eve teasing and harassment of weaker sections
- v. any other activity that may damage the discipline and harmony of the college

 To visit periodically the campus of the college, including the hostels to recommend improvements in amenities and maintenance of students' facilities.

The committee shall meet at least once in two months to deliberate on issues referred to. However, emergency meeting of the committee can be convened as and when situation warrants. All the meetings shall be convened by the convener with the approval of the chairman.

The committee shall submit its recommendations to the Principal of the college. Based on the recommendations made by the committee, the Principal will implement the decisions forthwith. However, under extraordinary circumstances, the Principal may entertain appeals from the aggrieved persons and take appropriate actions.

Annexure 11
Registers and Records
(vide Section R 18)

The college shall maintain and make available the following Registers, Records and Documents as and when demanded by the University:

1. Department wise faculty profile
2. Record of students (programme wise)
3. Department wise Non-Teaching Staff Profile
4. Academic performance record of students (programme wise)
5. Copy of Regulations, curriculum and syllabi (programme wise)
6. Record of Research / Consultancy / Extension activities (department wise)
7. Record of student projects (UG, PG & PhD)
8. Record of Achievements, Award and Recognition (department wise)
9. Master time table and Academic calendar
10. Stock register for equipment
11. Stock register for consumable
12. Stock register for furniture
13. Stock register for tools and plants
14. Accession register for library
15. Register of admissions and dropouts / withdrawals
16. Register of attendance and assessment record (programme wise)
17. Attendance for teaching and non-teaching staff
18. Year-wise audited statement of accounts of the college and also in the format specified by the University
19. Record of scholarships / fellowships / financial assistance for students
20. Cash book of the college
21. Acquittance register
22. Fee receipt books (including counterfoils)
23. Advertisement for recruitment of faculty members
24. Minutes of the meeting of Staff Selection Committee
25. Appointment / offer letters issued to faculty members
26. Joining report of staff members
27. Funds position / bank certificates / FDR copies to indicate financial stability
28. Minutes of the meetings of the Managing Body of the college
29. Minutes of the meeting of the Planning and Development Board
30. Book of Transfer certificate (including counterfoils)
31. Minutes of the meetings of the Registered Society / Trust of the college

Annexure 12
Returns from the College
(vide Section R 19)

1. Return of teaching and non-teaching staff as on 30th September of the academic year. The curriculum vitae of each staff duly attested by the Principal along 'with recent photograph of the staff with specimen signature affixed on it'.
2. Return of students enrolment as on 30th September of the academic year
3. Students intake (admitted) in various programmes in the college as on 30th September of the academic year
4. Return on "matriculate"
5. List of gender-wise students registered for various programmes, semester-wise offered by the college as on 30th September / 28th February
6. Return on eligibility of students admitted from other universities / other states
7. List of students of foreign nationals / NRI admitted in the college
8. Number of minority students admitted under the minority quota in the college
9. List of students issued with Transfer certificates.

Annexure 13
Format of Application for Affiliation
(vide section R 20)



ANNA UNIVERSITY CHENNAI

Format of Application seeking Affiliation for the academic year ____
(The last date for the receipt of the completed application is _____)

1. College

- i. Name :

- ii. Address of the site as approved by the AICTE :

- iii. Is the college functioning at the said-approved site? :

- iv. Telephone Numbers :

- v. Fax Numbers :

- vi. Email :

- vii. Website :

- viii. Year of establishment of the college :

- ix. Category of the College :
 (please tick the appropriate box)

| Non Minority | Minority | | | | | | |
|-----------------|-------------------------|----------------------|--------------------------|------------------------|---------------------|-------------------|---------------------|
| | Linguistic Malayalam | Linguistic Telugu | Linguistic Sourashtra | Religious Christian | Religious Muslim | Religious Jain | Others (specify) |
| | | | | | | | |

2. Trust / Society

- i. Name of the Trust/Society :
- ii. Address of the registered office :
- iii. Registration number :
- iv. Date of registration :
- v. Name of the Chairman/Secretary /
Correspondent :
- vi. Telephone numbers - Office :
Residence :
- vii. Fax numbers :
- viii. Mobile numbers :
- ix. Email :

3. Principal

- i. Name :
- ii. Qualification :
- iii. Telephone numbers – Office :
Residence :
- iv. Fax numbers :
- v. Mobile numbers :
- vi. E mail :
- vii. Residential address :

4. Governing Council (refer sec. 5.2 of Statutes for Affiliation, Anna University)

Composition:

| Sl. No. | Name | Position | Qualification | Present professional position/Occupation | Telephone numbers | Email | Address |
|---------|------|------------------|---------------|--|-------------------|-------|---------|
| 1 | | Chairman | | | | | |
| 2 | | Members | | | | | |
| . | | | | | | | |
| . | | | | | | | |
| . | | Member Secretary | | | | | |

5. Planning and Monitoring Board (refer sec.5.3 of Statutes for Affiliation, Anna University)

Composition:

| Sl. No. | Name | Position (Chairman/Member) | Category | Qualification | Present professional position/Occupation | Telephone numbers | Email | Address |
|---------|------|----------------------------|--------------------------------------|---------------|--|-------------------|-------|---------|
| 1 | | Chairman | Principal of the college | | | | | |
| 2 | | Member | Senior faculty member of the college | | | | | |
| 3 | | Member | Senior faculty member of the college | | | | | |

| Sl. No. | Name | Position (Chairman/Member) | Category | Qualification | Present professional position/Occupation | Telephone numbers | Email | Address |
|---------|------|----------------------------|--|---------------|--|-------------------|-------|---------|
| 4 | | Member | Senior faculty member from University/other college | | | | | |
| 5 | | Member | Industrial expert in the field of engineering and technology | | | | | |
| 6 | | Member | Industrial expert in the field of engineering and technology | | | | | |
| 7 | | Member | Architect/Civil Engineer | | | | | |

6. i. Discipline and Welfare Committee section (refer sec.5.14 of Statutes for Affiliation, Anna University)

Composition:

| Sl. No. | Name | Position | Category | Telephone Numbers | Email | Address |
|---------|------|----------|---------------------------------------|-------------------|-------|---------|
| 1 | | Chairman | Senior Head of the Department | | | |
| 2 | | Member | Head of the Department | | | |
| 3 | | Member | Head of the Department | | | |
| 4 | | Member | Head of the Department | | | |
| 5 | | Member | Warden/Deputy Warden of Boys' Hostel | | | |
| 6 | | Member | Warden/Deputy Warden of Girls' Hostel | | | |
| 7 | | Member | Lady faculty member | | | |
| 8 | | Convener | Student Counselor (Staff) | | | |

ii. Complaints cum Redressal Committee (refer sec.5.3 of Statutes for Affiliation, Anna University)

Composition:

| Sl. No. | Name | Category | Profession | Telephone numbers | Email | Address |
|---------|------|----------|------------|-------------------|-------|---------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Norms for composition:

- *Should be headed by a senior lady member*
- *50% of the membership of the committee should be represented by ladies*
- *A third party either an NGO or an outside activist who is familiar with the issue of sexual harassment in work place*

7. Financial Stability of the Trust / Society (refer sec.5.3 of Statutes for Affiliation, Anna University)

i. Savings Bank / Current Accounts:

| Sl. No. | Savings Bank/Current account | Bank Name | Branch | Account number | Balance amount at the end of last financial year (Rs.) | Balance amount as on date (Rs.) |
|---------|------------------------------|-----------|--------|----------------|--|---------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

ii. Long term deposits:

| Sl. No. | Bank/Govt./Govt. approved institution | Branch | Amount (Rs.) | Date of maturity |
|---------|---------------------------------------|--------|--------------|------------------|
| | | | | |
| | | | | |
| | | | | |

iii. Value of Land and building:

| Sl. No. | Survey number | Location | Extent (sq.m) | Built up area (sq.m.) | Guideline value (Rs.) | Market value (Rs.) |
|---------|---------------|----------|---------------|-----------------------|-----------------------|--------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

iv. Endowment

| Sl. No. | Created with | Amount (Rs.) | Deposited in the bank (name) | Branch | Instrument No. and date | Date of expiry |
|---------|--------------|--------------|------------------------------|--------|-------------------------|----------------|
| | AICTE | | | | | |
| | University | | | | | |
| | State Govt. | | | | | |
| | | | | | | |

