# All India Council for Technical Education

(A Statutory body under Ministry of HRD, Government of India)

7th Floor, Chandralok Building, Janpath, New Delhi 110 001
Phone 91 11 2372 4151-57 FAX 91 11 2372 4183 www.aicte-india.org
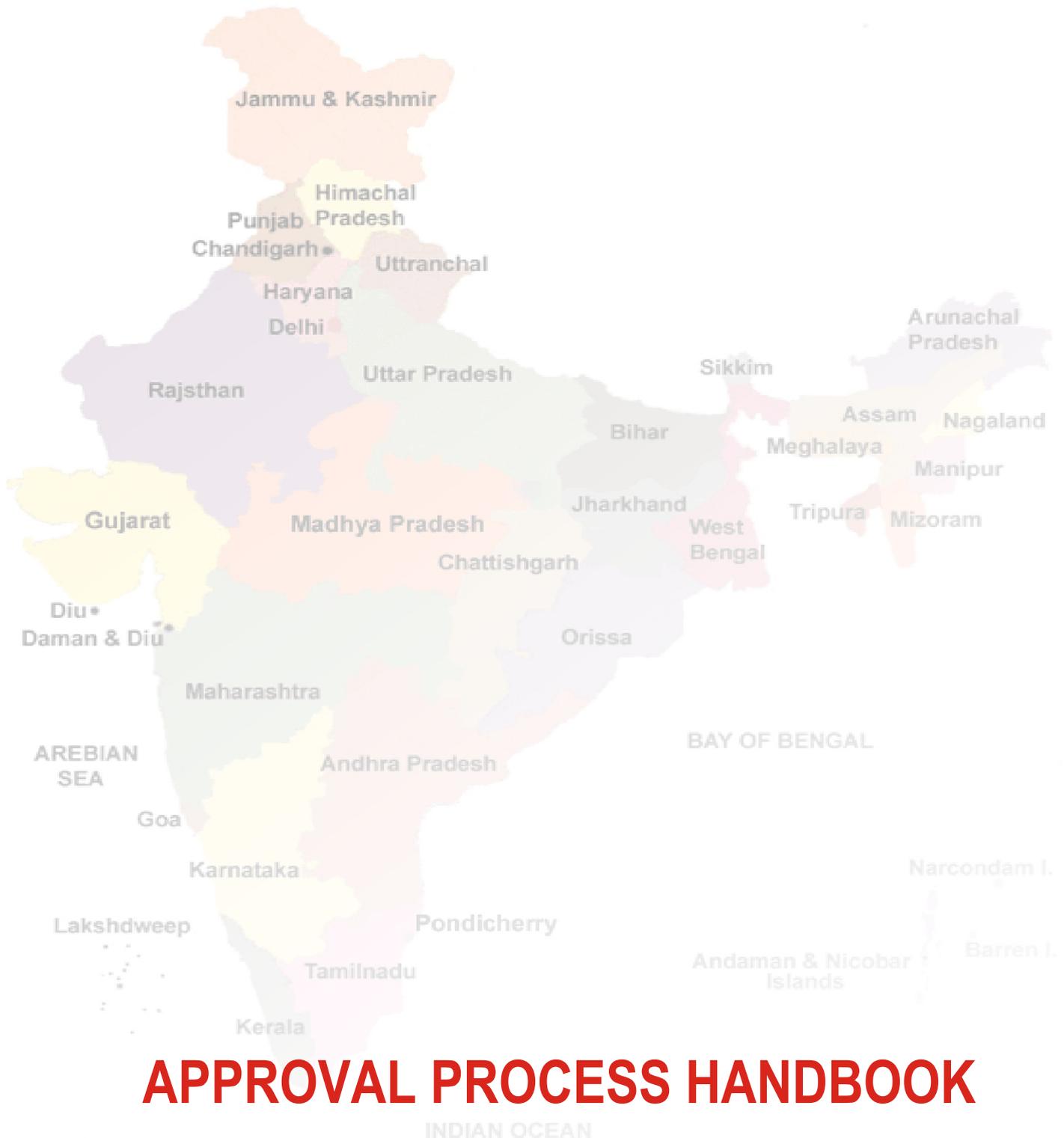
APPROVAL PROCESS HANDBOOK

**ENGINEERING / TECHNOLOGY / PHARMACY / MCA / MANAGEMENT
ARCHITECTURE / TOWN PLANNING / APPLIED ARTS & CRAFTS
HOTEL MANAGEMENT & CATERING TECHNOLOGY**

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FOREWORD

The All India Council for Technical Education (AICTE), set-up in November 1945 as a national level Apex Advisory Body, is marching ahead with its mission of developing and promoting qualitative technical education in the country in a coordinated and integrated manner. The Council is constantly endeavoring 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 in the country is witnessing a consistent growth pattern marked by the setting up of new Institutions and the improvement of the existing ones in tune with the quality assurance norms set by the National Board of Accreditation (NBA). The Council believes in providing the proper impetus to Institutions in generating competent engineers and scientists and encourages them to think beyond the curriculum while imparting training for the advancement of knowledge.

This manual is an attempt to provide comprehensive information on the fair and rational system of administration as well as other necessary information on the processes and Institutions under the aegis of the AICTE. The emphasis on e-governance to ensure transparency, 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.

All who have meditated on the art of governing mankind have been convinced that the fate of empires depends on the education of youth. -Aristotle

Dr. S. S. Mantha
Acting Chairman, AICTE

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2.1   "1st Shift" means activities conducted in 1st spell of time wherever two shift working exists.

2.2   "2nd Shift" means activities conducted in 2nd spell of time wherever two shift working exists.

2.3   "Academic year" means Academic Year of the concerned affiliating University and/or technical institution.

2.4   "Act" means the All India Council for Technical Education Act 1987 (52 of 1987).

2.5   "AICTE web-portal" means web site hosted by the Council at URL www.aicte-india.org.

2.6   "Appellate Committee" means the appellate committee established under Section 12 of the Act.

2.7   "Applicant" means an applicant that makes an application to the Council for seeking any kind of approval under these Regulations.

2.8   "Approved Institution" means the Institute approved by Council.

2.9   "Architect" means an Architect registered with the Council of Architecture established under the Architect Act 1972.

2.10   "Autonomous Institution", means an Institution, to which autonomy is granted and is designated to be so by the Statutes of affiliating University.

2.11   "Bandwidth Contention" means the contention ratio, ratio of the potential maximum demand to the actual bandwidth.

2.12   "Chairman" shall means Chairman of the Council as described under sub-section (9) of section 4 of the Act.

2.13   "Co_Ed Institute" means the Institute admitting male and female students.

2.14   "Commission" means University Grants Commission established under section 4 of the University Grants Commission Act, 1956

2.15   "Competent Authority for Admission" means a body responsible for admission to technical institutions in the State/UT concerned.

2.16   "Compliance Report" shall mean the report submitted by Technical Institution showing status of fulfillment of the norms set by AICTE in the format prescribed by AICTE from time to time.

2.17   "Council" Means All India Council for Technical Education establish under Section 3 of the Act.

2.18   "Course" means one of the branches of learning in Programme.

2.19   "Deemed University" means an institution declared as deemed to be university under section 3 of the University Grants Commission Act, 1956.

2.20   "Division" shall mean;

a batch of sixty seats in Under Graduate programme in Engineering / Technology / Pharmacy / Hotel Management & Catering Technology / Applied Arts & Crafts & post graduate programme in PGDM / MBA / MCA,

a batch of 40 seats in Under Graduate programme in Architecture / Town Planning,

a batch of 18 seats in Post Graduate programme in Engineering / Technology / Pharmacy / Hotel Management & Catering Technology / Applied Arts & Crafts / Architecture / Town Planning.

2.21   "E-Banking" means the internet banking.

2.22   "E-Receipt" means the payment receipt received on payment using internet banking on web-portal of AICTE.

2.23   "Executive Committee" means the Committee constituted by the Council under Section 12 of the

AICTE Act.

2.24 "Foreign National" means the citizen of all countries other than India who are not of Indian origin as defined under PIO.

2.25 "Foreign Student" means, the student who possesses a foreign passport.

2.26 "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

2.27 "Government Aided Institution" means technical institution that meets 50% or more of its recurring expenditure out of the grant received from Government or Government organizations.

2.28 "Government Institution" means technical institution established and/or maintained by the Government.

2.29 "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.

2.30 "Integrated Campus" means a campus where Institutes offer Technical Education in two or more different programme in Technical Education.

2.31 "Mandatory Disclosure" means the disclosure of the information by a technical institution in the format prescribed by the Council for the purpose and/or uploading the same on the official website of Council.

2.32 "Metro City" means a Metropolitan area as declared by Ministry of Urban Development, New Delhi or concerned State Government authority.

2.33 "Minority Educational Institution" or "Minority Institution" means a college or institution established or maintained by a person or group of persons belonging to a minority, recognized as such by the concerned State Government/UT Administration.

2.34 "NBA web-portal" means a web site at URL www.nba-india.org.

2.35 "NBA" means National Board of Accreditation set up by AICTE under section 10(u) of AICTE Act (52 of 1987).

2.36 "Non-Resident Indian (NRI)" means an Indian citizen who is ordinarily residing outside India and holds an Indian Passport.

2.37 "pdf file" means document in Portable Document Format .

2.38 "Persons of Indian origin (PIO)" shall mean the Persons who are citizens of other countries (except Pakistan & Bangladesh) who at any time held an Indian Passport, or who or either of his/her parents or any of his/her grand parents was a citizen of India by virtue of the provisions of the Constitution of India of Sec.2 (b) of the Citizenship Act, (57 of 1955).

2.39 "Prescribed" means as prescribed under these Regulations.

2.40 "Private–Self Financing Institution" means an Institution started by a Society/Trust and does not received grant/fund from Central and/or State Government and/or Union Territory Administration for meeting its recurring expenditure.

2.41 "Programme" means the field of Technical Education, i.e. Engineering, Technology, MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programme and areas as notified by the Council from time to time.

2.42 "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.

2.43 "Regional Committee" means a Regional Committee established under Section 14 of the Act.

2.44 "Shift" means spell of time in which educational activities of the technical institution are conducted.

2.45 "Single Shift working" means operation of institute in one shift.

2.46   "Society" means a Society registered under Society Registration Act 1860.

2.47   "State Level Fee Committee" means a Committee notified by the concerned State Government/UT Administration for regulation of fee to be charged by the technical institutions

2.48   "Trust" means a Trust registered under Charitable Trust Act 1950 or any other relevant act.

2.49   "Two Shift working" means operation of an institution in two shifts.

2.50   "University department" means a department established and maintained by the university

2.51   "University" shall means a University defined under clause(f) of Section 2 of the University Grants Commission Act, 1956.

2.52   "Women Institution" means technical institution set up for imparting education exclusively for women students.

Chapter I

Approval Process for establishment of New Institution / Integrated Campus offering Technical Programme or Converting existing Technical Institutions in to an Integrated Campus

3 Requirement for grant of approval

3.1 New Technical Institution / an Integrated Campus offering technical education shall not be established and / or started without prior approval of the Council.

3.2 Admission authority/body/Institution shall not permit admissions of students to a Technical Institution which is not approved by the Council.

4 Eligibility for application and requirements

4.1 The Application Form for seeking approval of the council for establishment of New Degree Level Technical Institution / Integrated Campus offering Technical Education in the field of Engineering & Technology/Management/ Pharmacy/ MCA / Architecture/ Town Planning/Hotel Management & Catering Technology/ Applied Arts & Crafts can be submitted by:-

   a. A Society registered under the Registration of Societies Act 1860 through the Chairman or Secretary of society or

   b. A Trust registered under the Charitable Trusts Act 1950 or any other relevant Acts through the Chairman or Secretary of the trust or

   d. Central or State Government / UT Administration or by a Society or a Trust registered by them or under Public Private Partnership mode through an officer authorized by Central or State Government / UT Administration.

4.2 The applicants fulfilling the following conditions on or before the last date prescribed for receipt of application by the Council shall be eligible to apply.

   1. The applicant is a Society/Trust, should have been registered under the Societies Registration Act, the Trusts Act or any similar Act.

   2. The land should have been registered in the name of the applicant Society/Trust on or before the date of submission of Application.

      The land as required for the setting up of a new Technical Institution shall have a clear title at the time of making an application. However, the same may be mortgaged at a later date for the purpose of raising finances for development of the same Technical Institution. An affidavit[0] in the format prescribed on the web portal, shall be submitted along with the application form

   3. Land use certificate should have been obtained from the Competent Authority as designated by concerned State Government/UT.

   4. Land conversion certification should have been obtained from the Competent Authority as designated by concerned State Government/UT.

5. Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government/UT.

6. The fund position of the applicant Society/Trust in the form of FDRs and Bank accounts in Nationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India should be as under on the date of application. Minimum Funds (Rupees in Lakhs) required for establishment of new technical Institution shall be as follows:-

Category of new Institution	Building Construction, Furniture, Equipment & Library and other facilities	Fixed Deposit	Total
Engineering & Technology	100	35	135
Pharmacy	50	15	65
Hotel Management & Catering Technology	50	15	65
Architecture	50	15	65
Applied Arts & Crafts	50	15	65
MCA	50	15	65
PGDM / MBA	50	15	65

Provided further that in case of an application for an integrated campus, the minimum fund shall be calculated by adding the amounts specified for each programme.

7. The use of word Government and/or Indian and/or National and/or All India and/or All India Council and/or Commission in any part of the name of a Technical Institution and/or any name whose abbreviated form leads to IIM/IIT/IISC/NIT/AICTE/UGC/MHRD/GOI shall not be permitted. These restrictions will not be applicable for those Institutions which are established with the name approved by the Government of India.

8. Name of the "Technical Institution" for which approval is accorded by the Council shall not be changed without the approval of the Council. The Council may permit the change of name as per laid down procedures as given in Clause/s 53 to 55.

9. New Technical Institutions in Engineering & Technology shall necessarily opt for courses from group 'C' of courses. Minimum number of courses to be selected from group 'C' with respect to total number of courses opted by new Institution is given in following table.

Total number of courses opted by New Institution	Number of courses to be selected from group 'C'
5	3 or more
4	3 or more
3	2 or more
2	1 or more
1	1

Courses listed in group 'C'
Applied Electronics & Instrumentation
Chemical Engineering
Civil Engineering
Computer Science and Engineering
Electrical Engineering or Electrical & Electronics Engineering
Electronics and Communication Engineering
Information Technology
Instrumentation and Control Engineering
Mechanical Engineering
Production Engineering

10. In the case of an application by for Integrated Campus, the following conditions shall be complied with by the applicant:-

    a. The campus shall be named as "……. Group of Institutions"
    b. The head of the "Group of Institutions" shall be named as "Director" having qualifications satisfying existing norms as defined for Principal/Director for any of the one programme in the integrated campus.
    c. Each programme shall be named as "School / Faculty of …. " in the integrated campus.
    d. Each School/Faculty of…. shall have Dean or Associate Director at the level of Professor in the respective programme as per norms.
    e. Each School/Faculty of…. shall have its own teaching faculty as per existing qualifications and norms defined for respective programme.
    f. Departments like Mathematics, Sciences, Humanities/Social Sciences may be common among the Institutions.
    g. With respect to land area requirement mentioned in appendix 4, following shall be considered for integrated campus,

- The total land area requirement of an integrated campus cannot be lower than the total land area requirement of the Institute requiring the largest land area, i.e. there shall be no concession for the School/Faculty requiring maximum land area.
- Concession in Land requirement as given below shall be applicable to every other School/Faculty in the Integrated campus.

Mega City (Delhi, Kolkatta, Chennai & Mumbai)	Metro City including State Capital	Other places
10%	15%	20%

    h. Instructional area requirements as stated in Appendix 4 will be applicable for each School/Faculty…. which shall be housed separately in the Integrated campus. However, there may be central facilities such as,

Central Library with Reading Room	400 sqm	Additional Library (Reading room) area of 50 sqm/ per 60 student (UG+PG) intake beyond 420.
Computer Centre	150 sqm	Additional Computer Centre area area of 30 sqm/ per 60 student (UG+PG) intake beyond 420.

    i. Administrative area requirements as stated in Appendix 4 will be applicable for Integrated campus as one Institution.
    j. Amenities area requirements as stated in Appendix 4 will be applicable for Integrated campus as one Institution.
    k. Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired for covering common walk ways, staircases, entrance lobby and other similar area.
    l. Requirement of Computers, Software, Internet and Printers for each School/Faculty of…. shall be as given Appendix 5.
    m. Requirement of Laboratory equipments and Experiments for each School/Faculty of…. shall be as given in Appendix 5.
    n. Requirement of Books, Journals and Library facilities for each School/Faculty of…. shall be as given in Appendix 5.
    o. Requirement of essential and desired requirements shall be as given in Appendix 6.

p. The campus may have common administrative staff at the main office including Registrar/Chief Administrative Officer, maintenance and security. Technical and other supporting staff shall be appointed at required positions for each programme.