Financial Stability:

Total financial reserves :
Annual maintenance and development expenditure :

8. Details of the land earmarked for the college

Norms:

Mega cities (Delhi, Kolkatta, Chennai and Mumbai) : 3 acres (1 acre)*
Metro cities including state capitals : 5 acres (2 acres)
Others : 10 acres (2.5 acres)

* Figures within the brackets indicate the norms for colleges offering only Architecture & Planning programme(s).

| Sl. No. | Location of the college (Mega city/Metro city/ others) | Extent of land earmarked for the college (acre) | Document number | Date of registration | Survey number | Extent of land required (refer norms) | Deficiency % |
|---------|--|---|-----------------|----------------------|---------------|---------------------------------------|--------------|
| | | | | | | | |

9. Details on Accreditation status awarded by National Board of Accreditation and Inclusion under Section 2(f) and 12(B) of the UGC Act, 1956 (Proof to be enclosed)

| Sl. No. | Programme | Accreditation Status | | | Inclusion under sections 2(f) and 12(B) of the UGC Act, 1956 | | | |
|---------|-----------|-----------------------------|--|---------------------|--|----------------------------------|-------------------------|----------------------------------|
| | | Accredited / Not Accredited | Period of accreditation, if accredited | Letter No. and date | Section 2(f) | | Section 12(B) | |
| | | | | | Included / Not Included | Letter No. and date, if included | Included / Not Included | Letter No. and date, if included |
| | | | | | | | | |
| | | | | | | | | |

10. Existing affiliated programmes:

A. Details:

| Sl. No. | Department | Degree | Programme | Year of introduction | Nature of affiliation (Permanent/ Provisional) | Sanctioned intake for the preceding four academic years of the programme | | | | Students admitted including lateral entry and transfer as on roll | | | |
|---------|------------|--------|-----------|----------------------|--|--|---------------|---------------|---------------|---|------------|-------------|------------|
| | | | | | | academic year | academic year | academic year | academic year | Fourth year | Third year | Second year | First year |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

B. Affiliation sought for the year of application for existing provisionally affiliated programmes:

| Sl. No. | Degree | Programme | Whether affiliation is sought for the year of application? | | | | | |
|---------|--------|-----------|--|--|---|--|---|---|
| | | | If Yes | | | | If No, answer one of the following and provide the letter of consent from AICTE for the same [#] | |
| | | | Sanctioned intake in the preceding year of application | Additional intake sought for the year of application | Total intake sought for the year of application | AICTE approved intake for the year of application (if available) | Do you want to suspend the programme? If yes, for how many years? | Do you want to phase out the programme? |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

[#] Refer sec. 7.8 of 'Statutes For Affiliation'

Note:

- For architecture programmes, approval from the Council of Architecture (COA) should be obtained for the academic year concerned in addition to AICTE approval.
- For B.E. – Marine Engineering, approval from the Directorate General of Shipping (DGS) should be obtained for the academic year concerned in addition to AICTE approval.

11. Additional programme(s) for which provisional affiliation is sought for the year of application

| Sl. No. | Degree | Programme | Intake sought | AICTE approved intake if available |
|---------|--------|-----------|---------------|------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Note:

- The request for affiliation will not be considered for the year of application for programmes, which are not mentioned here
- In case the approved curriculum and syllabi of the proposed programme(s) are not available at the time of application, those programme(s) will not be considered for affiliation.

12. Details of students presently studying in all the years:

| Sl. No. | Programme | Total Students | | | Number of students - religion wise | | | | | | | | Number of students – community wise | | | | | | | | | | | | | | | |
|---------|-----------|----------------|---|---|------------------------------------|---|------------|---|--------|---|----|---|-------------------------------------|---|-----|---|----|---|----|---|-----|---|---------|---|------------|--|--|--|
| | | | | | | | | | | | | | Hindus | | | | | | | | | | Muslims | | Christians | | | |
| | | Hindus | | | Muslims | | Christians | | Others | | SC | | ST | | MBC | | BC | | OC | | OBC | | OBC | | | | | |
| | | B | G | T | B | G | B | G | B | G | B | G | B | G | B | G | B | G | B | G | B | G | B | G | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

B - Boys, G – Girls, T - Total

13. Faculty- qualification and experience

For faculty qualification and experience refer Statutes Section 5.10 and Regulations R 11 and Annexure 8 of Statutes and Regulation for Affiliation

i. Principal:

A. Qualification

| Principal name with stamp size photo | Date of birth and age | Qualification with class obtained starting from the highest degree | Corresponding specialization | Date of joining | Scale of pay | Present basic pay | Total emoluments | Signature |
|--------------------------------------|-----------------------|--|------------------------------|-----------------|--------------|-------------------|------------------|-----------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

B. Experience

| Position and years of experience | | | | | |
|----------------------------------|----------|-------|-------------|----------|-------|
| Teaching | | | Industry | | |
| Institution | Position | Years | Institution | Position | Years |
| | | | | | |
| | | | | | |
| | | | | | |

Note:

- Principal may be shown as a Professor in the engineering/technology department concerned.

ii. Engineering/Technology Faculty belonging to the Department offering programme – Provide information separately for each department.

Department:

A. Name of the HOD

(Provide the details in the format given below at the appropriate place along with other faculty members)

B. Name of the B.E. / B.Tech. programme:

C. Details of faculty available for the B.E./B.Tech. programme in the department:

a. Qualifications

| Sl. No. | Name of the Faculty member with stamp-size photo | Regular/Visiting | Designation | Qualification with class obtained starting from the highest degree | Corresponding specialization | Date of birth and age | Date of joining the present post | Scale of pay | Present basic pay | Total emoluments | Signature of the faculty member |
|---------|--|------------------|-------------|--|------------------------------|-----------------------|----------------------------------|--------------|-------------------|------------------|---------------------------------|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

b. Experience

| Sl. No. | Name of the Faculty member | Previous experience | | | | | |
|---------|----------------------------|---------------------|----------|-------|--------------|----------|-------|
| | | Teaching | | | Industry | | |
| | | Institution | Position | Years | Organisation | Position | Years |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

D. Name of the M.E. / M.Tech. programme:

E. Details of the faculty exclusively available for each M.E. / M. Tech. programme:

a. Qualification

| Sl. No. | Name of the Faculty member with stamp-size photo | Regular/Visiting | Designation | Qualification with class obtained starting from the highest degree | Corresponding specialization | Date of birth and age | Date of joining the present post | Scale of pay | Present basic pay | Total emoluments | Signature of the faculty member |
|---------|--|------------------|-------------|--|------------------------------|-----------------------|----------------------------------|--------------|-------------------|------------------|---------------------------------|
| | | | | | | | | | | | |
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b. Experience

| Sl. No. | Name of the Faculty member | Position and years of experience | | | | | |
|---------|----------------------------|----------------------------------|----------|-------|--------------|----------|-------|
| | | Teaching | | | Industry | | |
| | | Institution | Position | Years | Organisation | Position | Years |
| | | | | | | | |
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iii. Science & Humanities and General Engineering Faculty (For supporting engineering and technology programmes)

(For B.Sc. / M.Sc. programmes, the faculty shown here are not to be included)

A. Name of the HOD of each discipline:

Mathematics

Physics

Chemistry

English

(Provide the details in the format given below at the appropriate place along with other faculty members)

B. Details of the faculty including General Engineering faculty

a. Qualification

| Sl. No. | Name of the Faculty member with stamp-size photo | Regular/Visiting | Designation | Qualification with class obtained starting from the highest degree | Corresponding specialization | Date of birth and age | Date of joining the present post | Scale of pay | Present basic pay | Total emoluments | Signature of the faculty member |
|---------|--|------------------|-------------|--|------------------------------|-----------------------|----------------------------------|--------------|-------------------|------------------|---------------------------------|
| | | | | | | | | | | | |
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| | | | | | | | | | | | |

b. Experience

| Sl. No. | Name of the Faculty member | Position and years of experience | | | | | |
|---------|----------------------------|----------------------------------|----------|-------|--------------|----------|-------|
| | | Teaching | | | Industry | | |
| | | Institution | Position | Years | Organisation | Position | Years |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

iv. Science Faculty for B. Sc. & M. Sc. programmes: (Provide details programme-wise)

Name of the Department:

A. Name of the HOD:

(Provide the details in the format given below at the appropriate place along with other faculty members)

B. Name of the programme:

C. Details of the faculty:

a. Qualification

| Sl. No. | Name of the Faculty member with stamp-size photo | Regular/Visiting | Designation | Qualification with class obtained starting from the highest degree | Corresponding specialization | Date of birth and age | Date of joining the present post | Scale of pay | Present basic pay | Total emoluments | Signature of the faculty member |
|---------|--|------------------|-------------|--|------------------------------|-----------------------|----------------------------------|--------------|-------------------|------------------|---------------------------------|
| | | | | | | | | | | | |
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b. Experience

| Sl. No. | Name of the Faculty member | Position and years of experience | | | | | |
|---------|----------------------------|----------------------------------|----------|-------|--------------|----------|-------|
| | | Teaching | | | Industry | | |
| | | Institution | Position | Years | Organization | Position | Years |
| | | | | | | | |
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v. M.C.A.

A. Name of the HOD

(Provide the details in the format given below at the appropriate place along with other faculty members)

B. Details of the faculty:

a. Qualification

| Sl. No. | Name of the Faculty member with stamp-size photo | Regular/Visiting | Designation | Qualification with class obtained starting from the highest degree | Corresponding specialization | Date of birth and age | Date of joining the present post | Scale of pay | Present basic pay | Total emoluments | Signature of the faculty member |
|---------|--|------------------|-------------|--|------------------------------|-----------------------|----------------------------------|--------------|-------------------|------------------|---------------------------------|
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b. Experience

| Sl. No. | Name of the Faculty member | Position and years of experience | | | | | |
|---------|----------------------------|----------------------------------|----------|-------|--------------|----------|-------|
| | | Teaching | | | Industry | | |
| | | Institution | Position | Years | Organisation | Position | Years |
| | | | | | | | |
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vi. M.B.A.

A. Name of the HOD

(Provide the details in the format given below at the appropriate place along with other faculty members)

B. Details of the faculty:

a. Qualification

| Sl. No. | Name of the Faculty member with stamp-size photo | Regular/ Visiting | Designation | Qualification with class obtained starting from the highest degree | Corresponding specialization | Date of birth and age | Date of joining the present post | Scale of pay | Present basic pay | Total emoluments | Signature of the faculty member |
|---------|--|-------------------|-------------|--|------------------------------|-----------------------|----------------------------------|--------------|-------------------|------------------|---------------------------------|
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b. Experience

| Sl. No. | Name of the Faculty member | Position and years of experience | | | | | |
|---------|----------------------------|----------------------------------|----------|-------|--------------|----------|-------|
| | | Teaching | | | Industry | | |
| | | Institution | Position | Years | Organisation | Position | Years |
| | | | | | | | |
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vii Architecture – Provide information separately for each programme

A. Name of the Department:

B. Name of the HOD

(Provide the details in the format given below at the appropriate place along with other faculty members)

C. Name of the programme:

D. Details of the faculty:

a. Qualification

[illegible]

b. Experience

| Sl. No. | Name of the Faculty member | Position and years of experience | | | | | |
|---------|----------------------------|----------------------------------|----------|-------|--------------|----------|-------|
| | | Teaching | | | Industry | | |
| | | Institution | Position | Years | Organisation | Position | Years |
| | | | | | | | |
| | | | | | | | |
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|----|------------------------|-------------------|
| E. | Name of the programme: | M. Arch. /M. Plan |
|----|------------------------|-------------------|

F. Details of the faculty exclusively available for the M. Arch. / M. Plan. – programme-wise

a. Qualification

| Sl. No. | Name of the Faculty member with stamp-size photo | Regular/ Visiting | Designation | Qualification with class obtained starting from the highest degree | Corresponding specialization | Date of birth and age | Date of joining the present post | Scale of pay | Present basic pay | Total emoluments | Signature of the faculty member |
|---------|--|----------------------|-------------|--|------------------------------|-----------------------|----------------------------------|--------------|-------------------|------------------|---------------------------------|
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b. Experience

| Sl. No. | Name of the Faculty member | Position and years of experience | | | | | |
|---------|----------------------------|----------------------------------|----------|-------|--------------|----------|-------|
| | | Teaching | | | Industry | | |
| | | Institution | Position | Years | Organisation | Position | Years |
| | | | | | | | |
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viii. Librarian and Director of Physical Education:

A. Details of the staff

| Sl. No. | Name of the staff member with stamp size photo | Department | Designation | Qualification | Date of joining the present post | Previous experience | Date of birth and age | Scale of pay | Basic pay | Total emoluments | Signature |
|---------|--|------------|-----------------------------|---------------|----------------------------------|---------------------|-----------------------|--------------|-----------|------------------|-----------|
| 1. | | | Librarian | | | | | | | | |
| 2. | | | Physical Education Director | | | | | | | | |

14. Faculty – requirements and availability

Note: To calculate the faculty requirement,

- for Science & Humanities and General Engineering to support Engg. & Tech. programmes, the total sanctioned intake for the 1 year of all the B.E. / B.Tech. programmes alone are to be considered.
- for core Engg. / Tech., of B.E./B.Tech. programmes, the total sanctioned intake for the academic years _____, _____, _____ (3 preceding years) are to be considered.
- for B.Arch./B.I.D./M.B.A./M.C.A./M.Sc./B.Sc. programmes, the total sanctioned strength all the years are to be considered.

i. Consolidated faculty details for science & Humanities (for supporting Engg. & Tech. programmes)

| Designation | Maths | Physics | Chemistry | English | Gen. Engg. | Total |
|--------------------------|-------|---------|-----------|---------|------------|-------|
| Professor | | | | | | |
| Assistant Professor | | | | | | |
| Lecturer | | | | | | |
| Grand Total (A) | | | | | | |

| S.No. | Degree | Programme(s) | Total Sanctioned Strength* (S) | Professor | | | Asst. Prof. | | | Lecturer | | | Total no of faculty members available (T = A1+ A2+ A3) | SSR 1: S/T |
|-------|--------|--------------|--------------------------------|-----------|----|-------|-------------|----|-------|----------|----|-------|--|------------|
| | | | | R# | A1 | D (%) | R# | A2 | D (%) | R# | A3 | D (%) | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Total Sanctioned strength of all the B.E./B.Tech. Programmes,

including variation in intake for existing programme and intake

sought for additional programmes, for the academic year of application (**S₁**) :

Total no. of faculty members required (**R**) (=S₁/15) :

% Deficiency [(1- A/R) x100] :

ii. Consolidated faculty details for all the programmes except M. E./M. Tech.

| * Academic years to be considered for the calculation of total sanctioned intake (S) | | | | | |
|--|----------------------------------|----------------------------|----------------------------|---------------------------------|----------------------------|
| Programmes | B.E./B.Tech. | B.Arch./B.I.D. | M.B.A. / M.Sc.(2 years) | M.C.A. | M.Sc.(5 years) |
| Academic years | (II, III & IV year) (3 years) | (I to V year) (5 years) | (I & II year) (2 years) | (I, II & III year) (3 years) | (I to V year) (5 years) |

R = Required, **A_i** = Available, **D** = Deficiency, **SSR** = Staff : Student Ratio

To calculate **R**, for different cadres, for a given total sanctioned strength **S**, refer **ANNEXURE I** for all programmes except B.Arch.

For B.Arch. programmes refer **ANNEXURE II**

iii. Consolidated faculty details for M.E./M.Tech.

| Sl. No. | Name of the Programme(s) | Qualification | Required | Available | Deficiency % |
|---------|--------------------------|---------------|----------|-----------|--------------|
| 1. | | Ph.D. | 1 | | |
| | | M.E./M.Tech. | 2 | | |
| | | Total | 3 | | |
| 2. | | Ph.D. | 1 | | |
| | | M.E./M.Tech. | 2 | | |
| | | Total | 3 | | |

iv. Are training and development opportunities given to faculty members?

If so provide details.

v. Is performance appraisal system followed for faculty members?