5   Submission of Application

5.1   The application (Part-A) in the prescribed format along with the enclosures (scanned from the originals) including Detailed Project Report (DPR) in the format as prescribed in Appendix 9, be submitted online at AICTE web-portal www.aicte-india.org. A unique identification number will be allotted to each application for further reference. By using this number the applicant Society/Trust will be able to track the status of the application at various stages of processing the application using AICTE web-portal. The Processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

Type of Institution applied for	Processing Fees
Minority Institution	80,000/-
Institution set up exclusively for women	80,000/-
Institution set up in Hilly Area in North Eastern States	80,000/-
All other Institutions	1,00,000/-

The on-line application shall have, inter alias following documents annexed in scanned form. Additionally all information asked for in computerised application form must be uploaded. All attachments except affidavits shall be made on the Society/Trust/Institution letterheads and duly authenticated by the applicant of the Trust / Society or by the head of the Institution.

1. Detailed Project Report (DPR) attached as a pdf file.
2. Registration document of the Society/Trust indicating members of Society/Trust and its objectives and Memorandum of Associations, duly attested / certified by the concerned Authority.
3. Resolution of the Society/Trust, pertaining to starting the Institution / Integrated Campus and allocation of land/ building/ funds to proposed Institution in the format[1] prescribed on the web-portal.
4. Land document (s) showing ownership in the name of Society/Trust in the form of Registered Sale Deed/Irrevocable Gift Deed (Registered)/Irrevocable Government Lease (for a minimum period of 30 years) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant Society/Trust. In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced.
5. 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 No.s and a copy of road map showing location of the proposed site of the Institution.
6. Land Conversion Certificate permitting the land to be used for educational purpose to establish a college, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey No.s and a copy of road map showing location of the proposed site of the Institution.
7. Khasra plan (master plan) to show that the land is contiguous.
8. Site Plan, Building Plan of proposed Institution prepared by a an Architect registered with Council for Architecture (COA)and duly approved by the Competent Plan Sanctioning Authority of the concerned State/UT administration.
9. Proof of working capital (funds) as stated in 6 of 4.2, in the form of either Fixed Deposits in the bank of latest Bank Statement of Accounts maintained by the Society/Trust applicant in a

Nationalised Bank or Scheduled Commercial Bank recognised by Reserve Bank of India, along with a certificate issued by the Branch Manager of the Bank.

10. Audited statement of accounts of the Society/Trust for last three years, as may be applicable.

11. Details of built up structure available exclusively for the proposed Institution at the permanent site with a table clearly mentioning all rooms, with carpet area of each in sqm, 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.

12. Floor Plans, Sections and Elevations of all existing Academic building including Area details certified by Architect registered with the Council of Architecture.

13. Details of phase-wise Plan of construction certified by Architect registered with the Council of Architecture.

14. Syllabus copy, certified by Registrar of affiliating University related to the courses applied for.
In case of an application by existing Institution for conversion to Integrated Campus, following details shall also be produced by filling data in "College Portal" on AICTE web-portal with respect to each existing programme.

Faculty:Student ratio

Details regarding existing teaching faculty with their qualifications, salary details, PF and TDS details.

- Certificates of UG, PG and Ph. D (as applicable) of all teaching faculty including Principal / Director
- Biometric right / left thumb image from a biometric machine of all faculty and Director / Principal
- Photographs of Principal / Director and all faculties.
- Details of administrative, Technical and support staff appointed with Biometrics and photographs as done for teaching faculty.

6 Submission of application

6.1 A print of the complete application and enclosures as uploaded to the AICTE web-portal, printed there on, shall be submitted to the following, on or before the date as mentioned in time schedule:

1. Affiliating University
2. Concerned State Government/UT
3. Concerned Regional Office of AICTE along with:-

   a. Copy of e_receipt as a proof of having remitted prescribed Processing Fee
   b. An affidavit[1], in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.
   c. An affidavit about Land documents in the prescribed format[2], mentioning that the land as required for the setting up of a new Technical Institute has a clear title at the time of making an application on a Non-Judicial Stamp Paper of Rs. 100/- and a certificate of verification from High Court Advocate in the prescribed format.
   d. An affidavit about building construction with respect to approved building plan, carpet and built up area (sqm) and number of rooms with respect to AICTE norms, in a format[3] as prescribed on a Non-Judicial Stamp Paper of Rs. 100/- and a certificate of verification from an Architect registered with Council of Architecture.

e. An affidavit about financial position regarding working capital (funds) as stated in 6 of 4.2 in the form of FDRs, actual balance in Current & Savings accounts in a format[4] as prescribed on Non-Judicial Stamp Paper of Rs. 100/- and a certificate by the Bank Branch Manger.

6.2 The State Government/UT and the affiliating university will forward to the concerned Regional Office of the Council by the date as mentioned in time schedule, their views on the applications received for establishment of new technical Institution / integrated campus or other wise, with reasons.

6.3 The views of the State Government/UT and the affiliating university will be taken into account by the Regional Committee while taking the decision whether the application is to be processed further for establishment of new technical Institution / integrated campus or not. In case the Regional Committee decides not to process the application further based on the views of the State Government/UT and/or the affiliating university, the same will be communicated by the Regional Officer concerned to the applicant Society/Trust along with reasons for such decision. In the absence of receipt of views from the State Government/UT and/or the affiliating University by the date as mentioned in time schedule, the Council will proceed for completion of approval process.

7 Evaluation of Application

7.1 The Applications shall be evaluated by a Scrutiny Committee constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal.

7.2 Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he will not be part of the committee.

7.3 The Scrutiny Committee will invite all applicants for presentation of their proposals along with,

1. Originals of all scanned documents 1 to 14(and 15) of 5.1, and a to e of 6.1
2. Proof of submission of copy of application to concerned affiliating University
3. Proof of submission of copy of application to concerned state Government/UT
4. A video CD of all facilities created for new Institutions.

Based on the recommendations of the Scrutiny Committee, the Regional Officer concerned will communicate deficiencies, if any, to the applicant Society/Trust by the date as stated in time schedule.

7.4 The Applicant Society/Trust may rectify the deficiencies and submit compliance by the date as stated in time schedule for reconsideration by the Scrutiny Committee. The list of deficiencies will also be posted in the AICTE web-portal for information. The last date for reconsideration of such applications by the Scrutiny Committee will be as stated in time schedule.

7.5 Only in those cases which are found to be in order in all respects by the Scrutiny Committee, the application will be processed further for issuance of Letter of Approval. The list of such applications will also be posted in the AICTE web-portal for information.

7.6 All applicants recommended by Scrutiny Committee shall fill Part-B of application in the prescribed format and upload following enclosures (scanned from the originals) on AICTE web-portal www.aicte-india.org.

a. Proof of verification of completed building construction with respect to approved building plan, clearly stating readiness of Instructional, Administrative, Amenities and circulation area with respect to AICTE norms and safety & hygiene precautions ensured during partial occupation, if any, format[3] as prescribed on the web-portal and a certificate by an Architect registered with Council of Architecture.

b. Copy of the advertisement for recruitment of Principal/Director and faculty members
c. Stock Register of Equipment
d. Stock Register of Computers
e. Stock Register of System Software
f. Stock Register of Application Software
g. Stock Register of Printers
h. Proof of provision of Internet bandwidth in Mbps and contention ratio.
i. List giving titles of books and volumes of each purchased for Library
j. Copy of Invoice/Cash Memo for equipments and Library Books
k. List and details of International Journals subscribed
l. List and details of National Journals subscribed
m. Details of E-Journals subscribed
n. Information regarding availability of potable water supply
o. Sanction of electrical load by electric supply provider company
p. Details of provision of backup power supply
q. A certificate by an architect giving details of sewage disposal system
r. Details of telephone connections available at the proposed Institute
s. Details about boys & Girls hostel facility, if any.
t. Details of medical facility and counseling arrangements
u. Details of reprographic facility available for students
v. Details of transport facility available for students and staff
w. Details about Barrier free environment and toilets created for physically challenged
x. Video Clip (Compatible with "Windows Media Player") with date and time of shooting indicating the complete physical infrastructure / facilities and highlighting following:
   o Front & Back side of the entire Institute building
   o Internal portion of the classrooms, 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 in Appendix 4.
   o 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 in Appendix 4.
   o Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
   o Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.

7.7 Other applicants, not recommended by the Scrutiny Committee will be informed by the Council about non-approval of the proposal.

8 Expert Committee Visit

8.1 An Expert Committee shall visit the proposed premises of the Institution to verify,

- preparation with respect to Appendix 5, i.e. Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities for Technical Institution
- preparation with respect to Appendix 6 i.e. Additional Essential and Desired requirements for Technical Institution
- progress related to appointment of Principal/Director and faculty with respect to the norms, standards and conditions prescribed by the Council.

The Expert Committee Visits will be conducted between dates as mentioned in time schedule.

The Expert Committee shall be constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal.

Concerned Regional Officer or an Officer of the Council will assist the committee and make necessary arrangements for conduct of the Expert Committee Visit, however, will not be part of the

committee.

Expert Committee will have access to the report of the Scrutiny Committee.

The applicant Institution/Society/Trust shall be required to make available the following original documents / necessary information to the Visiting Expert Committee.

1. A copy of the application submitted to the Council.
2. A copy of DPR submitted with the application.
3. Proof of sanction of required electrical load.
4. List of equipment required as per syllabus and equipment available.
5. Stock Register of Equipment, Computers, Softwares, printers.
6. Accession Register for Library Books.
7. Copy of Invoice/Cash Memo for equipments and Library Books.
8. Copy of the advertisement for recruitment of Principal/Director and faculty members
9. List of candidates applied and proposed to be called for interview for recruitment of Principal/Director and faculty members
10. Video CD (Compatible with "Windows Media Player") with date and time of shooting indicating the complete physical infrastructure/ facilities and highlighting following:
    o Front & Back side of the entire building
    o Internal portion of the classrooms, 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 in Appendix 4.
    o 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 in Appendix 4.
    o Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
    o Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.
11. Syllabus copy, certified by Registrar of affiliating University related to the courses applied for.

The applicant will arrange for,

- video recording with date and time of the entire proceedings of the Expert Committee visit, which will form part of the Expert Committee report.
- Laptop/desktop with internet facility.

The Expert Committee shall upload,

- its report in the format[5] prescribed on the web-portal of AICTE on the same day of the visit.
- video recording of Expert Committee visit.
- attendance sheet in the format[5] as prescribed on the Web-portal of AICTE, duly signed / digitally authenticated by,

    o the expert Committee members
    o representatives of applicant Society/Trust present during the visit

9   Evaluation by the Regional Committee

The uploaded report will be made available to the meeting of the Regional Committee, which will consider the report along with views of concerned State Government/UT and affiliating University and recommend further for issuance of Letter of Approval or otherwise by the date as mentioned in time schedule.

The Regional Officer will inform the applicant Institutions, whose applications are recommended for grant of approval by the Regional Committee by the date as mentioned in time schedule for submission of a Fixed Deposit along with an affidavit[2] in the same respect.

Such applicant shall create a Fixed Deposit in a Nationalised Bank or Scheduled commercial Bank recognized by the Reserve Bank of India, for a period of 8 years in favour of Member Secretary, All India Council for Technical Education for an amount as applicable to the category of the Institutions indicated below (Government and Government Aided Institutions are exempted).

| Programme | Amount of FDR | |
	Minority Institutions / Institutes set up exclusively for women / Institutions in Hilly Area in North Eastern States	All other applicants
Engineering & Technology	Rs. 28.00 Lakhs	Rs. 35.00 Lakhs
Pharmacy	Rs. 12.00 Lakhs	Rs. 15.00 Lakhs
Architecture / Town Planning	Rs. 12.00 Lakhs	Rs. 15.00 Lakhs
Applied Arts & Crafts	Rs. 12.00 Lakhs	Rs. 15.00 Lakhs
MBA / PGDM	Rs. 12.00 Lakhs	Rs. 15.00 Lakhs
HMCT	Rs. 12.00 Lakhs	Rs. 15.00 Lakhs

Provided further that, in case of an application for an integrated campus, the total amount of the requisite Fixed Deposit shall be calculated by adding the amounts specified for each programme.

The original Fixed Deposit receipt shall be submitted to the concerned Regional Office of the Council by the date as mentioned in time schedule and the same shall be kept under the custody of the Council.

The interest accrued on the fixed deposit shall be credited to the Council.

The Fixed Deposit shall be permitted to be en-cashed on expiry of the term of the Fixed Deposit and principle amount shall be returned to the Society/Trust. However, the term of the fixed deposit could be extended for a further period as may be decided on case to case basis and/or forfeited in case of any violation of norms, conditions, and requirements and/or non-performance by the Institution and/or complaints against the Institution.

Provided further that, on accreditation of course/s, the Institute may apply for encashment of Fixed Deposit by providing Bank Guaranty through any Nationalized Bank for an equal amount and for a period to complete 8 years of period as stated above.

The Regional Officer concerned, at the time of forwarding the recommendations of the Regional committee to AICTE's head quarters, for placing before the Executive Committee or Council, shall certify that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee, the Expert Committee and the Regional Committee. In case it is not the case, the regional officer concerned shall point out the deviations in the process or in the prescribed norms and standards.

10 Grant of Approval

The concerned bureau at AICTE HQ shall cross check and verify the recommendations of the regional committee together with the certificate of the regional officer concerned and shall issue another certificate certifying that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the scrutiny committee, expert committee and the regional committee. In case it is not the case, the concerned bureau head at AICTE HQ shall point out the deviations in the process or in the prescribed norms and standards.

The recommendations of the Regional committee shall be placed before the Executive Committee of the Council. Executive committee, after considering the recommendations of the regional committee and report / certificate of the concerned bureau of the council, on confirmation of submission of fixed deposit, along with the affidavit[2] as applicable, shall take a decision at its meeting on grant of approval or otherwise.

Further, based on the decision of the Executive Committee, Letter of Approval for specified period or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

11   Appointment of Principal / Director and teaching staff in newly established Institution

The Institutions granted Letter of Approval shall comply with appointment of Principal/Director and teaching staff as per norms stated by the Council and other technical supporting staff & administrative staff by the date as mentioned in time schedule. The information about these appointments of staff in the prescribed format[6] shall also be uploaded on the web-portal of AICTE by the date as mentioned in time schedule.

12   Procedure for Appeal before Appellate Committee

In cases where approval is denied for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, the applicant Society/Trust shall be informed of the decision along with grounds of denial. The list of such applicant Societies/Trust along with the deficiencies will also be posted in the AICTE web-portal for information.

The Applicant shall have only one opportunity for appeal. The Applicant Society/Trust after rectifying the deficiencies may appeal by the date as mentioned in time schedule to the Appellate Committee constituted by the Chairman, AICTE by selecting members using automated selection process provided by the AICTE web-portal.

An Officer of the Council will place the records before the Appellate Committee. However, he will not be part of the Appellate Committee. A representative of the Applicant Society/Trust will be invited to place their point of view before the Appellate Committee.

The Appellate Committee may also depute an Expert Committee for conduct of the verification of the claims made by the applicant Society/Trust,

Based on the recommendations of the Appellate Committee, the Council shall take the final Decision in the matter. Letter of Approval or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

In case the appeal is rejected by the council, the applicant Society/Trust will submit a fresh Application as stated in Clause/s 5 of this handbook.