If so provide details.

15. Non-teaching staff:

For norms refer Statute Section 5.10 and Regulation R 11.4 and Annexure 9 of the Statutes and Regulation for Affiliation

16. Laboratory: Provide Department-wise details separately as Enclosure

i. Space:

Name of the Department:

Norm :

- *In respect of Engg. & Tech. programmes the required area per laboratory shall be 250 sq.m and for workshop 900 sq.m. for a batch of 30 students.*
- *In respect of B.Arch programmes the required area per laboratory shall be 360 sq.m and for workshop 100 sq.m. for a batch of 40 students.*
- *In respect of M.C.A. programmes the required area per laboratory shall be 150 sq.m for a batch of 30 students.*

| Sl. No. | Name of the Laboratory | Area of the laboratory available (sq.m.) | Deficiency % |
|---------|------------------------|--|--------------|
| | | | |
| | | | |
| | | | |

ii. Laboratory Equipment

(Provide the information in the format given below for each laboratory course separately in respect of all the semesters concerned for the UG&PG programmes applied for in the department)

(Refer www.annauniv.edu and select 'Affiliation icon' or www.annauniv.edu/cai for requirements of laboratory equipment)

Degree:

Programme:

Semester:

Regulation: R2001/R2004/R2004 revised/R2005

Name of the Laboratory Course:

List of equipment required for a batch of 30 students for U.G./ 25 students for P.G.:

| Sl. No. | Name of the equipment/software | Quantity required | Quantity available | Deficiency % |
|---------|--------------------------------|-------------------|--------------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

17. Central Computing Facility

i. Area:

| Area required (sq.m.) | Area available (sq.m.) | Deficiency % |
|-----------------------|------------------------|--------------|
| 150 | | |

ii. Terminals and LAN/WAN connections:

Norms for number of terminals: **Terminal: Student**

B.E./B. Tech. 1:4

M.E./M. Tech. 1:2

B.Arch. 1:6

M.C.A. 1:2

M.B.A 1:2

| | Number of terminals with P4 processor | Number of terminals on LAN/WAN | Number of Printers |
|------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Required | (Refer norms given above) | (Norm: 50% of the terminals required) | (Norm: 10% of the terminals required) |
| Available | | | |
| Deficiency | | | |

iii. Softwares

| Software required | Name of the software available | Deficiency % |
|---|--------------------------------|--------------|
| System software – two | 1. | |
| | 2. | |
| Application software – eight and four for B.E./B.Tech. and B.Arch./M.C.A./M.B.A. programmes respectively. | 1. | |
| | 2. | |
| | 3. | |
| | 4. | |
| | 5. | |
| | 6. | |
| | 7. | |
| | 8. | |

iv. Network connectivity:

Bandwidth :

Number of nodes with Internet connection :

Norms:

Bandwidth: 510 Kbps

Number of nodes with Internet connection: 30

For colleges offering only Architecture programmes:

Bandwidth : 510 Kbps

Number of nodes with Internet connection : 15

18. Library

i. Area:

| Area required for an intake of 240 students (sq.m.) | Projected Area (sq.m.) | Area available (sq.m.) | Deficiency % |
|--|------------------------|------------------------|--------------|
| 400 (100 for colleges having only Architecture programmes) | | | |

ii. Books and Journals:

a) Books:

No. of existing UG programmes

$N_1 =$

No. of existing PG programmes

$N_2 =$

| | Science & Humanities | Engg. / Tech., Arch. & Plan., Management and Computer applications | | | | | Total no. of volumes (M ₁ + M ₂ + M ₃) |
|--------------|----------------------------------|--|--|--|---|--|--|
| | No. of volumes (M ₁) | No. of titles (T) | No. of volumes (M ₂) | | | No. of volumes added for the year of application (M ₃) | |
| | | | If the year of establishment of the college is | | | | |
| | | | One year before the year of application | Two years before the year of application | Three years and earlier the year of application | | |
| Required | 1000 | 250N ₁ + 150 N ₂ = | 4T = | 4T + 1000 = | 4T + 2000 = | 1000 | |
| Available | | | | | | | |
| Deficiency % | | | | | | | |

b) Journals:

| Sl. No. | Degree | Programme | National journal | | | International journal | | |
|---------|--------|-----------|------------------|---|-----|-----------------------|---|-----|
| | | | R (Refer norms) | A | % D | R (Refer norms) | A | % D |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Norms:

| Sl. No. | Programmes | Technology journals | |
|---------|--------------|---------------------|---------------|
| | | National | International |
| 1. | B.E./B.Tech. | 6 | 6 |
| 2. | M.E./M.Tech. | - | 1 |
| 3. | Arch. | 5 | 5 |
| 4. | M.B.A. | 15 | 15 |
| 5. | M.C.A. | 6 | 6 |

19. Class Rooms

Norms for Class Room Capacity:

Area (sq.m)

66

Capacity

60

- i. Class Rooms available in the whole college

| Sl. No. | Area (length x width) in square metre | Number of rooms | Type of roof (RCC/asbestos) | Capacity (for calculation, refer norms given above) |
|---------|---------------------------------------|-----------------|-----------------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total | | | | |

- ii. Summary:

| Sl. No. | Required | Available | Deficiency % |
|---------|---|-----------|--------------|
| 1 | [Total class room capacity required for the college (C) = 0.75 x total sanctioned intake in all the years for all the programmes] = | | |
| 2 | Number of Class rooms required for the college = C/60 = | | |

20. Drawing Halls

- i. Number of drawing halls required

Norm:

- Number of drawing halls required for B.E./B.Tech programmes = [Total sanctioned intake for the college / 240]
- Number of studios required for B.Arch programme is 5.
- Number of conference rooms required for M.B.A. programme is 3.

| Sl. No. | Programmes | Number of drawing halls required (Total sanctioned intake for the college / 240) | Number available | Deficiency % |
|---------|------------|--|------------------|--------------|
| | | | | |
| | | | | |

- ii. Area of the drawing hall

Norm:

| | Programme | Area required for each drawing hall |
|----|------------------|--|
| 1. | B.E./B.Tech | 175 sq.m. |
| 2. | B.Arch. | 200 sq.m. |
| 3. | M.B.A. | 50 sq.m. |

| Sl. No. | Programmes | Area of the each drawing hall required (sq.m.) | Area of the drawing hall available (sq.m.) | Deficiency % |
|---------|------------|--|--|--------------|
| | | | | |
| | | | | |
| Total | | | | |

21. Other building space

i. Central facility

| Sl. No. | Building space for | Building space required (sq.m) * | Projected space required (sq.m.)* | Available (sq.m.) | Deficiency % |
|---------|-------------------------------|--|-----------------------------------|-------------------|--------------|
| 1. | Principal's office | 30 (20) | 30 (20) | | |
| 2. | Administrative office | 20 (20) | 20 (20) | | |
| 3. | Reception office | 25 (25) | 25 (25) | | |
| 4. | Main office | 300 for an intake of 240 students/year (50) | | | |
| 5. | Strong room | 20 (20) | 20 (20) | | |
| 6. | Conference room | 100 (25) | 100 (25) | | |
| 7. | Drawing/reprographic facility | 20 (20) | 20 (20) | | |
| 8. | Maintenance and estate office | 40 (40) | 40 (40) | | |
| 9. | Students activity centre | 0.25/student (0.25/student) | | | |
| 10. | Open air theatre | 4000 | 4000 50 | | |
| 11. | Toilets in education building | 10 for each 100 students (10 for each 100 students) | | | |
| 12. | Canteen | 100 (100) | 100 (100) | | |
| 13. | Co-operative store | 100 (30) | 100 (30) | | |
| 14. | NSS/NSO/NCC/YRC office | 100 (30) | 100 (30) | | |

* (Figures within the brackets indicate the requirements for Architecture programme)

- ii. Department facility: Provide details department wise
Name of the department:

| Sl. No. | Building space for | Building space required (sq.m.) | Projected space required (sq.m.) | Available (sq.m.) | Deficiency % |
|---------|--------------------|---------------------------------|----------------------------------|-------------------|--------------|
| 1 | HOD | 20 | 20 | | |
| 2 | Department office | 25 | 25 | | |
| 3 | Faculty | 10/teacher | | | |
| 4 | Department library | 30 | 30 | | |
| 5 | Seminar | 30 | 30 | | |
| 6 | Store | 10 | 10 | | |

- iii. Staff residence:

| Sl. No. | Building space for | Building space required in sq.m. | Projected space required (sq.m.) | Available (sq.m.) | Deficiency % |
|---------|----------------------|----------------------------------|----------------------------------|-------------------|--------------|
| 1 | Principal | 140 | 140 | | |
| 2 | Professor | 100 | | | |
| 3 | Asst. Prof./Lecturer | 80 | | | |
| 4 | Class III staff | 30 | | | |
| 5 | Class IV staff | 20 | | | |

22. Hostels:

Distance between the location of the college and the city:

Norms:

| | <u>Carpet Area (sq.m.)</u> |
|--------------------|----------------------------|
| Single room | 9 |
| Triple seated room | 20 |

i. Boys' Hostel:

Norms:

- For the first year students a maximum of three in a room and for others single seated rooms to be provided.
- Total hostel capacity required for boys is 25% of boys' strength in the college if the college is located within 20 kms of a large city
- Total hostel capacity required for boys is 50 % of boys' strength in the college if the college is situated in other locations.
- Accommodation for 120 students is to be considered as one hostel unit.

A. Details

| Sl. No. | Block number | Carpet area of room (sq.m.) | Room capacity (a) (refer norms given above) | Number of rooms (b) | Capacity per Block (c) = (a) x (b) |
|---------|--------------|-----------------------------|---|---------------------|------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total | | | | | |

B. Summary:

| Total hostel capacity required for boys (refer norms given above) | Total hostel capacity available for boys | Deficiency % |
|---|--|--------------|
| | | |

ii. Girls Hostel:

Norms:

For the first year students a maximum of three in a room and for others single seated rooms to be provided.

Total hostel capacity required for girls is 50% of girls' strength in the college if the college is located within 20 km of a large city

Total hostel capacity required for girls is 100 % of girls' strength in the college if the college is situated in other locations.

A. Details:

| Sl. No. | Block number | Carpet area of room (sq.m.) | Room capacity (a) (refer norms given above) | Number of rooms (b) | Capacity per Block (c) = (a) x (b) |
|---------|--------------|-----------------------------|---|---------------------|------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Total | | | | | |

B. Summary:

| Total hostel capacity required for girls (refer norm given above) | Total hostel capacity available for girls | Deficiency % |
|---|---|--------------|
| | | |

iii. Other related building areas:

| Sl. No. | Description of the area | Required carpet area (sq.m.) per hostel unit of 120 students | Projected area required (sq.m.) | Available carpet area (sq.m.) | Deficiency % |
|---------|--------------------------------|--|---------------------------------|-------------------------------|--------------|
| 1. | Kitchen and Dining Hall | 200 | | | |
| 2. | Indoor games cum Common hall | 150 | | | |
| 3. | Medical room (for all hostels) | 50 | 50 | | |
| 4. | Canteen | 50 | | | |
| 5. | Warden office | 18 | | | |
| | | Additional four rooms of 9 sq.m. each within the blocks | | | |
| 6. | Guest rooms | 18 (2 nos.) | | | |
| | | Additional four rooms of 9 sq.m. each within the blocks | | | |
| 7. | Toilets | 75 | | | |

iv. Details of Teachers' Hostel available:

(It is desirable to have a hostel type accommodation for 25% strength of the teachers with the norm of 30 sq.m. carpet area per teacher inclusive of an attached toilet room.)

23. Physical Education

| Sl. No. | Description | Details |
|---------|--|---------|
| 1 | Total area of the play ground | |
| 2 | Details of the outdoor games available | 1. |
| | | 2. |
| | | 3. |
| | | 4. |
| 3 | Details of the Indoor games available. | 1. |
| | | 2. |
| | | 3. |
| | | 4. |
| 4 | Details of gymnasium available | 1. |
| | | 2. |
| | | 3. |
| | | 4. |
| 5 | Fund allotted to Physical Education | |

24. Training and Placement Cell

i. Details of the staff:

| Sl. No. | Name | Designation | Department |
|---------|------|-------------|------------|
| | | | |
| | | | |

ii. Facilities available:

| Sl. No. | Item | Available (Y/N) |
|---------|-------------------------|-----------------|
| 1 | Conference hall | |
| 2 | Interview room | |
| 3 | OHP | |
| 4 | LCD projector | |
| 5 | Audio visual facilities | |

25. Alumni Association:

Is alumni association functioning in the college? Y/N

26. Other amenities:

i. Health Centre:

| Sl. No. | Name of the staff | Designation | Qualification | Specialization | Experience |
|---------|-------------------|-------------|---------------|----------------|------------|
| | | | | | |
| | | | | | |
| | | | | | |

ii. Others

| Sl. No. | Amenity | Available (Y/N) |
|---------|---|-----------------|
| 1 | Vehicle parking stand | |
| 2 | Transport facilities for staff and students | |
| 3 | Bank /Extension counter facility | |
| 4 | Telephone facility | |
| 5 | Drinking water facility | |
| 6 | Generator (min. 25 KVA) | |

27. Registers and Records

| Sl. No. | Name of Register/Record | Is it maintained? (Y/N) |
|---------|--|-------------------------|
| 1) | Department wise faculty profile | |
| 2) | Department wise Non-Teaching Staff Profile | |
| 3) | Register of attendance and assessment record (programme wise) | |
| 4) | Attendance for teaching and non-teaching staff | |
| 5) | Advertisement for recruitment of faculty members | |
| 6) | Minutes of the meeting of Staff Selection Committee | |
| 7) | Appointment / offer letters issued to faculty members | |
| 8) | Joining report of staff members | |
| 9) | Record of students (programme wise) | |
| 10) | Academic performance record of students (programme wise) | |
| 11) | Record of student projects (UG, PG & PhD) | |
| 12) | Register of attendance and assessment record (programme wise) | |
| 13) | Record of scholarships / fellowships / financial assistance for students | |
| 14) | Book of Transfer certificate (including counterfoils) | |

| Sl. No. | Name of Register/Record | Is it maintained? (Y/N) |
|---------|---|-------------------------|
| 15 | Copy of Regulations, curriculum and syllabi (programme wise) | |
| 16 | Record of Research / Consultancy / Extension activities (department wise) | |
| 17 | Record of Achievements, Award and Recognition (department wise) | |
| 18 | Master time table and Academic calendar | |
| 19 | Accession register for library | |
| 20 | Stock register for equipment | |
| 21 | Stock register for consumable | |
| 22 | Stock register for furniture | |
| 23 | Stock register for tools and plants | |
| 24 | Minutes of the meetings of the Governing council of the college | |
| 25 | Minutes of the meeting of the Planning and Monitoring Board | |
| 26 | Minutes of the meetings of the Registered Society / Trust of the college | |
| 27 | Year-wise audited statement of accounts of the college and also in the format specified by the University | |
| 28 | Cash book of the college | |
| 29 | Acquittance register | |
| 30 | Fee receipt books (including counterfoils) | |
| 31 | Funds position / bank certificates / FDR copies to indicate financial stability | |

28. Certificates

The **originals** of the following are to be produced for verification at the time of inspection to the inspection committee members (**copies need not be enclosed along with application**)

| Sl. No. | Certificate | Available (Y/N) |
|---------|---|-----------------|
| 1. | Village field map / Field measurement book sketch | |
| 2. | College site map / plan. | |
| 3. | Existing building plan. | |
| 4. | Building sketch [details of Rooms, Laboratories, Stores, Library etc. for all the floors] | |
| 5. | Building plan proposed. | |
| 6. | Irrevocable Trust Registration Deed. | |
| 7. | Documentary proof for ownership of lands exclusively earmarked for the College. | |
| 8. | Legal opinion from not below the rank of the Govt. pleader on the ownership of land and extent of coverage. | |
| 9. | Land use Certificate from an appropriate authority (RDO) and Land conversion certificate from the Directorate of Town & Country planning. | |
| 10. | # Certificate under Section 37 (B) of Tamil Nadu Land Reforms (Land fixation and Ceiling) Act, 1961. | |
| 11. | # State Government permission for starting the College. | |
| 12. | AICTE approval for the programme(s) (copy to be enclosed). | |
| 13. | Documents showing the financial viability of the college [details of financial budgeted revenue and expenses statements (Current year)]. | |
| 14. | Composition of the Governing council. | |
| 15. | Master Time – Table for all courses and all sections with classroom arrangements. | |
| 16. | Audited statement of accounts of the college for the past three years. | |
| 17. | Certificates for fire/boiler/electrical safety from competent authorities. | |
| 18. | Certificate from Health Inspector. | |
| 19. | Certificate from PWD Superintendent Engineer for the structural stability of the building | |
| 20. | Building and equipment insurance certificate. | |

The application for affiliation will be considered without prejudice to the right of the University requiring the production of certificate under Section 37B of Tamil Nadu Land Reforms (LC) Act 1961 and the permission of the Government to establish the college required under Section 5 (ac) of Anna University Act, 1978 subject to the verdicts of the Hon'ble High Court of Madras.