13   Time Schedule for processing of applications for establishment of new Technical Institutions / Integrated campus

		Date of submission of application – during	Jan^{YY}–Jun^{YY}	Jul^{YY}–Dec^{YY}
		Processing of application for starting New Institution / Integrated Campus in academic year	$20YY^{+1}$ - $20YY^{+2}$	$20YY^{+1}$ - $20YY^{+2}$
	Activity		Deadline dd–mm-yy	Deadline dd–mm-yy
1.	Up loading of **Part A** of application on line at AICTE Web-portal and submission of print copy to the concerned Regional Office and to State Government and Affiliating University		Up to 30-06-YY	Up to 31-12-YY
2.	Presentation of proposal by the applicant Societies/Trust before Scrutiny Committee and evaluation of proposal by the Scrutiny Committee		01-07-YY to 31-07-YY	01-01-YY+1 to 31-01-YY+1

3.	Communication of the deficiencies to the applicant Societies/Trust, if found by the Scrutiny Committee	Up to 31-07-YY	Up to 31-01-YY^{+1}
4.	Submission of compliance by the Applicant Societies/Trust for reconsideration by the Scrutiny Committee.	Up to 16-08-YY	Up to 15-02-YY^{+1}
5.	Reconsideration of rectified applications by the Scrutiny Committee	Up to 31-8-YY	Up to 28-02-YY^{+1}
6.	All applicants recommended by Scrutiny Committee shall fill Part-B of application along with attaching/scanning required documents online at AICTE web-portal www.aicte-india.org.	within 3 days from date of recommendation by Scrutiny Committee	within 3 days from date of recommendation by Scrutiny Committee
7.	Views by State Government/UT & Affiliating University	Up to 31-8-YY	Up to 28-02-YY^{+1}
8.	Expert Committee Visits	10-07-YY to 15-09-YY	10-01-YY^{+1} to 15-03-YY^{+1}
9.	Meetings of the Regional Committee for Consideration of Expert Committee reports along with views by State Government/UT & Affiliating University	01-09-YY to 20-09-YY	01-03-YY^{+1} to 20-03-YY^{+1}
10.	Receiving recommendations of Regional Committee, recommendations of the Scrutiny Committee, reports of the Expert Committee by AICTE New Delhi	Up to 22-09-YY	Up to 22-03-YY^{+1}
11.	Informing the applicant Institutions, whose applications are recommended for grant of approval by the Regional Committee to submit a Fixed Deposit	Up to 22-09-YY	Up to 22-03-YY^{+1}
12.	Receiving FDR and an affidavit[2] at the Regional Office.	Up to 30-09-YY	Up to 30-03-YY^{+1}
13.	Meetings of the Executive Committee of the Council to consider the recommendations of the Regional Committees	Last week of September-YY	Last week of March-YY^{+1}
14.	Issue of Letter of Approval	Up to 10-10-YY	Up to 10-04-YY^{+1}
15.	Submission of appeal by the applicant Society/Trust for reconsideration to be considered by Appellate Committee	Up to15-10-YY	Up to15-04-YY^{+1}
16.	Meetings of the Appellate Committee	16-10-YY to 12-11-YY	16-04-YY^{+1} to 12-05-YY^{+1}
17.	Visit by experts as directed by the Appellate Committee	16-10-YY to 10-11-YY	16-04-YY^{+1} to 10-05-YY^{+1}
18.	Considering recommendations of the Appellate Committee by the Council	11-11-YY to 14-11-YY	11-05-YY^{+1} to 14-05-YY^{+1}
19.	Last date for issue of Letter of Approval after reconsideration/appeal	Up to 15-11-YY	Up to 15-05-YY^{+1}
20.	The Institutions granted Letter of Approval shall comply with appointment of teaching staff as per norms stated by the Council and other technical supporting staff & administrative staff. The information about these appointments of staff in the prescribed format[6] shall be uploaded on the web-portal of AICTE.	Up to 30-06-YY^{+1}	Up to 30-06-YY^{+1}

Applicant can apply any time during the year. The application shall be processed in two prescribed time schedules as given above. The application received between, Jan^{YY}-Jun^{YY} , e.g., Jan^{10}-Jun^{10} , shall be

considered for academic year 20YY[+1] - 20YY[+2] ,i.e., 2011- 2012 and as per given time schedule, the due date for Letter of approval would be up to 10-10-YY, .i.e. 10-10-10 (or up to 15-11-10 on appeal before the Appellate Committee). In the event of denial of the proposal, the applicant can again submit a fresh application in the second slot, i.e. during Jul[YY]- Dec[YY] , i.e. Jul[10]- Dec[10], before 31-12-10, and can still expect letter of approval up to 10-04-YY[+1], .i.e. 10-04-11(or up to 15-05-11 on appeal before the Appellate Committee) and start new Institution in the academic year 20YY[+1] - 20YY[+2] ,i.e., 2011- 2012.

In the event of holiday on specified day, the next working day shall be considered.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal www.acite-india.org for updated time schedule, if any.

Chapter II

Approval Process for Grant of Extension of Approval to existing Technical Institution

Technical Institution / an Integrated Campus offering technical education shall not continue technical courses or programmes beyond the specified period of approval of council.

Each Institution offering Post Graduate and/or Under Graduate Technical Programme at degree level shall submit an application to the Council, every year, for extension of approval of courses offered by the Institution.

Provided further that, in case/s of accredited course/s, the period of approval for such course/s shall be for the complete period of accreditation. However, though approval is granted for the complete period of accreditation, the Institution shall submit "Compliance Report" online at AICTE web-portal www.aicte-india.org. It may be further noted that though extension of approval is granted, the Council shall monitor for fulfillment of all norms by the Institute. In the event of non–fulfillment, the Council shall initiate penal action as per regulation 56, framed by the Council.

14   Requirement for grant of approval

Procedure for processing "Compliance Report" for extension of approval of existing Technical Institutions

14.1   For the purpose of applying for extension of approval, each Institution shall submit "Compliance Report" and "Mandatory Disclosure" in the format as provided in the Appendix 8 along with the enclosures (scanned from the originals) online at AICTE web-portal www.aicte-india.org. A unique identification number will be allotted to each application for further reference. By using this number the applicant will be able to track the status of the application at various stages of processing the application through the AICTE web-portal. The Processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

Type of Institution	Processing Fees
Minority Institution	40,000/-
Institution set up in Hilly Area in North Eastern States	40,000/-
Institution set up exclusively for women	40,000/-
All other Institutions	50,000/-

14.2   Submission of "Compliance Report" in the prescribed format on or before the last date as mentioned in time schedule is mandatory.

Last date for submission of "Compliance Report" and "Mandatory Disclosure" with surcharge in addition to the processing fee as above shall be as mentioned in time schedule.

Type of Institution	Amount of Surcharge
Minority Institution	1,20,000/-
Institution set up in Hilly Area in North Eastern States	1,20,000/-

Institution set up exclusively for women	1,20,000/-
All other Institutions	1,50,000/-

14.3   The on-line application shall have, inter alias documents as mentioned below, annexed in scanned form. Additionally all the information asked for in computerised application form must be uploaded. (All scanning be done to resolution 72, A4 size, converted to grey-scale and PDF format. This will make it easy for uploading.)

- A copy of DPR (as required when additional Programme/Courses are applied with application for Extension of Approval)
- Appointment letter, UG, PG and other certificates of Principal/Director and all faculty members.
- Copy of the advertisement for recruitment of teaching faculty in case when all courses/divisions have not yet reached final year of the course. List of candidates applied and proposed to be called for interview for the purpose.
- Biometric right / left thumb image from a biometric machine of all faculty and Director / Principal and photographs of each.
- Details of administrative and support staff appointed with Biometrics and photographs as done for teaching faculty.
- Audited statement of accounts of the Institution and applicant Society / Trust and existing Technical Institution for last three years, if applicable.
- Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff.
- List giving numbers and details for major Equipment, Softwares, printers.
- Last three pages of Accession Register for Library Books.
- Proof of E-Journal and other journal subscription.
- Details regarding current approved fee structure and approving body.
- Certified income-expenditure statement for the last financial year.
- Details of operation funds as on date.
- A Video (Compatible with "Windows Media Player") of maximum 5 minutes duration with date and time of shooting indicating the complete physical infrastructure/ facilities and highlighting following:

   o Front & Back side of the entire building
   o Internal portion of the classrooms, 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 in Appendix 4.
   o 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 in Appendix 4.
   o Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
   o Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.

14.4   A print of the complete application and enclosures as uploaded to the AICTE web-portal shall be submitted by the date as mentioned in time schedule to Concerned Regional Office of AICTE along with following:-

- Copy of e_receipt as a proof of having remitted prescribed Processing Fee
- an affidavit[1], in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs. 100/, duly sworn before a First Class Magistrate stating that all the information given in the Compliance Report is true and that if it fails to disclose the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.

14.5   The Applications shall be evaluated by a Scrutiny Committee constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the

AICTE web-portal. Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he will not be part of the committee.

14.6   Based on the recommendations of the Scrutiny Committee, the Regional Officer concerned shall communicate deficiencies, if any, to the Institution by the date as stated in time schedule.

14.7   The Institution shall rectify the deficiencies and submit compliance by the date as stated in time schedule for reconsideration by the Scrutiny Committee. The list of deficiencies will also be posted in the AICTE web-portal for information. The last date for reconsideration of such applications by the Scrutiny Committee will be as stated in time schedule.

14.8   However, only in those cases which are found to be in order in all respects by the Scrutiny Committee, the application shall be processed further for extension of approval.

14.9   The Regional Committee, which will consider the report of Scrutiny Committee shall recommend further for issuance extension of approval or otherwise by the date as mentioned in time schedule.

The Regional Officer concerned, at the time of forwarding the recommendations of the Regional committee to AICTE's head quarters, for placing before the Executive Committee or Council, shall certify that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee and the Regional Committee. In case it is not the case, the regional officer concerned shall point out the deviations in the process or in the prescribed norms and standards.

14.10   The concerned bureau at AICTE HQ shall cross check and verify the recommendations of the Regional Committee together with the certificate of the Regional Officer concerned and shall issue another certificate certifying that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee and the Regional Committee. In case it is not the case, the concerned bureau head at AICTE HQ shall point out the deviations in the process or in the prescribed norms and standards.

The recommendations of the Regional committee shall be placed before Executive Committee of the Council. Executive committee, after considering the recommendations of the regional committee and report / certificate of the concerned bureau of the council, shall take a decision at its meeting on grant of approval or otherwise.

14.11   Based on the decision of the Executive Committee, the Letters of Extension of Approval and the rejection letters shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

15   Procedure for Appeal before Appellate Committee

15.1   In cases where extension is denied or granted with punitive action/s as given in regulation 56, for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, the Institution shall be informed of the decision along with grounds of denial. The list of such Institutions along with the deficiencies will also be posted in the AICTE web-portal for information.

15.2   The Institution shall have only one opportunity for appeal. The Institution after rectifying the deficiencies may appeal by the date as mentioned in time schedule to the Appellate Committee constituted by the Chairman, AICTE by selecting members using automated selection process provided by the AICTE web-portal.

15.3   An Officer of the Council will place the records before the Appellate Committee. However, he will not be part of the Appellate Committee. A representative of the Institution may be invited to place their point of view before the Appellate Committee.

15.4   The Appellate Committee may also depute an Expert Committee, for physical verification of the

claims made by the Institution.

15.5   Based on the recommendations of the Appellate Committee, the Council shall take the final decision in the matter. Letters of Extension of Approval and the rejection letters shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

16   Time Schedule for processing "Compliance Report" for Extension of Approval of existing Technical Institutions

	Processing of application for Extension of approval for academic year	$20YY^{+1}$ - $20YY^{+2}$
	Activity	Deadline dd–mm-yy
1.	Submission and uploading of "Compliance Report" on line to the AICTE Web-portal and a Print copy to the concerned Regional Office.	Up to 31-12-YY
2.	Communication of the deficiencies to the applicant, if found by the Scrutiny Committee	Up to 31-01-YY^{+1}
3.	Submission of compliance of deficiencies by the Applicant for reconsideration by the Scrutiny Committee.	Up to 15-02-YY^{+1}
4.	Last mandatory date to submit "Compliance Report" with surcharge.	Up to 20-01-YY^{+1}
5.	Reconsideration of rectified applications by the Scrutiny Committee	Up to 28-02-YY^{+1}
6.	Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee for issuance extension of approval.	01-03-YY^{+1} to 20-03-YY^{+1}
7.	Executive Committee meetings for deciding about grant of extension of approval.	Last week of March-YY^{+1}
8.	Issue of Letter of Extension of Approval	Up to 10-04-YY^{+1}
9.	Submission of appeal by the applicant for reconsideration to be considered by Appellate Committee	Up to 15-04-YY^{+1}
10.	Meetings of the Appellate Committee	16-04-YY^{+1} to 12-05-YY^{+1}
11.	Visit by experts as directed by the Appellate Committee	16-04-YY^{+1} to 10-05-YY^{+1}
12.	Consideration of recommendations of the Appellate Committee by the Council	11-05-YY^{+1} to 14-05-YY^{+1}
13.	Last date for issue of Letter of Extension of Approval after reconsideration / appeal.	Up to 15-05-YY^{+1}
14.	The Institutions granted Letter Extension of Approval shall comply with appointment of teaching staff as per norms stated by the Council and other technical supporting staff & administrative staff. The information about these appointments of staff in the prescribed format[6] shall be uploaded on the web-portal of AICTE.	Up to 30-06-YY^{+1}

In the event of holiday on specified day, the next working day shall be considered.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal www.acite-india.org for updated time schedule, if any.

Chapter III

Approval Process for introduction of new programme, new course/s and additional divisions in existing Technical Institutions

17   **The approved Technical Institution may expand its activities by adding additional programme/courses/divisions, in the existing Technical Institution and may also opt for an additional programme/courses/divisions in 2nd shift or for a separate Technical Institution in the existing Technical Institution in 2nd shift**

to shall cater to,

- increasing demand of technically skilled personnel
- increase utilization of infrastructure available at the Technical Institutions
- facilitate cost effective education to masses through increased utilization of infrastructure available at the Technical Institutions

18   **Application for Introduction of new programme/ course / division shall be considered in accordance with Intake & Number of Courses/Divisions in the Technical Institution given in Appendix 3 of this handbook and on fulfillment of the following requirements:-**

   a.   availability of Principal/Director qualified as per AICTE norms in existing Technical Institution
   b.   100% fulfillment in Faculty : Student ratio in existing Technical Institution
   c.   100% fulfillment of built up area and other infrastructure requirement for existing Technical Institution
   d.   readiness of built up area and other infrastructure requirement for additional programme / course / divisions as applicable

19   **The application for introduction of new Institution / Programme / Course / Division from an institute, denied extension of approval for existing courses, shall not be entertained.**

20   **Provided further that, the application for introduction of new Institution / Programme / Course / Division from an institute granted extension of approval with punitive action on any grounds by the council, shall not be considered.**

21   **Provided further that, the application for introduction additional Intake in lieu of Intake reduced due to punitive action taken by the council, shall not be considered unless that institution / Programme / Course / Division is closed by process prescribed for Closure of Programme / Institution / Course / Division.**

22   **Separate division in 2nd year of Engineering/Technology courses for admitting Diploma and B.Sc. Degree holders shall be allowed with following conditions,**

   a.   This division shall be allowed in the courses already available in the Engineering/Technology Institutions.
   b.   Tuition Fee waiver scheme shall not be available for this division.
   c.   Provision for Foreign Nationals / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries shall not apply to this division.
   d.   10% supernumerary seats for lateral entry as per "Regulations on Lateral Entry to second year of Engineering degree course" shall not apply to this division.
   e.   Admission procedure for these seats shall be decided by concerned State Government/UT authorities.
   f.   With respect to Regulations on "Intake & Number of Courses/Divisions in the Technical Institution", refer Appendix 3, this division shall be considered as "ONE" division for calculation of maximum number of divisions in the Institution.

g. Prescribed Faculty : Student ratio shall be applicable to this intake.

23 Additional programme/courses/divisions in 1st and 2nd shift working

23.1 Approval for additional programme/courses/divisions in single shift working shall be considered on with views by State Government/UT and Affiliating University and on fulfillment of following conditions:-

a. 100% fulfillment of infrastructure requirement for existing Technical Institution
b. availability of Principal/Director qualified as per AICTE norms in existing Technical Institution
c. 100% fulfillment in Faculty : Student ratio in existing Technical Institution
d. readiness of built up area and other infrastructure requirement for additional programme / course / divisions as applicable

23.2 Approval for additional programme/courses/divisions in second shift working shall be considered on with views by State Government/UT and Affiliating University and on fulfillment of following conditions:-

a. At least one batch from existing Institution is graduated.
b. 100% fulfillment of infrastructure requirement for existing Technical Institution
c. Availability of Principal/Director qualified as per AICTE norms in existing Technical Institution
d. 100% fulfillment in Faculty : Student ratio in existing Technical Institution
e. The total intake of UG & PG programme/courses/divisions, in the 2nd shift shall be governed as given in the following table.