29. Inspection fee:

Details of Inspection fee remitted: (The D.D. has to be enclosed with the application)

| Sl. No. | Programmes for which affiliation is sought for the year of application | Inspection fee per programme | Number of programme(s) | Total Amount (Rs) |
|-------------|--|------------------------------|------------------------|-------------------|
| 1. | Inspection fee for each additional academic programme | Rs. 25,000/- | | |
| 2. | Inspection fee for each of the already affiliated programme with increase in intake | Rs. 25,000/- | | |
| 3. | Inspection fee for each of the already existing programme with existing / reduction in intake | Rs. 12,500/- | | |
| 4. | Inspection fee for permanent affiliation for each of the already affiliated programme with existing / reduction / increase in intake | Rs. 25,000/- | | |
| Grand Total | | | | |

D.D. No. _____ Date: _____

Name of the Bank & Branch _____

(The D.D. to be drawn in favour of 'The Director, Centre for Affiliation of Institutions, Anna University Chennai, Chennai – 600 025)

30. Endorsement of the Principal

I, Thiru. /Tmt _____ son/daughter of Thiru. _____ on
behalf of the (college name) _____ hereby declare that the particulars
furnished in the application are correct to the best of my knowledge.

Principal
(Name in Capital Letters)

Place:

Date:

31. Declaration by the Management

I, Thiru/Tmt _____ son/daughter of Thiru. _____ on behalf of the trust, viz., _____ hereby declare that the particulars furnished in the application are correct to the best of my knowledge. No programme(s) will be started without the prior approval of the AICTE and the grant of affiliation by the Anna University for the academic year concerned and all the original documents related to the particulars given in the application will be produced at the time of inspection and whenever called for.

Chairman/Secretary
(Name in Capital Letters)

Place:

Date:

ANNEXURE I

(Refer Item 15(ii) of the Application for Affiliation)

**FACULTY REQUIREMENT FOR A GIVEN TOTAL SANCTIONED STRENGTH (S) FOR ALL
ACADEMIC PROGRAMMES EXCEPT FOR B.ARCH. PROGRAMMES**

| Total sanctioned strength (S) | No. of faculty members required (R) | | | |
|-------------------------------|-------------------------------------|-------------|----------|-------|
| | Professor | Asst. Prof. | Lecturer | Total |
| 30 | 1/0 | 1/2 | 2 | 4 |
| 45 | 1/0 | 1/2 | 2 | 4 |
| 60 | 1/0 | 1/2 | 2 | 4 |
| 75 | 1/0 | 1/2 | 3 | 5 |
| 90 | 1 | 1 | 4 | 6 |
| 105 | 1 | 1 | 5 | 7 |
| 120 | 1 | 1 | 6 | 8 |
| 135 | 1 | 2 | 6 | 9 |
| 150 | 1 | 2 | 7 | 10 |
| 165 | 1 | 2 | 8 | 11 |
| 180 | 1 | 2 | 9 | 12 |
| 195 | 1 | 2 | 10 | 13 |
| 210 | 1 | 3 | 10 | 14 |
| 225 | 1 | 3 | 11 | 15 |
| 240 | 1 | 3 | 12 | 16 |
| 255 | 1 | 3 | 13 | 17 |
| 270 | 2 | 4 | 12 | 18 |
| 285 | 2 | 4 | 13 | 19 |
| 300 | 2 | 4 | 14 | 20 |
| 315 | 2 | 4 | 15 | 21 |
| 330 | 2 | 4 | 16 | 22 |
| 345 | 2 | 5 | 16 | 23 |
| 360 | 2 | 5 | 17 | 24 |
| 375 | 2 | 5 | 18 | 25 |
| 390 | 2 | 5 | 19 | 26 |
| 405 | 3 | 6 | 18 | 27 |
| 420 | 3 | 6 | 19 | 28 |
| 435 | 3 | 6 | 20 | 29 |
| 450 | 3 | 6 | 21 | 30 |
| 465 | 3 | 6 | 22 | 31 |
| 480 | 3 | 7 | 22 | 32 |
| 495 | 3 | 7 | 23 | 33 |

| Total sanctioned strength (S) | No. of faculty members required (R) | | | |
|-------------------------------|-------------------------------------|-------------|----------|-------|
| | Professor | Asst. Prof. | Lecturer | Total |
| 510 | 3 | 7 | 24 | 34 |
| 525 | 3 | 7 | 25 | 35 |
| 540 | 4 | 8 | 24 | 36 |
| 555 | 4 | 8 | 25 | 37 |
| 570 | 4 | 8 | 26 | 38 |
| 585 | 4 | 8 | 27 | 39 |
| 600 | 4 | 8 | 28 | 40 |
| 615 | 4 | 9 | 28 | 41 |
| 630 | 4 | 9 | 29 | 42 |
| 645 | 4 | 9 | 30 | 43 |
| 660 | 4 | 9 | 31 | 44 |
| 675 | 5 | 10 | 30 | 45 |
| 690 | 5 | 10 | 31 | 46 |
| 705 | 5 | 10 | 32 | 47 |
| 720 | 5 | 10 | 33 | 48 |
| 735 | 5 | 10 | 34 | 49 |
| 750 | 5 | 11 | 34 | 50 |
| 765 | 5 | 11 | 35 | 51 |
| 780 | 5 | 11 | 36 | 52 |
| 795 | 5 | 11 | 37 | 53 |
| 810 | 6 | 12 | 36 | 54 |
| 825 | 6 | 12 | 37 | 55 |
| 840 | 6 | 12 | 38 | 56 |
| 855 | 6 | 12 | 39 | 57 |
| 870 | 6 | 12 | 40 | 58 |
| 885 | 6 | 13 | 40 | 59 |
| 900 | 6 | 13 | 41 | 60 |
| 915 | 6 | 13 | 42 | 61 |
| 930 | 6 | 13 | 43 | 62 |
| 945 | 7 | 14 | 42 | 63 |
| 960 | 7 | 14 | 43 | 64 |
| 975 | 7 | 14 | 44 | 65 |
| 990 | 7 | 14 | 45 | 66 |
| 1005 | 7 | 14 | 46 | 67 |

ANNEXURE II

(Refer Item 15(ii) of the Application for Affiliation)

**FACULTY REQUIREMENT FOR A GIVEN TOTAL SANCTIONED STRENGTH (S) FOR B.ARCH.
PROGRAMMES**

| Total sanctioned strength (S) | No. of faculty members required (R) | | | |
|----------------------------------|-------------------------------------|-------------|----------|-------|
| | Professor | Asst. Prof. | Lecturer | Total |
| 20 | 1/0 | 0/1 | 3 | 4 |
| 30 | 1/0 | 1/2 | 2 | 4 |
| 40 | 1/0 | 1/2 | 2 | 4 |
| 50 | 1/0 | 1/2 | 3 | 5 |
| 60 | 1/0 | 1/2 | 4 | 6 |
| 70 | 1/0 | 1/2 | 5 | 7 |
| 80 | 1/0 | 1/2 | 6 | 8 |
| 90 | 1 | 2 | 6 | 9 |
| 100 | 1 | 2 | 7 | 10 |
| 110 | 1 | 2 | 8 | 11 |
| 120 | 1 | 2 | 9 | 12 |
| 130 | 1 | 2 | 10 | 13 |
| 140 | 1 | 3 | 10 | 14 |
| 150 | 1 | 3 | 11 | 15 |
| 160 | 1 | 3 | 12 | 16 |
| 170 | 1 | 3 | 13 | 17 |
| 180 | 2 | 4 | 12 | 18 |
| 190 | 2 | 4 | 13 | 19 |
| 200 | 2 | 4 | 14 | 20 |

ANNEXURE 14
Report of the Inspection Committee for Affiliation
(vide Section R22)



ANNA UNIVERSITY CHENNAI
CHENNAI - 600 025

Inspection Report for the Grant of Affiliation, year of application

1. Name & Address of the College :

2. Name of the Members of the Inspection committee

- i. Chairman -
- ii. Member -
- iii. Member -
- iv. Member -

3. Programmes Inspected

| Sl.No. | Degree | Programme | Type of Affiliation granted for the previous academic year | Sanctioned Intake for the previous academic year | Intake to be considered for the year of application |
|--------|--------|-----------|--|--|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

Chairman
Inspection committee

Table 1 - PRINCIPAL

(Common to all programmes offered at college)

| Assigned Weightage (W) | Is Regular Principal Available / Not Available? | If Available | | | | |
|------------------------|---|-----------------------|-----------------|--|---|--------------------------------|
| | | Name of the Principal | Date of Joining | Is the age of the Principal as per AICTE norms (65 years or less) (Yes / No) | Is the qualification of the Principal as per AICTE norms (Yes / No) | Secured Marks * (5 / 0) |
| 5 | | | | | | |

- * - (i) 5 marks to be awarded if the Principal satisfies all the AICTE norms.
(ii) 0 mark to be awarded if the Principal is not available / not eligible.

Table 2 - LIBRARY - Books and General Ambiance

(Common to all programmes offered at college)

| Category | Assigned Weightage (W) | Required | Available | Existing Deficiency % (D) | Secured Marks M=W x (100-D)/100 |
|------------------|------------------------|----------|-----------|---------------------------|------------------------------------|
| Volumes | | | | | |
| M ₁ | 2 | 1000 | | | |
| M ₂ | 2 | | | | |
| M ₃ | 3 | 1000 | | | |
| General Ambiance | 1 | | | | |
| Total (A) | | | | | |

M₁ - Number of volumes required to be available for Science and Humanities

M₂ - Number of volumes required to have been procured upto June _____ (one year before the year of application to be given)

M₃ - Number of volumes required to have been added after June _____ (one year before the year of application to be given)

Table 3 - GENERAL FACILITIES
(Common to all programmes offered at college)

| Sl. No | Details | Grade# | Grade Point# |
|--|---|--------|-------------------|
| A. | Central Computing Facility (such as No. of terminals, LAN connection and softwares) | | x= |
| B. | 1. Financial viability | | y ₁ |
| | 2. Class room | | y ₂ = |
| | 3. Power supply - Capacity of transformer (KVA)... - Capacity of standby generator (KVA)... | | y ₃ = |
| | 4. Water supply (Availability of potable water) | | y ₄ = |
| | 5. Approach road | | y ₅ = |
| | 6. Hostels (Boys and Girls) | | y ₆ = |
| | 7. Canteen facility | | y ₇ = |
| | 8. Playground (Gymnasium, Facilities for indoor & outdoor games) | | y ₈ = |
| | 9. Student amenities (Such as chilled drinking water supply, lights and fans in all classrooms, common rooms, Recreation room, Reading room, communication, Photo copying and toilets for boys and girls) | | y ₉ = |
| | 10. Transport (availability of buses and charges collected) | | y ₁₀ = |
| | 11. Medical facilities | | y ₁₁ = |
| | 12. Safety certificates | | y ₁₂ = |
| | 13. Special amenities for physically challenged persons | | y ₁₃ = |
| | 14. Co-curricular activities (N.S.S, N.C.C, N.S.O, Y.R.C) | | y ₁₄ = |
| | 15. Auditorium, seminar and conference halls | | y ₁₅ = |
| | 16. Placement and Training facilities | | y ₁₆ = |
| | 17. Maintenance of records | | y ₁₇ = |
| | 18. Functioning of Planning and Monitoring Board, Discipline and Welfare committee, and Complaint cum Redressal committee | | y ₁₈ = |
| | 19. Alumni Association (If applicable) | | y ₁₉ = |
| | 20. General ambience | | y ₂₀ = |
| Total marks secured for general facilities = $[3 \cdot x] + [7 \cdot (\sum y_i) / 20]$ | | | |

- Refer 'Table – GP' in Annexure - I

-

Chairman
Inspection Committee

PROGRAMMEWISE EVALUATION

| | |
|--|--|
| Date and Time of the Inspection | |
|--|--|

1. Name & Address of the College :

2. Name of the Programme :

3. Faculty

3.1. B.E. / B. Tech.

Table 4a

To be used if the year of introduction of the programme is in the academic year _____ (three years before the year of application to be given) or before

| Category | Faculty cadre | Assigned Weightage (W) | Required | Available | Existing Deficiency % (D) | Secured Marks $M=W \times (100-D)/100$ |
|--|-----------------------------|------------------------|-------------|--------------------|---------------------------|---|
| Engineering (for II, III and IV year of the programme concerned) | Staff : Student Ratio * | 20 | 1:15 | $T^@/(A+B+C)$ = | Not applicable | |
| | Professor | 7 | | A = | | |
| | Asst. Professor | 8 | | B = | | |
| | Lecturer | Not Applicable | | C = | | Not applicable |
| Science & Humanities (for 1 year of all the existing programmes) | All the cadres put together | 10 | | | | |
| Total | | | | | | |

@ - Total sanctioned intake of II, III and IV year, T = _____

*- Refer '**Table – SSR 1' in Annexure - I** for weightage

To be used if the year of introduction of the programme is in the academic year ____ (two years before the year of application to be given)

| Category | Faculty cadre | Assigned Weightage (W) | Required | Available | Existing Deficiency % (D) | Secured Marks $M=W \times (100-D)/100$ |
|---|-----------------------------|------------------------|-------------|-------------------|---------------------------|---|
| Engineering (for II and III year of the programme concerned) | Staff : Student Ratio * | 20 | 1:15 | $T^@ / (A+B+C) =$ | Not applicable | |
| | Professor | 5 | | A = | | |
| | Asst. Professor | 5 | | B = | | |
| | Lecturer | Not Applicable | | C = | | Not applicable |
| Science & Humanities (for I year of all the existing programmes) | All the cadres put together | 15 | | | | |
| Total | | | | | | |

@ - Total sanctioned intake of II and III year, T = _____

* - Refer 'Table – SSR 1' in Annexure - I for weightage

To be used if the year of introduction of the programme is in the academic year ____ (one year before the year of application to be given)

| Category | Faculty cadre | Assigned Weightage (W) | Required | Available | Existing Deficiency % (D) | Secured Marks $M=W \times (100-D)/100$ |
|--|-----------------------------|------------------------|-------------|-----------------|---------------------------|---|
| Engineering (for II year of the programme concerned) | Staff : Student Ratio * | 20 | 1:15 | $T^@/(A+B+C) =$ | Not applicable | |
| | Professor + Asst. Professor | 5 | (Prof. +AP) | A = | | |
| | Lecturer | Not Applicable | | B = | | Not applicable |
| Science & Humanities (for I year of all the existing programmes) | All the cadres put together | 20 | | | | |
| Total | | | | | | |

@ - Total sanctioned intake of II year, T = _____

* - Refer 'Table – SSR 1' in Annexure - I for weightage

3.2 B. Arch.

Table – 4b

| Faculty cadre | Assigned Weightage (W) | Required | Available | Existing Deficiency % (D) | Secured Marks $M=W \times (100-D)/100$ |
|-------------------------|------------------------|----------|-----------------|---------------------------|---|
| Staff : Student ratio * | 25 | 1:10 | $T^@/(A+B+C) =$ | Not applicable | |
| Professor | 10 | | A = | | |
| Asst. Professor | 10 | | B = | | |
| Lecturer | Not Applicable | | C = | | Not applicable |
| Total | | | | | |