Programme		Minimum Intake	Maximum Intake in 2nd shift
Engg /Tech, Pharmacy, Applied Arts & Craft, HMCT	UG	60 (1 Div)	½ the intake of all programme/courses/divisions of Institution (Single/1st shift working) or ½ the maximum number of divisions and/or intake as given in Appendix 3, whichever is less. If the number is less than 60, minimum intake shall be 60(1 div)(See illustrations below)
Architecture / Town Planning	UG	40 (1 Div)	½ the intake of all programme/courses/divisions of Institution (Single/1st shift working) or ½ the maximum number of divisions and/or intake as given in Appendix 3, whichever is less. If the number is less than 40, minimum intake shall be 40(1 div)(See illustrations below)
MCA, MBA and PGDM	PG	60 (1 Div)	2/3rd the intake of all programme/courses/divisions of Institution (Single/1st shift working) or 2/3rd the maximum number of divisions and/or intake as given in Appendix 3, whichever is less. If the number is less than 60, minimum intake shall be 60(1 div) (See illustrations below)
Engg /Tech, Pharmacy, Architecture / Town Planning, Applied Arts & Craft, HMCT	PG	18 (1 Div)	No. of divisions for PG courses in the 2nd shift shall be limited to total number of UG (include MCA, if any in Engg/Tech Institute) divisions at intake level in the single/1st shift. In such cases creation of following additional instructional area shall be essential. PG laboratory, 1/course, Research Laboratory, 1/course (see 4.2 of Appendix 4)

f. Intake in the 2nd shift shall be strictly in the multiple of intake of division and shall be limited to maximum number as stated above.(See illustrations)

g. In 2nd shift, additional divisions shall be allowed with ceiling of 1 division/course, in the courses which are already available in the Institution. However, with a view to promote PG education, this condition shall not apply to PG courses/divisions in the 2nd shift.

h. 2nd shift working shall necessarily require exclusive teaching staff as per norms specified in Appendix 7. It shall also have separate technical, administrative and supporting staff at required positions.

i. Additional laboratory equipments needed especially for PG programme, shall be procured and made available as per norms.

j. Only one division (60) of MCA shall be allowed as an additional course in Engineering/Technology Institution.

k. Availability of Dean at the level of Professor in the 2nd shift to supervise overall functioning of 2nd shift shall be mandatory.

23.3 The Council shall allow following programme/courses/divisions in Technical Institutions in single shift working as well as in the 2nd shift working subject to fulfillment of conditions as prescribed herein above:-.

Existing Institution	Allowable additional Programme/Courses/Divisions													
	Engineering/Technology Degree (UG and PG)	Engineering/Technology Degree -2nd Yr@	Engineering/Technology Diploma	Pharmacy Degree (UG and PG)	Pharmacy Diploma	Arch & Town Planning Degree (UG and PG)	Arch & Town Planning Diploma	MCA	MBA	PGDM	Applied Arts & Crafts Degree (UG or PG)	Applied Arts & Crafts Diploma	HMCT Degree (UG and PG)	HMCT Diploma
Engineering / Technology Degree	✔	✔	✔					✔						
Engineering / Technology Diploma			✔											
Pharmacy Degree				✔	✔									
Pharmacy Diploma					✔									
Arch & Town Planning Degree						✔	✔							
Arch & Town Planning Diploma							✔							
MCA								✔						
MBA									✔	✔				
PGDM									✔	✔				
Applied Arts & Crafts Degree											✔	✔		
Applied Arts & Crafts Diploma												✔		
HMCT Degree													✔	✔
HMCT Diploma														✔

@This division shall be considered as 'One' division in deciding maximum number of courses/divisions & intake of an Institution.

24 A separate Technical Institution in 2nd shift working in the existing Technical Institution

24.1 Council may grant approval for a separate Technical Institution in the existing Technical Institution on fulfillment of following conditions:-

a. At least one batch from existing Institution is graduated.
b. 100% fulfillment of infrastructure requirement for existing Technical Institution
c. Availability of Principal/Director qualified as per AICTE norms in existing Technical Institution
d. 100% fulfillment in Faculty : Student ratio in existing Technical Institution
e. Such Institution shall be established by the same Society/Trust running the existing Technical Institution.
f. Working of this Technical Institution shall be strictly in the 2nd shift.
g. Such Technical Institution shall appoint a separate Principal/Director as per required qualifications stated by the Council.
h. Such Technical Institution shall necessarily require exclusive teaching staff as per norms specified in Appendix 7. It shall also have separate technical, administrative and supporting staff at required positions.
i. Maximum intake in this Institution shall be as given below,

Existing Institution	New Institution in 2nd shift
MBA/PGDM/MCA Institution	2/3rd intake of all programme/courses/divisions of existing Institution (Single/1st shift working) or maximum intake as given in Appendix 3 whichever is less. If the number is less than 60, minimum intake shall be 60 (1 div) subject to fulfillment of norms specified in Appendix 4 for Instructional area for respective programme.
Engg/Tech, Pharmacy, Architecture & Town Planning, Applied Arts & Crafts Institution	½ the intake of all programme/courses/divisions of Institution (Single/1st shift working) or ½ the maximum number of divisions and/or intake as given in Appendix 3, whichever is less. If the number is less than 60, minimum intake shall be equal to 40(1 div) for Architecture & Town Planning and 60(1 div) for other programme, subject to fulfillment of norms specified in Appendix 4 for Instructional area for respective programme.

j. The Institution shall meet required norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments for respective programme.
k. The name of Institution shall adhere to conditions 7 & 8 of Clause/s 4.2.

24.2 The Council may allow following programme in the separate Institution in the 2nd shift working in existing Technical Institutions subject to fulfillment of conditions as prescribed herein above :-

Existing Institution	Allowable Programme in 2nd shift as a Separate Institution in existing Technical Institution													
	Engineering/Technology Degree (UG and PG)	Engineering/Technology Degree - 2nd Yr	Engineering/Technology Diploma	Pharmacy Degree (UG and PG)	Pharmacy Diploma	Arch & Town Planning Degree (UG and PG)	Arch & Town Planning Diploma	MCA	MBA	PGDM	Applied Arts & Crafts Degree (UG or PG)	Applied Arts & Crafts Diploma	HMCT Degree (UG and PG)	HMCT Diploma
Engineering / Technology Degree			✔					✔	✔	✔				
Engineering / Technology Diploma								✔	✔	✔				
Pharmacy Degree					✔									
Arch & Town Planning Degree							✔				✔	✔		
MCA									✔	✔				
MBA										✔				
PGDM										✔				
Applied Arts & Crafts Degree						✔	✔					✔		
HMCT Degree														✔

25   Submission of Application

25.1   The application in the prescribed format along with the enclosures (scanned from the originals) be submitted online at AICTE web-portal www.aicte-india.org. A unique identification number will be allotted to each application for further reference. By using this number the applicant Institution will be able to track the status of the application at various stages of processing the application through the AICTE web-portal. The Processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

Type of Institution applied for	Processing Fees
Minority Institution	40,000/-
Institution set up in Hilly Area in North Eastern States	40,000/-
Institution set up exclusively for women	40,000/-
All other Institutions	50,000/-

The last date for receipt of applications shall be as mentioned in time schedule.

25.2   A print of the complete application, latest Compliance Report, DPR and enclosures as uploaded to the AICTE web-portal shall be submitted to the affiliating university, state government and the concerned regional office on or before the date as mentioned in time schedule along with following:-

a.   Copy of e_receipt as a proof of having remitted prescribed Processing Fee
b.   an affidavit[1], in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.
c.   An affidavit about building construction with respect to approved building plan, carpet and built up area (sqm) and number of rooms with respect to AICTE norms, in a format[3] as prescribed on a Non-Judicial Stamp Paper of Rs. 100/- and a certificate of verification from an Architect registered with Council of Architecture.
d.   An affidavit about financial position regarding working capital (funds) in the form of FDRs, actual balance in Current & Savings accounts in a format[4] as prescribed on Non-Judicial Stamp Paper of Rs. 100/- and a certificate by the Bank Branch Manger.

25.3   The State Government/UT and the affiliating university will forward to the concerned Regional Office of the Council by the date as mentioned in time schedule, their views on the applications received for establishment of new technical Institutions or other wise, with reasons.

25.4   The views of the State Government/UT and the affiliating university will be taken into account by the Regional Committee while taking the decision whether the application is to be processed or not. In case the Regional Committee decides not to process the application further based on the views of the State Government/UT and/or the affiliating university, the same will be communicated by the Regional Officer concerned to the applicant Society/Trust along with reasons for such decision. In the absence of receipt of views from the State Government/UT and/or the affiliating University by the date as mentioned in time schedule, the Council will proceed for completion of approval.

25.5   The on-line application shall have, inter alias following documents annexed in scanned form. Additionally all information asked for in computerised application form must be uploaded.

a.   Resolution of the Society/Trust, pertaining allocation of land/ building/ funds to proposed New Courses/programme and/or additional intake in the Institution, in the format[7] prescribed on the web-portal.
b.   Details of built up structure available exclusively for the proposed New Courses/programme

and/or additional intake in the Institution with safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.

c. Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure certified by Architect registered with the Council of Architecture.

d. Floor Plans, Sections and Elevations of all existing Academic building including Area details certified by Architect registered with the Council of Architecture.

e. Phase-wise Plan of construction certified by Architect registered with the Council of Architecture.(If applicable)

f. Proof of sanction of required electrical load for proposed New Courses/programme and/or additional intake in the Institution

g. Details and number of new Equipment / Computers / Software for proposed New Courses / programme and/or additional intake in the Institution.

h. Stock Register of existing Equipment / Computers / Softwares and Equipment / Computers / Softwares for proposed New Courses/programme and/or additional intake in the Institution.

i. Details regarding new titles and volumes procured for proposed New Courses / programme and / or additional intake in the Institution.

j. Copy of Invoice/Cash Memo for newly added equipments and Library Books for proposed New Courses/programme and/or additional intake in the Institution.

k. Copy of the advertisement for recruitment of teaching faculty for proposed new programme/Courses and/or additional intake in the Institution including Principal/Director in case of new Institutions in 2nd shift as applicable.

l. List of candidates applied and proposed to be called for interview including Principal/Director in case of new Institutions in 2nd shift as per Clause/s 24.

m. Audited statement of accounts of the Institution and applicant Society/Trust and existing Technical Institution for last three years, if applicable.

n. Syllabus copy certified by Registrar of affiliating University related to the programme/courses applied for.

o. Details of latest fund position of the applicant Society/Trust and existing Technical Institution along with photocopy of FDRs, and Bank accounts available with the applicant in Nationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India

p. Video Clip (Compatible with "Windows Media Player") with date and time of shooting indicating the complete physical infrastructure/ facilities and highlighting following:
   i) Front & Back side of the entire Institute building
   ii) Internal portion of the classrooms, 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 in Appendix 4.
   iii) 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 in Appendix 4.
   iv) Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
   v) Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.

26   Evaluation of Application by Scrutiny Committee

26.1   The Applications shall be evaluated by a Scrutiny Committee to be constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal.

26.2   Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he will not be part of the committee.

26.3   The Scrutiny Committee will scrutinize proposals and scanned documents (a to p of 25.5) and a video CD of all facilities created for proposed New Courses/programme and/or additional intake in the Institution.

26.4   Based on the recommendations of the Scrutiny Committee, the Regional Officer concerned will communicate deficiencies, if any, to the applicant Society/Trust by the date as stated in time

schedule.

26.5 The applicant Institution may rectify the deficiencies and submit compliance by the date as stated in time schedule for reconsideration by the Scrutiny Committee. The list of deficiencies will also be posted in the AICTE web-portal for information. The last date for reconsideration of such applications by the Scrutiny Committee will be as stated in time schedule.

26.6 Only in those cases which are found to be in order in all respects by the Scrutiny Committee, the application will be processed further for issuance of Letter of Approval. The list of such applications will also be posted in the AICTE web-portal for information.

26.7 Other applicants will be informed by the Council about non-approval of the proposal for the present academic year.

27 Evaluation of Application by Regional Committee

27.1 The Scrutiny Committee report will be made available to the meeting of the Regional Committee, which will consider the report along with views of State Government/UT and concerned affiliating University and recommend further for issuance of Letter of Approval or otherwise by the date as mentioned in time schedule.

The Regional Officer concerned, at the time of forwarding the recommendations of the Regional committee to AICTE's head quarters, for placing before the Executive Committee or Council, shall certify that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee and the Regional Committee. In case it is not the case, the regional officer concerned shall point out the deviations in the process or in the prescribed norms and standards.

28 Consideration of Application by Executive Committee

28.1 The concerned bureau at AICTE HQ shall cross check and verify the recommendations of the Regional Committee together with the certificate of the Regional Officer concerned and shall issue another certificate certifying that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee and the Regional Committee. In case it is not the case, the concerned bureau head at AICTE HQ shall point out the deviations in the process or in the prescribed norms and standards.

The recommendations of the Regional committee shall be placed before Executive Committee of the Council. Executive committee, after considering the recommendations of the regional committee and report / certificate of the concerned bureau of the council, shall take a decision at its meeting on grant of approval or otherwise.

28.2 Further, based on the decision of the Executive Committee, the Letters of Approval for new course/programme and/or additional intake and the rejection letters shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule

29 Appointment of Teaching Staff for newly approved courses/programme

The Institutions granted Letter of Approval for new course/programme and/or additional intake shall comply with appointment of teaching staff as per norms stated by the Council and other technical supporting staff & administrative staff by the date as mentioned in time schedule. The information about these appointments of staff in the prescribed format[6] shall also be uploaded on the web-portal of AICTE by the date as mentioned in time schedule.

30   Procedure for Appeal before Appellate Committee

30.1   In cases where approval is denied for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, the Institution shall be informed of the decision along with grounds of denial. The list of such applicants along with the deficiencies will also be posted in the AICTE web-portal for information.

30.2   The Applicant shall have only one opportunity for appeal for the current academic year. The Applicant Institution after rectifying the deficiencies may appeal by the date as mentioned in time schedule to the Appellate Committee constituted by the Chairman, AICTE by selecting members using automated selection process provided by the AICTE web-portal.

30.3   An Officer of the Council will place the records before the Appellate Committee. However, he will not be part of the Appellate Committee. A representative of the applicant may be invited to place his point of view before the Appellate Committee.

30.4   The Appellate Committee may also depute an Expert Committee, for physical verification of the claims made by the applicant, among others, in respect of following:-

- procurement for additional requirements with respect to Appendix 5, i.e. Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities for Technical Institution
- progress related to appointment of additional faculty

30.5   Based on the recommendations of the Appellate Committee, the Council shall take the final decision in the matter. Letter of Approval or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule. However, in case, the appeal is rejected by the council, the applicant may make a fresh Application.

30.6   However, when approval is granted for few courses among several applied for, no separate rejection letter for those courses which are not approved shall be issued. Similarly, if approval for lesser intake is granted than intake applied, no separate rejection letter for rest of the intake shall be issued.

The Council shall follow the following Schedule for processing applications for introduction of New Programme, New Course/s and additional divisions in existing Technical Institutions

	Date of submission of application – during	Jul^{YY}–Dec^{YY}
	Processing of application for Introduction of new Programmes / Courses / Divisions in the Existing Technical Institutions for academic year	20YY^{+1} - 20YY^{+2}
	Activity	Deadline dd–mm-yy
1.	Uploading of application for Introduction of Programmes / Courses/ Divisions in the Existing Technical Institutions on line at the AICTE Web-portal and submission of print copy to the concerned Regional Office and to State Government and Affiliating University	Up to 31-12-YY
2.	Communication of the deficiencies to the applicant, if found by the Scrutiny Committee	Up to 31-01-YY^{+1}
3.	Submission of compliance by the Applicant for reconsideration by the Scrutiny Committee.	Up to 15-02-YY^{+1}
4.	Views by State Government/UT & Affiliating University	Up to 28-02-YY^{+1}
5.	Reconsideration of rectified applications by the Scrutiny Committee	Up to 28-02-YY^{+1}
6.	Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee for issuance extension of approval.	01-03-YY^{+1} to 20-03-YY^{+1}
7.	Executive Committee meetings for deciding about grant of extension of	Last week of

	approval.	March-YY[+1]
8.	Issue of Letter of Approval for Introduction of Programmes / Courses/ Divisions in the Existing Technical Institution	Up to 10-04-YY[+1]
9.	Submission of appeal by the applicant for reconsideration to be considered by Appellate Committee	Up to 15-04-YY[+1]
10.	Meetings of the Appellate Committee	16-04-YY[+1] to 12-05-YY[+1]
11.	Visit by experts as directed by the Appellate Committee	16-04-YY[+1] to 10-05-YY[+1]
12.	Consideration of recommendations of the Appellate Committee by the Council	11-05-YY[+1] to 14-05-YY[+1]
13.	Last date for issue of Letter of Approval for Introduction of Programmes / Courses/ Divisions in the Existing Technical Institution after reconsideration / appeal.	Up to 15-05-YY[+1]
14.	The Institutions granted Letter of Approval shall comply with appointment of teaching staff, required if any, as per norms stated by the Council for newly added courses/programme. The information about these appointments of staff in the prescribed format[6] shall be uploaded on the web-portal of AICTE.	Up to 30-06-YY[+1]

In the event of holiday on specified day, the next working day shall be considered.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal www.acite-india.org for updated time schedule, if any.

Illustrations

Illustration 1 : Engg / Tech Institute — Started with 60x4courses[1234], Illustration shows its growth in following academic years
Reference – Clause/s 23
4courses[1234] – means 4 courses, all different e.g. Civil, Electrical, Mechanical and Chemical. Later, Institution may select divisions of one or more of these courses (e.g. 3courses[123]) or different courses like 3courses[567]

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Acad. Year	Intake at the beginning of the academic year				Application for additional intake for single shift working approved for following academic year		Application for additional Intake for 2nd shift working for following academic year	
	UG		PG (Engg/Tech)		UG	PG (Engg/Tech)	UG	PG (Engg/Tech)
	1ST Sh	2nd Sh	1ST Sh	2nd Sh				
09-10	240	-	-	-	60x3courses[567]	-		-
10-11	420	-	-	-	-	-	-	-
11-12	420	-	-	-	-	-	-	-
12-13	420	-	-	-	-	18x2SpXCourses[1234]	60x3courses[134]	-
13-14	420	180	144	-	-	18x3SpXCourses[1234] / 18x2SpXCourses[567]	-	-
	420	180	468	-		18x3SpXCourses[567]	-	18x1SpXCourses[1234]
14-15	Processing Accreditation for Courses[1234]		Processing Accreditation for PG courses attached to Courses[1234]		60x2courses[14]	18x1SpXCourses[1234]	-	-
	MAX 540	180	702	72	-	-	60x1courses[2]	18x1SpXCourses[567]
15-16	-		Processing Accreditation for PG courses attached to Courses[567]		-	18x1SpXCourses[567]	-	-
17-18	540	MAX 240	MAX 756	MAX 126	-	-	-	-

Illustration 2 : Engg / Tech Institute   UG intake 60x7$_{courses}$[1234567]. Illustration shows maximum possible number of courses and intake, note that maximum intake in 2nd shift limited to 60x3
Reference - Clause/s 23

	Intake UG – Single shift	Intake PG – Single shift	Intake UG – 2nd shift	Intake PG – 2nd shift
	MAX 420	MAX 18x5Spx7courses[1234567]	MAX 180 (210)	MAX 18x7div
After accreditation	+120	+18x1Spx7courses[1234567]	+60	-

Illustration 3 : Engg / Tech Institute   UG intake 60x6$_{courses}$[123456] & a div for 2nd Year direct admissions
Reference - Clause/s 23

	Intake UG – Single shift	Intake PG – Single shift	Intake UG – 2nd shift	Intake PG – 2nd shift
	MAX 420 60x6courses[123456] & one div for 2nd Year direct admissions	MAX 18x5Spx6courses[123456]	MAX 180 (210)	MAX 18x7div
After accreditation	+120	+18x1Spx6courses[123456]	+60	-

Illustration 4 : Engg / Tech Institute   having Egg/Tech UG intake 60x6$_{courses}$[123456] + MCA 60
Reference - Clause/s 23

	Intake– Single shift			Intake– 2nd shift		
	Intake UG Engg/Tech	MCA	Intake PG Engg/Tech	Intake UG Engg/Tech	MCA	Intake PG – 2nd shift
	MAX 360	MAX 60	MAX 18x5Spx6courses[123456]	MAX 180 (210)	0	MAX 18x7div
After accreditation	+120	-	+18x1Spx6courses[123456]	+60	-	-

Illustration 5 : Engg / Tech Institute   having Egg/Tech UG intake 60x6$_{courses}$[123456] + Intake for 2nd Year direct admissions
Reference - Clause/s 23

	Intake– Single shift				Intake– 2nd shift		
	Intake UG Engg/Tech	MCA	Intake for 2nd Year direct admissions	Intake PG Engg/Tech	Intake UG Engg/Tech	MCA	Intake PG – 2nd shift
	360	-	60	MAX 18x5Spx6courses[1234567]	120	60	MAX 18x7div
After accreditation	+120	-	-	+18x1Spx6courses[1234567]	+60	-	-

Illustration 6 : Engg / Tech Institute   having UG intake 60x7$_{courses}$[1234567] and no intake for PG in 1st shift
Reference - Clause/s 23

	Maximum Intake UG – Single shift	Intake PG – Single shift	Intake UG – 2nd shift	Intake PG Engg/Tech 2nd shift
	MAX 420	0	MAX 180	MAX 18x7div
After accreditation	+120	0	+60	-

Creation of additional PG laboratories and research laboratory is mandatory.

Illustration 7 : Engg / Tech Institute   having UG intake 60x7$_{courses}$[1234567] and another Institute in 2nd shift
Reference - Clause/s 24

	Engg/Tech Institution 1st Shift		MCA Institution 2nd Shift
	Intake UG	Intake PG Engg/Tech	Intake MCA
	MAX 420	MAX 18x5Spx7courses[1234567]	MAX 180
After accreditation	+120	+18x1Spx7courses[1234567]	+60

	Engg/Tech Institution 1st Shift		Engg/Tech Polytechnic Institution 2nd Shift
	Intake UG	Intake PG Engg/Tech	Intake Polytechnic
	MAX 420	MAX 18x5Spx7courses[1234567]	MAX 180
After accreditation	+120	+18x1Spx7courses[1234567]	MAX 60

	Engg/Tech Institution 1st Shift		MBA/PGDM Institution 2nd Shift	
	Intake UG	Intake PG Engg/Tech	Intake MBA	Intake PGDM
	MAX 420	MAX 18x5Spx7courses[1234567]	MAX 180	
After accreditation	+120	+18x1Spx7courses[1234567]	+60	

Illustration 8 : Engg / Tech Institute   Existing Institute having UG intake 420 and more than 540 with respect to Appendix 3
Reference - Clause/s 23

	Intake UG – Single shift	Intake PG – Single shift	Intake UG – 2nd shift	Intake PG – 2nd shift
	420	^{MAX} $18x5_{Sp}x$Courses	^{MAX} 180	^{MAX} 18xCourses(div)
After accreditation	+120	+18x1$_{Sp}$xCourses	+60	-

	Intake UG – Single shift	Intake PG – Single shift	Intake UG – 2nd shift	Intake PG – 2nd shift
	600	^{MAX} $18x5_{Sp}x$Courses	^{MAX} 240	^{MAX} 18xCourses(div)
After accreditation	+0	+18x1$_{Sp}$xCourses	+0	-

Illustration 9 : MCA Institute   Reference - Clause/s 24

	MCA Institution 1st Shift	MBA Institution 2nd Shift	
	Intake MCA	Intake MBA	Intake PGDM
	^{MAX} 180	^{MAX} 120	
After accreditation	+ 60	-	

Illustration 10 : MBA/PGDM Institute   Reference - Clause/s 24
*Additional laboratories and classrooms are mandatory

	MBA /PGDM Institution 1st Shift	MCA Institution 2nd Shift
	Intake MBA +PGDM or MBA or PGDM 1st Shift	Intake MCA*
	^{MAX} 180	^{MAX} 120
After accreditation	+ 60	-

Illustration 11 : MBA/PGDM Institute   Reference - Clause/s 24

	MBA /PGDM Institution 1st Shift	Intake 2nd Shift
	Intake MBA +PGDM or MBA or PGDM 1st Shift	Intake MBA or PGDM 2nd Shift
	^{MAX} 180	^{MAX} 60
After accreditation	+ 60	+ 60

Illustration 12 : MBA/PGDM Institute   Reference - Clause/s 24

	MBA / PGDM Institution 1st Shift	PGDM / MBA Institution 2nd Shift
	Intake MBA +PGDM or MBA or PGDM 1st Shift	Intake MBA +PGDM or MBA or PGDM 1st Shift
	^{MAX} 180	^{MAX} 120
After accreditation	+ 60	-

Illustration 13 : Pharmacy Institute   Reference - Clause/s 24

	Intake 1st Shift		Intake 2nd Shift	
	UG	PG	UG	PG
	60	$^{MAX}18x5_{Sp}$	60	^{MAX} $18x2_{Sp}$
After accreditation	+ 60	+18x2$_{Sp}$	-	^{MAX} 18x1$_{Sp}$

	Intake 1st Shift		Intake 2nd Shift	
	UG	PG	UG	PG
	^{MAX} 180	^{MAX} $18x5_{Sp}$	60	^{MAX} $18x2_{Sp}$
After accreditation	+ 60	+18x2$_{Sp}$	+60	+18x1$_{Sp}$

Illustration 14 : Architecture Institute   Reference - Clause/s 23

	Intake 1st Shift		Intake 2nd Shift	
	UG	PG	UG	PG
	40	$^{MAX}18x5_{Sp}$	40	^{MAX} $18x2_{Sp}$
After accreditation	+ 40	+18x2$_{Sp}$	-	+18x1$_{Sp}$

	Intake 1st Shift		Intake 2nd Shift	
	UG	PG	UG	PG
	^{MAX} 120	^{MAX} $18x5_{Sp}$	40	^{MAX} $18x1_{Sp}$
After accreditation	+ 40	+18x2$_{Sp}$	+40	+18x1$_{Sp}$

| Chapter IV | |

| Approval Process for Closure of Institution or Programme/Course/Division in existing Technical Institution | |

31   Any Institution interested in closure of Institution/Programme/Course/Division shall need prior approval by the Council. "No Objection Certificate" (NOC) from the concerned State Government/UT and Affiliating University shall also be mandatory.

32   For the purpose of applying for Closure of Institution/Programme/Course/Division, Institution shall submit application in the prescribed format along with the enclosures (scanned from the originals) online at AICTE web-portal **www.aicte-india.org**. A unique identification number will be allotted to each application for further reference. By using this number the applicant will be able to track the status of the application at various stages of processing the application through the AICTE web-portal. The Processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

Type of Institution	Processing Fees
Minority Institution	80,000/-
Institution set up in Hilly Area in North Eastern States	80,000/-
Institution set up exclusively for women	80,000/-
All other Institutions	1,00,000/-

33   The last date for receipt of applications for the academic year shall be as mentioned in time schedule.

34   The on-line application shall have, inter alias following documents annexed in scanned form. Additionally all information asked for in application on AICTE web-portal must be uploaded:-

    a.   Resolution by Governing Board Members approving closure of Institution/Programme/Courses/Division, duly signed by the Chairman of the Society/Trust.
    b.   No objection certificate from Concerned State Government
    c.   No objection certificate from Affiliating University with clear mention about provisions / alternative arrangements made to take care of education of existing students studying in the Institute.
    d.   Details of the RPGF/Joint FDR/ FD made with AICTE/State Government/ University for establishment of the Institution.
    e.   An affidavit[3] 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 faculty, employees and students and other agencies, arising out of the closure of the Institution/Programme/Courses/Division in the format prescribe on the web-portal of AICTE.

35   **Submission of Application**

    35.1   A print of the complete application and enclosures as uploaded to the AICTE web-portal shall be submitted to, Concerned Regional Office of the Council along with following documents:-

       a.   Copy of e_receipt as a proof of having remitted prescribed Processing Fee
       b.   an affidavit[1], in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs. 100/, duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is

false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.

36 Procedure

36.1 The Application shall be evaluated by a Scrutiny Committee constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal. Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he will not be part of the committee.

36.2 Based on recommendations of the Scrutiny Committee, the Regional Officer concerned will communicate deficiencies, if any, to the Institution by the date as stated in time schedule.

36.3 The Institution shall rectify the deficiencies and submit compliance by the date as stated in time schedule for reconsideration by the Scrutiny Committee. The list of deficiencies will also be posted at the AICTE web-portal for information. The last date for reconsideration of such applications by the Scrutiny Committee will be as stated in time schedule.

36.4 Only in those cases which are found to be in order in all respects by the Scrutiny Committee, the application will be processed further for approval for closure.

36.5 The Regional Committee, which will consider the report of Scrutiny Committee and NOCs from State Government/UT and affiliating University shall recommend further for issuance approval for closure or otherwise by the date as mentioned in time schedule. The regional committee shall also recommend on approval for release of RPGF/Joint FDR and other assets of the Institutions/ Society/Trust only on complete settlement of the dues and other liabilities.

The Regional Officer concerned, at the time of forwarding the recommendations of the Regional committee to AICTE's head quarters, for placing before the Executive Committee or Council, shall certify that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee and the Regional Committee. In case it is not the case, the regional officer concerned shall point out the deviations in the process or in the prescribed norms and standards.

36.6 The concerned bureau at AICTE HQ shall cross check and verify the recommendations of the Regional Committee together with the certificate of the Regional Officer concerned and shall issue another certificate certifying that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee and the Regional Committee. In case it is not the case, the concerned bureau head at AICTE HQ shall point out the deviations in the process or in the prescribed norms and standards.

The recommendations of the Regional committee shall be placed before Executive Committee of the Council. Executive committee, after considering the recommendations of the regional committee and report / certificate of the concerned bureau of the council, shall take a decision at its meeting on grant of approval for closure or otherwise. The Council shall permit release of RPGF/Joint FDR and other assets of the Institutions/ Society/Trust only on complete settlement of the dues and other liabilities.

36.7 Based on the decision of the Executive Committee, the Letters of approval for closure and the rejection letters shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

37 Procedure for appeal before Appellate Committee

37.1 In cases where closure is denied for conditions as may be stipulated by the Council, the Institution shall be informed of the decision along with grounds of denial. The list of such Institutions along with the reasons for denial will also be posted at the AICTE web-portal for information.

37.2   The Institution shall have only one opportunity for appeal for the current academic year. The Institution after rectifying the deficiencies may appeal by the date as mentioned in time schedule to the Appellate Committee constituted by the Chairman, AICTE by selecting members using automated selection process provided by the AICTE web-portal.

37.3   An Officer of the Council will place the records before the Appellate Committee. However, he will not be part of the Appellate Committee. A representative of the Institution may be invited to place their point of view before the Appellate Committee.

37.4   Based on the recommendations of the Appellate Committee, the Council shall take the final decision in the matter. Letters of approval for closure and the rejection letters shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

The Council shall follow the following Schedule for processing applications for closure of an Institution/ Programme/Course/Division

		Jul^{YY}–Dec^{YY}
	Date of submission of application – during	
	Processing of application for closure of Institution from academic year	20YY^{+1} - 20YY^{+2}
	Activity	Deadline dd–mm-yy
1.	Submission of application for approval for closure, on line at the AICTE Web-portal and submission of print copy to the concerned Regional Office	Up to 31-12-YY
2.	Communication of the deficiencies to the applicant, if found by the Scrutiny Committee	Up to 31-01-YY^{+1}
3.	Submission of compliance of deficiencies by the Applicant for reconsideration by the Scrutiny Committee.	Up to 15-02-YY^{+1}
4.	Reconsideration of rectified applications by the Scrutiny Committee	Up to 28-02-YY^{+1}
5.	Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee for issuance of approval for closure.	01-03-YY^{+1} to 20-03-YY^{+1}
6.	Executive Committee meetings for deciding about approval for closure.	Last week of March-YY^{+1}
7.	Issue of Letter of approval for closure	Up to 10-04-YY^{+1}
8.	Submission of appeal by the applicant for reconsideration to be considered by Appellate Committee	Up to 15-04-YY^{+1}
9.	Meetings of the Appellate Committee	16-04-YY^{+1} to 12-05-YY^{+1}
10.	Consideration of recommendations of the Appellate Committee by the Council	11-05-YY^{+1} to 14-05-YY^{+1}
11.	Last date for issue of Letter of approval for closure after reconsideration / appeal.	Up to 15-05-YY^{+1}

In the event of holiday on specified day, the next working day shall be considered.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal www.acite-india.org for updated time schedule, if any.

Chapter V

Approval Process for Supernumerary seats under Tuition Fee Waiver scheme

38   **This scheme shall be applicable to all approved technical Institutions offering;**

a)   Bachelors programmes in Engineering, Pharmacy, HMCT, Architecture and Applied Arts and Crafts.

b)   Diploma Programmes of three years duration.

38.1   Under the Scheme, up to 10 percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature.

38.2   Sons and daughters of parent having annual income of less than Rs. 2.50 lakhs from all sources shall only be eligible for seats under this scheme.