@ - Total sanctioned intake of I, II, III, IV and V year, T = _____

* - Refer 'Table – SSR 2' in Annexure - I for weightage

3.3 M. Sc.

Table – 4c

| Faculty cadre | Assigned Weightage (W) | Required | Available | Existing Deficiency % (D) | Secured Marks $M=W \times (100-D)/100$ |
|-------------------------|------------------------|----------|-----------------|---------------------------|---|
| Staff : Student ratio * | 25 | 1:15 | $T^@/(A+B+C) =$ | Not applicable | |
| Professor | 10 | | A = | | |
| Asst. Professor | 10 | | B = | | |
| Lecturer | Not Applicable | | C = | | Not applicable |
| Total | | | | | |

@ - Total sanctioned intake of I and II year, T = _____

*- Refer 'Table – SSR 1' in Annexure - I for weightage

3.4 M.E./M. Tech.

Table – 5a

| Qualification of the Faculty member (in the field of specialization) | Assigned Weightage (W) | Required | Available # | Existing Deficiency % (D) | Secured Marks $M=W \times (100-D)/100$ |
|--|------------------------|----------|-------------|---------------------------|---|
| Ph.D. | 20 | 1 | | | |
| M.E./M.Tech. | 30 | 2 | | | |
| Total | | | | | |

Faculty members already taken into account for B.E./B.Tech. programmes should not be considered here.

3.5.M.B.A.

Table – 5b

| Faculty cadre | Assigned Weightage (W) | Required | Available | Existing Deficiency % (D) | Secured Marks $M=W \times (100-D)/100$ |
|-------------------------|------------------------|----------|-----------------|---------------------------|---|
| Staff : Student ratio * | 30 | 1:15 | $T^@/(A+B+C) =$ | Not applicable | |
| Professor | 10 | | A = | | |
| Asst. Professor | 10 | | B = | | |
| Lecturer | Not Applicable | | C = | | Not applicable |
| Total | | | | | |

@ - Total sanctioned intake of I and II year, T = _____

* - Refer 'Table – SSR 1' in Annexure - I for weightage

3.6.M.C.A.

Table – 5c

| Faculty cadre | Assigned Weightage (W) | Required | Available | Existing Deficiency % (D) | Secured Marks $M=W \times (100-D)/100$ |
|-------------------------|------------------------|----------|-----------------|---------------------------|---|
| Staff : Student ratio * | 30 | 1:15 | $T^@/(A+B+C) =$ | Not applicable | |
| Professor | 10 | | A = | | |
| Asst. Professor | 10 | | B = | | |
| Lecturer | Not Applicable | | C = | | Not applicable |
| Total | | | | | |

@ - Total sanctioned intake of I, II & III year, T = _____

* - Refer 'Table – SSR 1' in Annexure - I for weightage

4. LIBRARY - Journals

Table – 6

| Programmes | Assigned Weightage (W) | Required | | | Available | | | Existing Deficiency % [100(T ₁ -T ₂)/T ₁] (D) | Secured Marks M =W x (100-D) / 100 (B) |
|--------------|------------------------|----------|----------------|-------------------------|-----------|----------------|-------------------------|--|--|
| | | National | Inter-national | Total (T ₁) | National | Inter-national | Total (T ₂) | | |
| B.E./B.Tech. | 2 | 6 | 6 | 12 | (Max. 6) | | | | |
| M.E./M.Tech. | 2 | - | 1 | 1 | -- | * | | | |
| B.Arch. | 2 | 5 | 5 | 10 | (Max. 5) | | | | |
| M.B.A. | 2 | 15 | 15 | 30 | (Max. 5) | | | | |
| M.C.A. | 2 | 6 | 6 | 12 | (Max. 6) | | | | |

* - International Journal should be in the field of specialisation and also it should be ensured that the Journals available for M.E./M.Tech should be over and above the requirement for the related B.E./B.Tech Programme.

| | |
|---|--|
| Total marks for Library (A)[®] +(B) | |
|---|--|

[®]For the value of (A), refer “Table 2 - Library – Books and General Ambience”

5. LABORATORY

Table – 7

| Sl. No. | Regulation | Year / Semester | Code No. and Name of the Laboratory | Grade * | Grade Point * Xi |
|---|------------|-----------------|-------------------------------------|---------|---------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| .. | | | | | |
| .. | | | | | |
| N-1 | | | | | |
| N | | | | | |
| Grade Point Average (GPA) = $(\sum x_i) / N$ | | | | | |
| Total Marks = GPA x 30 for UG programmes and GPA x 25 for PG programmes with laboratory courses | | | | | |

N = Total No. of Laboratory Courses

* - Refer '**Table – GP**' in Annexure – I

6. TOTAL MARKS SECURED

6.1 B.E./B. Tech./B.Arch./M. Sc.

Table – 8

| S. No | Parameter | Maximum Marks | Marks secured |
|-------|---|---------------|---------------|
| I. | Principal (Refer Table 1) | 5 | |
| II. | Faculty (Refer Table 4a/4b/4c as the case may be) | 45 | |
| III. | Library (Refer Table 2 & 6) | 10 | |
| IV. | Laboratory (Refer Table 7) | 30 | |
| V. | General Facilities (Refer Table 3) | 10 | |
| Total | | 100 | |

6.2 M.E./M.Tech. / M.B.A./M.C.A. (to be used for programmes with laboratory courses)**Table – 9a**

| S. No | Parameter | Maximum Marks | Marks secured |
|--------------|------------------------------------|----------------------|----------------------|
| I. | Principal (Refer Table 1) | 5 | |
| II. | Faculty (Refer Table 5a/5b/5c) | 50 | |
| III. | Library (Refer Table 2 & 6) | 10 | |
| IV. | Laboratory (Refer Table 7) | 25 | |
| V. | General Facilities (Refer Table 3) | 10 | |
| Total | | 100 | |

6.3 M.E./M.Tech. / M.B.A./M.C.A. (to be used for programmes without any laboratory course)**Table – 9b**

| S. No | Parameter | Maximum Marks | Marks secured |
|-------------------------------------|------------------------------------|----------------------|----------------------|
| I. | Principal (Refer Table 1) | 5 | |
| II. | Faculty (Refer Table 5a/5b/5c) | 50 | |
| III. | Library (Refer Table 2 & 6) | 10 | |
| IV. | General Facilities (Refer Table 3) | 10 | |
| Total | | 75 | (M) |
| Marks secured out of 100 (M x 1.33) | | | |

Chairman
Inspection committee

7. Steps taken towards variation in intake requested for

(information to be obtained from the college irrespective of the availability of AICTE approval)

| | | | |
|----|--|------------------------|-------------|
| a. | Number of additional faculty members appointed | Science and Humanities | Engineering |
| | | | |
| b. | Are additional laboratory requirements made available? | Yes | No |
| c. | Number of additional classrooms created | | |
| d. | Number of additional hostel rooms created | Boys | Girls |
| | | | |
| e. | Any Other information | | |

Chairman
Inspection committee

EVALUATION OF ADDITIONAL PROGRAMMES

(information to be obtained from the college irrespective of the availability of AICTE approval)

| | | | |
|------------------------------|--|------------------------|-------------|
| Name of the College | | | |
| Name of the Programme | | | |
| a. | Number of additional faculty members appointed | Science and Humanities | Engineering |
| | | | |
| b. | Is separate building constructed for the proposed programme? | Yes | No |
| c. | Are additional laboratory requirements made available? | Yes | No |
| d. | Number of additional classrooms created | | |
| e. | Number of additional hostel rooms created | Boys | Girls |
| | | | |
| f. | Any Other information | | |

Chairman
Inspection committee

INSPECTION REPORT - SUMMARY YEAR OF APPLICATION

| | |
|--|--|
| Date and Time of the Inspection | |
|--|--|

1. Name & Address of the College :

2. Marks secured by each Programme inspected:

| Sl.No. | Degree | Programme | Marks Secured out of 100 |
|--------|--------|-----------|-----------------------------|
| 1. | | | |
| | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

INSPECTION COMMITTEE

| | Name | Signature |
|----------|------|-----------|
| Chairman | | |
| Member | | |
| Member | | |
| Member | | |

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