39   **Procedure**

39.1   All approved Institutions offering Under-graduate and Diploma Programmes are eligible for this scheme. The scheme will be compulsory for Government and Government aided Institutions and voluntary in nature for other Institutions. Institutions other than Government aided Institutions, interested in participating in this scheme shall apply for approval online at AICTE web-portal www.aicte-india.org through "Compliance Report". The Institution shall submit an affidavit[4], in the format as prescribed on AICTE web-portal, stating that the Institution will not charge tuition fee for the entire duration of the course form the beneficiaries, as an enclosure (scanned from the original and uploaded) to the application.

39.2   There shall be no separate Processing fee for this approval.

39.3   The Applications shall be evaluated by a Scrutiny Committee to be constituted by the Chairman, Regional Committee.

39.4   The report of the scrutiny committee shall be considered by the Regional Committee for recommendation to the Executive Committee.

39.5   The recommendations of the Regional Committee will be placed before Executive Committee of the Council.

39.6   Based on the recommendations of the Regional Committee the Executive Committee shall take decision at its meeting on grant of approval or otherwise.

39.7   Further, based on the decision of the Executive Committee, Letter of Approval or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

40   **Implementation**

40.1   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 and Government Aided Institutions. All other Fee except tuition fees will have to be paid by the beneficiary.

40.2   Under the Scheme, the Competent Authority for admissions shall be the same as for regular admissions and up to 10 percent of its sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature.

40.3   For every 60 sanctioned intake in a branch/division of study, one seat shall be offered to physically handicapped student. Out of remaining five, three seats shall be offered exclusively to women students.

40.4   In the event of non-availability of students in a specific category as above, the benefit will be given to any candidate of other categories according to merit. However, vacant seats shall not be offered to general candidates.

40.5   Sons and daughters of parent having annual income of less than Rs. 2.50 lakhs from all sources shall only be eligible for seats under this scheme.

40.6   The tuition fee waiver to a student shall be for the complete duration of the course.

40.7   List of Technical Institutes having approvals for Tuition Fee Waiver scheme shall be available at AICTE web-portal. State Admission authority shall fetch it from the portal and make it available to students by displaying Tuition Fee Waiver status against each Institution, programme and course wise, for information during admissions so that the students can freely exercise their informed choice.

40.8   The Institutions may publish in their brochure and web site the number of tuition fee waivers available in each category in each course/division.

40.9   Competent Authority for admissions shall prepare merit list of applicants by inviting applications from eligible students and effect admissions strictly on merit basis.

40.10   A letter in this respect shall be issued by the Competent Authority for admissions to each beneficiary. Students admitted under this scheme shall not be allowed to change Institution/course under any circumstances.

40.11   The Institutions shall also display information regarding admitted candidates in their web sites for information to the students and other stakeholders.

41   The following Schedule for processing applications for approval for participation in Tuition Fee Waiver Scheme shall be followed:-

	Date of submission of application – during	Jul^{YY}–Dec^{YY}
	Processing of application for participating Tuition Fee Waiver scheme from academic year	20YY^{+1} - 20YY^{+2}
	Activity	Deadline dd–mm-yy
1.	Submission and uploading of application for participation in Fee Waiver Scheme	Up to 31-12-YY
2.	Evaluation of application by the Scrutiny Committee	Up to 31-01-YY^{+1}
3.	Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee	01-03-YY^{+1} to 20-03-YY^{+1}
4.	Executive Committee meetings to decide about approval for Fee Waiver Scheme	Last week of March-YY^{+1}
5.	Issue of Letter of Approval for Fee Waiver Scheme	Up to 10-04-YY^{+1}

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal www.acite-india.org for updated time schedule, if any.

Chapter VI

Approval Process for permitting AICTE Approved Institutions to Admit Foreign Nationals / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries

Refer AICTE notification dated 21st January 2004

42   Institutions fulfilling eligibility criteria shall be eligible to apply for approval by the Council for admitting Foreign Nationals/Persons of Indian Origin (PIOs) and Children of Indian workers in Gulf Countries:-

42.1   Fifteen percent (15%) seats in all the institution / University Departments, approved by the Council, offering technical course leading to Diploma, Degree and Post-Graduate Degree in Engineering & Technology, Architecture & Town Planning, Pharmacy, Applied Arts, MBA & MCA, Hotel Management & Catering Technology, shall be allowed on supernumerary basis from amongst Foreign Nationals / Persons of Indian Origin (PIOs) / Children of Indian Workers in the Gulf Countries, over and above the approved intake, provided that 1/3rd of the 15% shall be reserved across different disciplines in the educational institution, for the Children of Indian Workers in the Gulf Countries. However, any vacant seats out of 1/3rd category shall be reverted to the quota of 2/3rd meant for PIO/ Foreign Nationals.

43.2   Provided that this is subject to the availability of adequate Infrastructural facilities in the applicant institution, to be verified by the Council, based on its Norms and Guidelines. These supernumerary seats shall be exclusively meant for these categories of students in the diploma, under-graduate and post-graduate course with a rider that under no circumstances a seat remains unfilled shall be allowed to any one other than a foreign student / PIO. Foreign Nationals / Persons of Indian Origin (PIOs / Children of Indian Workers in the Gulf Countries admitted in AICTE approved institution through Indian Council for Cultural Relation (ICCR or as Government of India nominee shall be included within this ceiling.

42.3   The Institution shall submit a "Compliance Report" giving the details of faculty and other facilities in the Institution every year for renewal of the approval for admitting Foreign Students/Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries.

43   Eligibility Criteria

43.1   Institution having infrastructural facilities based on AICTE norms and fulfilling following criteria shall be eligible to apply for approval for admitting students:-

a.   The Institutions should be able to provide suitable hostel/residential accommodation to the Foreign Students/Persons of Indian Origin (PIOs) and Children of Indian workers in Gulf Countries.

b.   The teacher student ratio in the respective discipline where Foreign Nationals/Persons of Indian Origin are admitted should not be below 1:15.

c.   The Institution must have a modern library as per norms & standards of AICTE with multimedia facilities.

d.   The Institute building should meet built up area norms & standards of AICTE.

e.   The Institution and its hostels must have proper approach road, good environment, sufficient water supply and an arrangement for generators in absence of normal supply of electricity.

f.   The concerned Institution should not have been put under "No Admission" or "Reduced Intake" category by the Council due to poor infrastructural facilities during the past 3 years.

g.   The Institution should be functioning at least for a period of 5 years after approval by the Council.

h.   The results (success rate) of last two batches of final year students must not be less than

75%, calculated based on number of students appeared in the final examination, vis-à-vis the students passed.

43.2 The Council shall satisfy itself about availability of Infrastructure facilities suitable for admitted students under this supernumerary category, through an inspection team, wherever necessary. For this purpose, the institution meeting the above criteria, may submit an application for approval as given below.

44 Fees & Admissions

44.1 The concerned State Government/UT shall notify the tuition and other fees for candidates to be admitted under Foreign Nations/ PIO category. Fees prescribed for NRI quota seats shall not be applicable to these admissions. The children of Indian workers in the Gulf Countries shall be treated at par with resident citizens.

44.2 Admissions to these seats shall be done on merit basis among applicants of these categories.

45 Submission of Application for approval

45.1 The application in the prescribed format along with the enclosures (scanned from the originals) be submitted online at AICTE web-portal www.aicte-india.org. A unique identification number will be allotted to each application for further reference. By using this number the applicant Institution will be able to track the status of the application at various stages of processing the application through the AICTE web-portal. The Processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

Type of Institution applied for	Processing Fees
Minority Institution	1,80,000/
Institution set up in Hilly Area in North Eastern States	1,80,000/
Institution set up exclusively for women	1,80,000/-
All other Institutions	2,00,000/-

45.2 The last date for receipt of applications shall be as mentioned in time schedule.

45.3 A print of the complete application, latest Compliance Report, DPR and enclosures as uploaded to the AICTE web-portal shall be submitted on or before the date as mentioned in time schedule to the Affiliating University, State Government/UT and the concerned Regional Office of AICTE along with the following documents:-

    a. Copy of e_receipt as a proof of having remitted prescribed Processing Fee

    b. an affidavit[1], in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs.100/-, duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.

    c. An affidavit about building construction with respect to approved building plan, carpet and built up area (sqm) and number of rooms with respect to AICTE norms, in a format[3] as prescribed on a Non-Judicial Stamp Paper of Rs. 100/- and a certificate of verification from an Architect registered with Council of Architecture.

45.4 The State Government/UT and the affiliating university will forward to the concerned Regional Office of the Council by the date as mentioned in time schedule, their views on the applications received for establishment of new technical Institutions or other wise, with reasons.

45.5 The views of the State Government/UT and the affiliating university will be taken into account by the Regional Committee while taking the decision whether the application is to be processed or not. In case the Regional Committee decides not to process the application further based on the views of the State Government/UT and/or the affiliating university, the same will be communicated by the Regional Officer concerned to the applicant Society/Trust along with reasons for such decision. In the absence of receipt of views from the State Government/UT and/or the affiliating University by the date as mentioned in time schedule, the Council will proceed for completion of approval.

45.6 The on-line application shall have, inter alias following documents annexed in scanned form and additionally all information asked for in computerised application form must be uploaded :-

a. Resolution of the Society/Trust, pertaining admissions of Foreign Nationals/Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries on supernumerary basis above the approved intake in the format[8] prescribed on the web-portal.
b. Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure certified by Architect registered with the Council of Architecture.
c. Floor Plans, Sections and Elevations of all existing Academic building and Hostel buildings/facilities including Area details certified by Architect registered with the Council of Architecture.
d. List of equipment available at the Institution.
e. Stock Register of existing Equipment/Computers/Softwares and Equipment / Computers / Softwares
f. Accession Register for existing Library Books
g. Examination Results and Statistics of previous two batches.
h. Complete details of Teaching staff, students and Teaching Staff : Student ratio.
i. AICTE approval letters for previous five years
j. Proof of agreement for electricity generators / provision for backup electricity supply
k. Proof of provision for sufficient water supply
l. Details regarding hostel rector and hostel administration.
m. Video CD (Compatible with "Windows Media Player") with date and time of shooting indicating the complete physical infrastructure/ facilities and highlighting following:
   o Front & Back side of the entire building
   o Internal portion of the classrooms, 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 in Appendix 4.
   o 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 in Appendix 4.
   o Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
   o Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.
   o Hostel facilities for boys and girls.

46 Evaluation of Application by Scrutiny Committee

46.1 The Application shall be evaluated by a Scrutiny Committee to be constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal.

46.2 Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he will not be part of the committee.

46.3 The Scrutiny Committee will scrutinize proposals and scanned documents as specified above and a video CD of all facilities including Hostel facilities.

46.4   Based on the recommendations of the Scrutiny Committee, the Regional Officer concerned will communicate deficiencies, if any, to the applicant by the date as stated in time schedule.

46.5   The applicant Institution may rectify the deficiencies and submit compliance by the date as stated in time schedule for reconsideration by the Scrutiny Committee. The list of deficiencies will also be posted in the AICTE web-portal for information. The last date for reconsideration of such applications by the Scrutiny Committee will be as stated in time schedule.

46.6   Only in those cases which are found to be in order in all respects by the Scrutiny Committee, the application will be processed further for issuance of Letter of Approval for 15% seats for Foreign Nationals/Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries, over and above the approved intake. The list of such applications will also be posted in the AICTE web-portal for information. Other applicants will be informed by the Council about non-approval of the proposal.

46.7   An Expert Committee shall visit the Institution to verify the infrastructure and relevant documents as presented in the application form with respect to the norms, standards and conditions prescribed by the Council. The Expert Committee Visits will be conducted between dates as mentioned in time schedule.

46.8   The Expert Visiting Committee shall be constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal.

46.9   Concerned Regional Officer or an Officer of the Council will assist the committee and make necessary arrangements for conduct of the Expert Committee Visit, however, will not be part of the committee.

46.10   Expert Committee shall have access to the report of the Scrutiny Committee.

46.11   The applicant shall be required to make available the following original documents / necessary information to the Visiting Expert Committee :-

a.   A copy of the application submitted to the Council.
b.   List of equipment required as per syllabus and equipment available.
c.   Stock Register of Equipment, Computers, Softwares, printers.
d.   Accession Register for Library Books.
e.   Examination Results and Statistics of previous two batches.
f.   Complete details of Teaching staff, students and Teaching Staff : Student ratio.
g.   AICTE approval letters and copies of "Compliance Reports" submitted to AICTE for five previous years
h.   Proof of agreement for electricity generators / provision for backup electricity supply
i.   Proof of provision for sufficient water supply
j.   Video CD (Compatible with "Windows Media Player") with date and time of shooting indicating the complete physical infrastructure/ facilities and highlighting following:
   o Front & Back side of the entire building
   o Internal portion of the classrooms, 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 in Appendix 4.
   o 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 in Appendix 4.
   o Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
   o Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.
   o Hostel facilities for boys and girls.

46.12   The applicant shall arrange also for:-
a.   video recording with date and time of the entire proceedings of the Expert Committee visit, which will form part of the Expert Committee report.
b.   Laptop/desktop with internet facility.

46.13   The Expert Committee shall upload:-

   a.   its report in the format[5] prescribed on the web-portal of AICTE on the same day of the visit.
   b.   video recording of Expert Committee visit.
   c.   attendance sheet in the format[5] as prescribed on the Web-portal of AICTE, duly signed / digitally authenticated by,

      1.   the Expert Committee members
      2.   representatives of applicant Society/Trust present during the visit and Principal/Director of the Institution who is present during the visit.

46.14   The Scrutiny Committee report will be made available to the meeting of the Regional Committee, which will consider the report along with views of State Government/UT and concerned affiliating University and recommend further for issuance of Letter of Approval Letter of Approval for 15% seats for Foreign Nationals/Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries, over and above the approved intake or otherwise by the date as mentioned in time schedule.

46.15   The recommendations of the Regional Committee will be placed before Executive Committee of the Council.

The Regional Officer concerned, at the time of forwarding the recommendations of the Regional committee to AICTE's head quarters, for placing before the Executive Committee or Council, shall certify that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee, the Expert Committee and the Regional Committee. In case it is not the case, the regional officer concerned shall point out the deviations in the process or in the prescribed norms and standards.

46.16   The concerned bureau at AICTE HQ shall cross check and verify the recommendations of the Regional Committee together with the certificate of the Regional Officer concerned and shall issue another certificate certifying that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee, Expert Committee and the Regional Committee. In case it is not the case, the concerned bureau head at AICTE HQ shall point out the deviations in the process or in the prescribed norms and standards.

The recommendations of the Regional committee shall be placed before Executive Committee of the Council. Executive committee, after considering the recommendations of the regional committee and report / certificate of the concerned bureau of the council, shall take a decision at its meeting on grant of approval or otherwise.

46.17   Based on the decision of the Executive Committee, the Letters of Approval Letter of Approval and the rejection letters shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

47   Procedure for Appeal before Appellate Committee

47.1   In cases where approval is denied for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, the Institution shall be informed of the decision along with grounds of denial. The list of such applicants along with the deficiencies will also be posted in the AICTE web-portal for information.

47.2   The Applicant shall have only one opportunity for appeal before Appellate Committee by the date as mentioned in time schedule. The Appellate Committee shall be constituted by the Chairman, AICTE by selecting members using automated selection process provided by the AICTE web-

portal.

47.3   An Officer of the Council will place the records before the Appellate Committee. However, he will not be part of the Appellate Committee. A representative of the applicant may be invited to place his point of view before the Appellate Committee.

47.4   The Appellate Committee may also depute an Expert Committee, for physical verification of the claims made by the applicant.

47.5   Based on the recommendations of the Appellate Committee, the Council shall take the final Decision in the matter. Letter of Approval or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

47.6   In case the appeal is rejected by the council, the applicant may make a fresh Application for approval.

48   The following Schedule for processing applications for 15% seats for Foreign Nationals/Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries shall be followed:-

	Date of submission of application – during	Jul^{YY}–Dec^{YY}
	Processing of application for introducing 15% seats for for Foreign Nationals/PIO/Children of Indian Workers in Gulf Countries from academic year	20YY^{+1} - 20YY^{+2}
	Activity	**Deadline dd–mm-yy**
1.	Uploading and submission of print copy of application to the concerned Regional Office and to State Government and Affiliating University	Up to 31-12-YY
2.	Communication of the deficiencies to the applicant, if found by the Scrutiny Committee	Up to 31-01-YY^{+1}
3.	Submission of compliance by the Applicant for reconsideration by the Scrutiny Committee.	Up to 15-02-YY^{+1}
4.	Reconsideration of rectified applications by the Scrutiny Committee	Up to 28-02-YY^{+1}
5.	Views by State Government/UT & Affiliating University	Up to 28-02-YY^{+1}
6.	Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee for issuance extension of approval.	01-03-YY^{+1} to 20-03-YY^{+1}
7.	Executive Committee meetings to decide about grant of extension of approval.	Last week of March-YY^{+1}
8.	Issue of Letter of Approval for 15% seats for Foreign Nationals/Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries, over and above the approved intake	Up to 10-04-YY^{+1}
9.	Submission of appeal by the applicant for reconsideration to be considered by Appellate Committee	Up to 15-04-YY^{+1}
10.	Meetings of the Appellate Committee	16-04-YY^{+1} to 12-05-YY^{+1}
11.	Visit by experts as directed by the Appellate Committee	16-04-YY^{+1} to 10-05-YY^{+1}
12.	Consideration of recommendations of the Appellate Committee by the Council	11-05-YY^{+1} to 14-05-YY^{+1}
13.	Last date for issue of Letter of Approval after reconsideration / appeal.	Up to 15-05-YY^{+1}

In the event of holiday on specified day, the next working day shall be considered.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal www.acite-india.org for updated time schedule, if any.

Chapter VII

Approval Process for admission quota for Sons & Daughters of Non Resident Indian(s)

49   **The technical institutions desirous to have 5% quota for admitting sons and daughters of NRIs at a fee chargeable to NRIs shall seek the approval of the council by making applications in the prescribed format along with the following enclosures. The applicable processing fee, as stated below shall be paid by the applicant. The 5 percent seats referred in above clause shall not be supernumerary in nature.**

49.1   Under the Scheme, up to 5 percent of sanctioned intake per course shall be available for these admissions, which, however, shall not be supernumerary in nature.

50   **Submission**

50.1   The Technical Institution interested in availing this quota shall apply for approval in the prescribed format along with the enclosures (scanned from the originals) to be submitted online at AICTE web-portal www.aicte-india.org. The processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

Type of Institution applied for	Processing Fees
Minority Institution	40,000/-
Institution set up in Hilly Area in North Eastern States	40,000/-
Institution set up exclusively for women	40,000/-
All other Institutions	50,000/-

50.2   The on-line application shall have, inter alias following documents annexed in scanned form. Additionally all information asked for in computerised application form must be uploaded.

50.3   A print of the complete application and enclosures as uploaded to the AICTE web-portal shall be submitted to concerned Regional Office of the Council along with the following:-

a.   Copy of e_receipt as a proof of having remitted prescribed Processing Fee
b.   an affidavit[1], in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs.100/-, duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.
c.   an affidavit[6], in the format as prescribed on AICTE web-portal, stating that the Institution shall charge fee, as approved for NRI seats, by the State Fee Committee for entire duration of the course form the beneficiaries.

51 Procedure for approval

51.1 The Applications shall be evaluated by a Scrutiny Committee to be constituted by the Chairman, Regional Committee.

51.2 The report of the scrutiny committee shall be considered by the Regional Committee for recommendation to the Executive Committee.

51.3 The recommendations of the Regional Committee will be placed before Executive Committee of the Council.

The Regional Officer concerned, at the time of forwarding the recommendations of the Regional committee to AICTE's head quarters, for placing before the Executive Committee or Council, shall certify that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee and the Regional Committee. In case it is not the case, the regional officer concerned shall point out the deviations in the process or in the prescribed norms and standards.

51.4 The concerned bureau at AICTE HQ shall cross check and verify the recommendations of the Regional Committee together with the certificate of the Regional Officer concerned and shall issue another certificate certifying that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee and the Regional Committee. In case it is not the case, the concerned bureau head at AICTE HQ shall point out the deviations in the process or in the prescribed norms and standards.

The recommendations of the Regional committee shall be placed before Executive Committee of the Council. Executive committee, after considering the recommendations of the regional committee and report / certificate of the concerned bureau of the council, shall take a decision at its meeting on grant of approval or otherwise.

51.5 Based on the decision of the Executive Committee, Letter of Approval or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

52 Implementation

52.1 Under the Scheme, the Competent Authority for admissions shall be the same as for regular admissions and up to 5 percent of sanctioned intake per course shall be available for such admissions.

52.2 In the event of non-availability of students in NRI category, the seats will be given to general candidates as per general merit. However, no NRI fee shall be applicable to general candidates thus admitted against vacant NRI seats.

52.3 Competent Authority for admissions shall fetch list of Technical Institutions who have sought approval from the council, from AICTE web-portal.

52.4 The Competent Authority for admissions shall display availability of NRI seats, branch wise, in various Institutions, for information of candidates during all stages of admissions so that the students can freely exercise their informed choice. The Institutions may publish in their brochure and web site the number of NRI seats available in course/division.

52.5 Competent Authority for admissions shall prepare merit list of applicants by inviting applications from eligible NRI students and effect admissions strictly on merit basis.

52.6 A letter in this respect shall be issued by the Competent Authority for admissions to each beneficiary. Students admitted under this scheme shall not be allowed to change Institution/course under any circumstances.

52.7 The Institutions shall also display information regarding admitted candidates in their web sites for information to the students and other stakeholders.

The following time Schedule for processing applications for approval for Admissions quota for Sons & Daughters of Non Resident Indian(s) shall be followed:-

	Date of submission of application – during	$\text{Jul}^{YY}–\text{Dec}^{YY}$
	Processing of application for approval for NRI quota from academic year	$20YY^{+1}$ - $20YY^{+2}$
	Activity	Deadline dd–mm-yy
1.	Submission and uploading of application Admissions quota for Sons & Daughters of Non Resident Indian(s)	Up to 31-12-YY
2.	Evaluation of application by the Scrutiny Committee	Up to $31\text{-}01\text{-}YY^{+1}$
3.	Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee	$01\text{-}03\text{-}YY^{+1}$ to $20\text{-}03\text{-}YY^{+1}$
4.	Executive Committee meetings to decide about approval for Fee Waiver Scheme	Last week of March-YY^{+1}
5.	Issue of Letter of Approval for Admissions quota for Sons & Daughters of Non Resident Indian(s)	Up to $10\text{-}04\text{-}YY^{+1}$

In the event of holiday on specified day, the next working day shall be considered. Refer to AICTE web-portal www.acite-india.org for updated time schedule, if any.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal www.acite-india.org for updated time schedule, if any.

Chapter VIII

Approval Process approval for Change of Name of the Institute or Society / Trust running the Institution

53   **No Technical Institution or the promoting Society or Trust registered under the Companies Act shall change it's name without prior approval of the Council.**

53.1   The application for approval of change of name in the prescribed format along with the enclosures (scanned from the originals) be submitted online at AICTE web-portal www.aicte-india.org. The Processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

Type of Institution applied for	Processing Fees
Minority Institution	40,000/-
Institution set up in Hilly Area in North Eastern States	40,000/-
Institution set up exclusively for women	40,000/-
All other Institutions	50,000/-

53.2   The on-line application shall have, inter alias following documents annexed in scanned form. Additionally all information asked for in computerised application form must be uploaded :-

a)   Registration document of the Society/Trust indicating changed name along with names members of Society/Trust, duly attested / certified by the concerned Authority.
b)   Resolution by Governing Board Members approving change in name, duly signed by the Chairman of the Society/Trust.
c)   No objection certificate from Concerned State Government
d)   No objection certificate from Affiliating University.

54   **Submission**

54.1   A print of the complete application and enclosures as uploaded at the AICTE web-portal shall be submitted to the Affiliating University and the State Government/UT and the concerned Regional Office of the Council along with the following:-

a)   Copy of e_receipt as a proof of having remitted prescribed Processing Fee
b)   an affidavit[1], in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs.100 duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.

55   **Procedure**

551   The Applications shall be evaluated by a Scrutiny Committee to be constituted by the Chairman, Regional Committee.

55.2   Concerned Regional Officer or an Officer of the Council will assist the committee and place

relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he shall not be part of the committee.

55.3   Based on the recommendations of the Scrutiny Committee, the Regional Officer concerned will communicate deficiencies, if any, to the applicant Society/Trust by the date as stated in time schedule.

55.4   The Applicant Society/Trust may rectify the deficiencies and submit compliance by the date as stated in time schedule for reconsideration by the Scrutiny Committee.

55.5   Only in those cases which are found to be in order in all respects by the Scrutiny Committee, the application will be processed further for issuance for Approval. The list of such applications will also be posted in the AICTE web-portal for information.

55.6   On the basis of the recommendations by the Scrutiny Committee and No Objection Certificates from State Government/UT and Affiliating University received by the date as mentioned in time schedule, the Regional Committee will recommend further on issuance of approval.

The Regional Officer concerned, at the time of forwarding the recommendations of the Regional committee to AICTE's head quarters, for placing before the Executive Committee or Council, shall certify that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee and the Regional Committee. In case it is not the case, the regional officer concerned shall point out the deviations in the process or in the prescribed norms and standards.

55.7   Based on the recommendations of the Regional Committee the Executive Committee shall take decision at its meeting on grant of approval or otherwise.

The concerned bureau at AICTE HQ shall cross check and verify the recommendations of the Regional Committee together with the certificate of the Regional Officer concerned and shall issue another certificate certifying that all the processes and parameters as prescribed in regulations and approval process hand book were followed by the Scrutiny Committee and the Regional Committee. In case it is not the case, the concerned bureau head at AICTE HQ shall point out the deviations in the process or in the prescribed norms and standards.

The recommendations of the Regional committee shall be placed before Executive Committee of the Council. Executive committee, after considering the recommendations of the regional committee and report / certificate of the concerned bureau of the council, shall take a decision at its meeting on grant of approval or otherwise.

55.8   Based on the decision of the Executive Committee, Letter of Approval or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

The following time Schedule for processing applications for approval for Change in name of the Society/Trust registered under section 25 of the companies Act or the Technical Institution shall be followed:-

	Date of submission of application – during	Jul^{YY}–Dec^{YY}
	Processing of application to approve & effect change in name of the Society/Trust from academic year	20YY^{+1} - 20YY^{+2}
	Activity	Deadline dd–mm-yy
1.	Submission and uploading loading of application for Change in name of the Society/Trust	Up to 31-12-YY
2.	Communication of the deficiencies to the applicant, if found by the Scrutiny Committee	Up to 31-01-YY^{+1}

3.	Submission of compliance of deficiencies by the Applicant for reconsideration by the Scrutiny Committee.	Up to 15-02-YY+1
4.	Reconsideration of rectified applications by the Scrutiny Committee	Up to 31-01-YY+1
5.	NOCs by State Government/UT & Affiliating University	Up to 28-02-YY+1
6.	Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee for approval for Change in name of the Society/Trust	01-03-YY+1 to 20-03-YY+1
7.	Executive Committee meetings to decide about approval for Change in name of the Society/Trust	Last week of March-YY+1
8.	Issue of Letter of Approval for Change in name of the Society/Trust	Up to 10-04-YY+1

In the event of holiday on specified day, the next working day shall be considered.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal www.acite-india.org for updated time schedule, if any.

Chapter IX

Unapproved Institutions

55 No institution shall offer Technical program or course without approval of the Council.

Provided further that any Institution offering technical programme without approval the Council, shall be termed as unapproved if:-

a. it is started without approval by the Council.
b. it is working in temporary location / at location not approved by the Council.
c. it is declared as "Unapproved" by the Council.

55.1 The Council shall maintain a list of un-approved institutions based on the information received by the council and shall also inform the general public about the same from time to time.

55.2 Provided further that any Technical Institution, which has already started without following AICTE approval procedure, wishes to submit an application/proposal, will be considered as new Technical Institution requiring the same procedure as given in Clause/s 4 to 13, for submission and processing of application / proposal. If the Council decides to issue Letter of Approval for such Institution, after processing the proposal as per laid down procedure, its legal date of starting will be from the date of issue of the Letter of Approval and the students admitted, if any, before receiving approval by the Council, will have to be readmitted as per laid down procedure considering basic eligibility for admission from the beginning of first year after approval by the Council. Students, who are admitted prior to approval by the Council, will not have any right for re-admission and will have to fulfill all the requirements for admission.

55.3 The Institutions conducting courses/programmes in technical education, in temporary location / at location not approved by the Council, shall be liable for action for closure including appropriate action against defaulting Societies/ Trusts/ Companies/ Associated Individuals as the case may be.

However, if any such Technical Institution, wishes to submit an application/proposal for approval, it will be considered as new Technical Institution requiring the same procedure, as given in Clause/s 4 to 13, for submission and processing of application/ proposal. If the Council decides to issue Letter of Approval for such Institution, after processing the proposal as per laid down procedure, its legal date of starting will be from the date of issue of the Letter of Approval and the students admitted, if any, before receiving approval by the Council, will have to be readmitted as per laid down procedure considering basic eligibility for admission from the beginning of the first year after approval by the Council. Students, who are admitted prior to approval by the Council, will not have any right for re-admission and will have to fulfill all the requirements for admission.

55.4 No course other than those specifically approved by the Council, be run in the same premises sharing the same facilities.

The Council shall initiate appropriate penal civil and / or criminal action against such defaulting Institutions/ Societies/ Trusts/ Companies/ Associated Individuals as the case may be and the following action shall also be taken:-

a. No admission status for approved programme/courses
b. Withdrawal of approval of the Institution

However, such Institution may follow AICTE approval procedure by submitting an application/proposal, as mentioned in Clause/s 23, 25 to 30. If the Council decides to issue Letter of Approval for such courses, after processing the proposal as per laid down procedure, its legal

date of starting will be from the date of issue of the Letter of Approval and the students admitted, if any, before receiving approval by the Council, will have to be readmitted as per laid down procedure considering basic eligibility for admission from the beginning of first year after approval by the Council. Students, who are admitted prior to approval by the Council, will not have any right for re-admission and will have to fulfill all the requirements for admission.

| | **Chapter X** |

| | **Actions to be taken in case of violation of regulations** |

56   **An Institution running any technical education in violation of Regulations, shall be liable to appropriate initiation of penal civil action including withdrawal of approval, if any, and/or criminal action by the Council against defaulting Societies/ Trusts/ Companies/ Associated Individuals and/or the institution, as the case may be.**

Provided further that if any Technical Institution contravenes any of the provisions of concerned regulations the council after making such inquiry as it may considered appropriate and after giving Technical Institution concerned an opportunity of being heard within the opportunity granted under concerned regulations.

56.1   Non submission / Incomplete submission of Compliance Report

The Technical Institutions shall submit the "Compliance Report" and "Mandatory Disclosure" in the prescribed format along with the enclosures (scanned from the originals) online at AICTE web-portal every year for extension of approval by the Council. The last date for receipt of Compliance Reports with or without surcharge shall be as mentioned in time schedule.

Non submission / incomplete submission of Compliance Report shall invite appropriate penal action against the Institution. The Institution shall be liable to following punitive action from any one or more of the following by the council.

- Suspension of approval for supernumerary seats
- No admission status in one/more courses
- Withdrawal of approval for programme/course
- Withdrawal of approval of the Institution

56.2   Excess admissions

Excess admissions over the sanctioned intake shall not be allowed under any circumstances. In case any excess admission is reported to / noted by the Council, appropriate penal action will be initiated against the Institution. The Institution shall be liable to following punitive action from any one or more of the following by the council.

- surcharge amounting five times the total fees collected per student shall be levied against each excess admission
- seats equal to double the number of excess admissions shall be reduced from intake in the subsequent academic year
- Suspension of approval for supernumerary seats
- No admission status in one/more courses
- Withdrawal of approval for programme/course
- Withdrawal of approval of the Institution
- Institution shall be listed as defaulter and defaulter list shall be notified on AICTE Web-portal for the information of general public

Amount in respect of surcharge shall be remitted to "Member Secretary, AICTE" as per instructions issued by the council.

56.3   Non fulfillment of requirement of qualified Principal/Director

Institutions not having qualified Principal/Director for period, more than 18 months shall be liable to following punitive action by the council.

- No admission status

56.4   Non fulfillment in Faculty:Student ratio, not adhering to pay–scales and/or qualifications prescribed for teaching staff

Institutions not maintaining prescribed Faculty:Student ratio, not adhering to pay–scales and/or qualifications prescribed for teaching staff shall be liable to following punitive action by the council from any one or more of the following.

Institutions offering PG courses need to have required teaching staff. In the event of non–availability of Professor for PG course for the period, more than 18 months, the Institute shall be liable to following punitive action by the council.

- Suspension of approval for supernumerary seats, if any.
- Reduction in intake in respective courses
- No admission status in respective courses
- Withdrawal of approval the respective course
- Withdrawal of approval of the Institution

56.5   Non fulfillment in Computer, Software, Internet, Printers, Laboratory Equipments, Books, Journals, Library facilities requirements

Institutions not maintaining prescribed Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities shall be liable to following punitive action from any one or more of the following by the council.

- Suspension of approval for supernumerary seats , if any.
- Reduction in intake in one/more courses
- No admission status in one/more courses
- Withdrawal of approval for programme/course
- Withdrawal of approval of the Institution

56.6   Non fulfillment in additional Essential requirements for Technical Institution

Institutions not maintaining prescribed requirements shall be liable to following punitive action from any one or more of the following by the council.

- Suspension of approval for supernumerary seats, if any.
- Reduction in intake in one/more courses
- No admission status in one/more courses

56.7   Non fulfillment in Built up Area

Institutions not fulfilling prescribed built up area requirements shall be liable to following punitive action from any one or more of the following by the council.

- Suspension of approval for supernumerary seats, if any.
- Reduction in intake in one/more courses
- No admission status in one/more courses
- Withdrawal of approval for programme/course
- Withdrawal of approval of the Institution

56.8   Refund cases

Institutions not following guidelines issued by the Council regarding refund of fees on cancellations of admissions or delaying refunds shall be liable to following punitive action from any one or more of the following by the council.

- surcharge amounting two times the total fees collected per student shall be levied against each case regarding refund
- seats equal to double the number of such cases shall be reduced from intake in the subsequent academic year
- Suspension of approval for supernumerary seats, if any.

Amount in respect of surcharge shall be remitted to "Member Secretary, AICTE" as per instructions issued by the council.

Chapter XI

Collaboration & Partnerships between Indian and Foreign Universities / Institutions in the field of Technical Education, Research and Training

57   Objectives

- To facilitate collaboration and partnerships between Indian and Foreign University / Institutions in the field of technical education, research and training
- To systematize the operation of Foreign Universities/ Institutions already providing training and other educational services including that of coaching of students, in India leading to award of degree and diploma in technical education, either on their own or in collaboration with an Indian educational institution, under any mode of delivery system such as conventional/formal, non-formal and distance mode.
- To safeguard the interest of students' community in India and ensure uniform maintenance of Norms and Standards as prescribed by various Statutory Bodies:
- To ensure accountability for all such educational activities by Foreign Universities / Institutions in India;
- To safeguard against entry of non-accredited Universities/Institutions in the Country of origin to impart technical education in India.
- To safeguard the nation's interest and take punitive measures, whenever necessary, against the erring institutions, on case-to-case basis.

58   Applicability

- Foreign Universities / Institutions interested in imparting technical education in India leading to award of diplomas and degrees including post graduate and doctoral programmes.
- Indian University / Institution which is already in existence and is duly approved by the Council, interested imparting technical education leading to award of diplomas / degree including post graduate and doctoral programmes of a Foreign University through collaborative/twining arrangements.
- The existing collaborative agreements. Arrangements with Foreign Universities/Institutions offering technical education in India.
- Any other educational activity carried out in India, in any manner by the Foreign University/ Institutions, as may be decided by the Council to bring such activities under concerned Regulations.

59   Conditions for Approval

Foreign University / Institution shall establish/operate its educational activity in India leading to award of diplomas/ degrees including post graduate and doctoral without the expressed permission / approval of the Council.

1. Proposal from the Foreign Universities/Institutions shall be considered provided that they themselves establish operation in India or through collaborative arrangements with either an Indian Institution created through Society/Trust Act or the relevant Act in India. No franchisee system shall be allowed.

2. Accreditation by the authorized agency in parent Country with higher grades where grading is available, shall be the pre-requisite condition for any Foreign University/Institution to start its operation for imparting technical education in India.

3. The Foreign University/Institution shall furnish an affidavit[5] declaring therein that the degrees/diplomas awarded to the students in India shall be recognized in the parent Country and shall be treated equivalent to the corresponding degrees/diplomas awarded by the University/Institution at home.

4. The educational programmes to be conducted in India by Foreign Universities/Institutions leading to award of degrees, diplomas, 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 degrees and diplomas must be fully recognized in their parent Country.

5. All such Foreign Universities/Institutions which are registered in India for imparting technical education leading to award of degrees and diplomas shall have recognition at par with equivalent Indian degrees, subject to the fulfillment of criteria laid down at Clause 6 below.

6. The proposal from Foreign University seeking equivalence of technical courses/programmes at degree, diploma or post graduate level for mutual recognition of qualifications for the purpose of imparting such courses in India under collaborative arrangements or otherwise shall be considered by the Council through its Standing Committee on Equivalence comprising of representatives from UGC, AIU and the Council or such other mechanism as may be decided. In case such equivalence has already been established by AIU or any recognized Government body, the same may be accepted by the Council for the purpose provided those are not in dispute.

7. It shall be the responsibility of the concerned Foreign University/Institution to provide for and ensure that all facilities are available, the academic requirements are laid down and announced prior to starting of the programme.

8. Any course/programme which jeopardizes the national interest of the Country shall not be allowed to be offered in India.

9. The fee to be charged and the intake in each course to be offered by a Foreign University/Institution leading to a degree or diploma shall be as prescribed by the Council, giving due hearing to the concerned Foreign University/Institution.

10. Educational innovations including experimentation with different modes of delivery by a Foreign University/Institution shall only be allowed provided such a system is well established either in their parent Country or in India.

11. The Foreign University/Institution shall have to declare in advance the detailed guidelines for admission, entry level qualifications, fees of all kinds, the examination and evaluation and there shall not be major deviations with the prescribed procedures in their parent Country, vis-à-vis India.

12. It shall be the responsibility of the concerned Foreign University/Institution offering programme in India to get their AICTE approved centres, accredited by NBA soon after two batches have passed out from such centres. The study centres/Institutions of collaborating private educational service providers which impart technical education leading to the award of a degree/diploma of a Foreign University shall be considered as a center of the Foreign University/Institution, even though the management may be provided by the Indian educational institution.

13. The Foreign University/Institution shall be bound by the advice of AICTE with regard to admissions, entry qualifications and the conduct of courses/programme in technical education as may be communicated to them from time to time.

14. For any dispute arising out of implementation of regulations, arbitration authority shall be the Secretary, Department of Education in the Central Government of India and the legal jurisdiction shall be the Civil Courts of New Delhi only.

15. The Council may prescribe any other condition for registration, expedient to do so in the overall interest of the technical education system in the Country.

16. The Foreign Universities/Institutions already operating in India in various forms shall have to seek fresh approval from the Council within six months from the date of issuance of this notification or before commencement of ensuing academic session, whichever is earlier and shall be governed by the Regulations and Guidelines of AICTE.

17. In cases of Foreign Universities/Institutions imparting technical education through TWINING arrangement in collaboration with an Indian partner institution, following additional conditions will apply.

    a. The students admitted to the programme should spend at least one semester of the course work of the programme in the Foreign University/institution in its parent Country.

    b. The students failing to secure VISA should be enrolled in a similar programme being conducted by the Indian partner Institutions, affiliated to a formal University recognized by the UGC. For this purpose the Foreign University/institution, the Indian partner institution and the concerned affiliating university should enter in to an agreement/MOU for the purpose. The Intake of such students will be over and above the approved intake of the programme being conducted by the Indian Partner Institution.

    c. The degree should be awarded by the Foreign University/Institution only in its parent Country

60   Punitive Measures and Conditions for Withdrawal:

1. If a Foreign University/Institutions fails to comply with any of the conditions as contained in the above regulations and/or consistently refrains from taking corrective actions contrary to the advice of the Council, the Council may after giving reasonable opportunity to the concerned University/Institution through hearing or after making such inquiry at the Council may consider necessary, withdraw the registration granted to such University/Institution to offer their degrees, diplomas in India and forbid such Foreign University/Institution to offer their registration granted to such University/Institution to offer their degrees, diplomas in India and forbid such Foreign University/Institution to either open Centres or enter into any collaborative arrangement with any University/Institution in India.

2. 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 the Registration of such Foreign University/Institution and the consequence thereof.

3. In case it comes to the notice of the Council, that a Foreign University is running diploma or/and degree at undergraduate, post-graduate and research level in technical education in India directly or in collaboration with an Indian partner without obtaining certificate of registration, Council shall take immediate steps to action under the Indian Penal Code for Criminal breach of trust, misconduct, fraud and cheating and under other relevant Indian Laws.

Withdrawal : Once the registration of a Foreign University/Institution is withdrawn, the Council shall make attempts in co-ordination with concerned State Government to re-allocate the students enrolled into such programmes to other approved institutions of the Council. The Foreign University/Institution in such cases, shall have to return the entire fee collected from such students to the allottee institutions in which such students, are accommodated. Such Foreign Institutions shall not be allowed to open any other Centre/Institution or enter into a collaborative arrangement in India.

Annual Reports : The Foreign University/Institution shall submit an annual report giving details of the number of students admitted, programmes conducted, total fee collected, amount transferred to parent Country, investment made, number of students awarded degree, diploma and any such information that the Council may ask for.

Inspection : The Council may cause an inspection, whenever necessary, with or without prior notice, to assess the infrastructural and other facilities available and/or to verify the compliance of conditions, norms, standards etc. prescribed by the Council from time to time.

61   Application and Procedure of Approval for setting up new Institution

Foreign University / Institution seeking to operate in India either directly or through collaborative arrangement with an Indian University / Institution shall apply for approval in the prescribed format along with the enclosures (scanned from the originals) online at AICTE web-portal www.aicte-india.org. The on-line application shall have, inter alias documents as mentioned in 1 to 14 of 5.1, a to e of 6.1 in scanned form. Additionally following documents shall also be uploaded. All information asked for in computerised application form must also be uploaded.

- NoC from concerned embassy in India with mention of genuineness of educational Institution of the respective country.
- MOU/Agreement of the Foreign University/institution, with the Indian partner institution and the concerned affiliating university for admission of the students failing to secure VISA in a similar programmes being conducted by the Indian partner Institutions, affiliated to a formal University recognized by the UGC.

The procedure for approval process shall be as mentioned in Clause/s 5 to 13 of this handbook.

	Chapter XII	

	Norms & Requirements	

62   **The Duration and Entry Level Qualifications for the Technical Programme such as Under Graduate Degree Programme, Post Graduate Degree Programme shall be as provided in the Appendix 1.**

63   **No Technical Institution shall conduct any program or course with nomenclature which is not the approved nomenclature of courses at Post-Graduate and Under-Graduate Degree Level in Engineering & Technology/ Pharmacy/Architecture/Town Planning/Hotel Management & Catering Technology and Applied Arts & Crafts.**

     63.1   The list of approved nomenclature of courses at Post-Graduate and Under-Graduate Degree Level in Engineering & Technology/ Pharmacy/Architecture/Town Planning/Hotel Management & Catering Technology and Applied Arts & Crafts is provided in the Appendix 2.

     63.2   If any Institution wishes to propose any new course, prior concurrence, as the case may be, by the Council for the same shall be necessary. For such concurrence, Registrar of such affiliating University or Technical Institute, with due endorsement by the Registrar of affiliating University shall submit detailed syllabus content and its nomenclature to the Council.

64   **The Technical Institution shall strictly follow the Norms for Intake & Number of Courses/Divisions in the Technical Institution at Under Graduate Level and Post Graduate Level as provided in the Appendix 3.**

65   **No Technical Institution shall be granted approval without fulfillment of the Norms for Land and Building Space requirements for Technical Institution as provided in the Appendix 4.**

66   **No Technical Institution shall be granted approval without fulfillment of the Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments for Technical Institution as provided in the Appendix 5.**

67   **No Technical Institution shall be granted approval without fulfillment of the Norms for Essential and Desired requirements for Technical Institution as provided in the Appendix 6.**

68   **The Technical Institution shall follow Norms for Faculty requirements at under graduate & post graduate level as provided in the Appendix 7.**

     Cadre ratio as given in the same appendix shall also be ordinarily maintained.

69   **The Technical Institution shall follow the Norms for Faculty requirements and Qualifications for Technical Institution shall be as provided in the Appendix 8.**

70   **Lateral Entry to second year of Degree courses in Engineering/Technology, Pharmacy, Architecture & Town Planning**

     70.1   Diploma holders and B.Sc Degree holders shall be eligible for admission to second year Engineering degree courses up to a maximum of 10% of sanctioned intake, which will be over and above, supernumerary to the approved intake.

           Provided that Students who have completed Diploma course in Architectural Assistantship & Town Planning shall be eligible for admission to second year Architecture degree courses up to a

maximum of 10% of sanctioned intake, which will be over and above, supernumerary to the approved intake.

Provided further that Students who have completed Diploma course in Pharmacy shall be eligible for admission to second year Pharmacy degree courses up to a maximum of 10% of sanctioned intake, which will be over and above, supernumerary to the approved intake.

70.2   In addition to above, vacant seats (S) in a course, $S = SI - (SI - C - F + B)$, and if $S > 0$, may also be available to Diploma holders and BSc Degree holders for lateral entry where,

SI	=	Sanctioned Intake
C*	=	No. of cancellations at the first year level
F*	=	No. of students not eligible for admission to second year as per rules/rules by affiliating University
B*	=	No. of students who belong to earlier batches who have become eligible for admission to second year as per rules/rules by affiliating University

*Students admitted against any type of supernumerary seat/s shall not be considered in C, F or B.

70.3   The concerned Admission Authority shall decide modalities for these admissions.

Appendix 1

Duration and Entry Level Qualifications for the Technical Programmes

1.1 Under Graduate Degree Programmes

	Programme	Duration	Eligibility
1	Engineering & Technology	4 Years	Should have passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Biotechnology / Biology.
2	Pharmacy	4 Years	Should have passed 10+2 examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics / Chemistry / Biotechnology / Biology.
3	Architecture	5 Years	Should have passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects: "Chemistry/Engineering Drawing/ Computer Science/ Biology".
4	Hotel Management & Catering Technology	4 Years	Should have passed 10+2 examination
5	Applied Arts & Crafts	5 Years	Should have passed 10+2 examination

The candidates will, however, be required to qualify at the Entrance Test stipulated by the authority conducting the Entrance Test.

1.2 Post Graduate Degree Programmes

	Programme	Duration	Eligibility
1	PGDM/ /MBA	2 Yrs (FT)	Recognized Bachelor's Degree of minimum 3 Yrs duration
		3 Yrs (PT)	Recognized Bachelor's Degree of minimum 3 Yrs duration
2	PGCM	More than 1 Yr but less than 2 Yrs	Recognized Bachelor's Degree of minimum 3 Yrs duration
3	Executive PGDM	15 Months (FT)	Any recognized Bachelors degree of minimum 3 years duration and a minimum of 5 years relevant managerial/supervisory experience.
4	MCA	3 Yrs (FT)	Recognized Bachelor's Degree of minimum 3 Yrs duration with Mathematics at 10+2 level.
5	M.E. / M.Tech.	2 Years	Bachelors degree or equivalent in the relevant field
6	M.Pharm	2 Years	Bachelor in Pharmacy or equivalent degree
7	M.Arch	2 Years	Bachelor of Architecture or equivalent degree
9	Hotel Management & Catering Technology	2 Years	Bachelor of Hotel Management & Catering Technology or equivalent degree
10	Applied Arts & Crafts	2 Years	Bachelor of Fine Arts or equivalent degree

Appendix 2

Approved Nomenclature of Courses

The approved nomenclature of courses at Post-Graduate and Under-Graduate Degree Level in Engineering & Technology/ Pharmacy/Architecture/Town Planning/Hotel Management & Catering Technology and Applied Arts & Crafts.

The list covers approved nomenclature for the current academic year. If any Institution / University wish to propose any new course, prior concurrence, by the Council for the same shall be necessary. For such concurrence, Technical Institution, with due endorsement by the Registrar of affiliating University or Registrar of such affiliating University shall submit detailed syllabus content and its nomenclature to the Council.

2.1 Engineering & Technology Courses

1.	Aeronautical Engineering	AE
2.	Agricultural Engineering	AG
3.	Automobile Engineering	AUE
4.	Applied Electronics & Instrumentation	AEI
5.	Automation and Robotics	ARE
6.	Bio-Medical Engineering	BME
7.	Bio-Technology *	BT
8.	Ceramic Engineering/Technology	CT
9.	Chemical Engineering	CH
10.	Civil Engineering	CE
11.	Computer Science and Engineering	CS
12.	Electrical Engineering or Electrical & Electronics Engineering	EE or EEE
13.	Electronics and Communication Engineering	ECE
14.	Environmental Engineering	ENE
15.	Food Technology	FT
16.	Industrial Engineering and Management	IEM
17.	Information Technology	IT
18.	Instrumentation and Control Engineering	ICE
19.	Leather Technology	LT
20.	Marine Engineering	MRE
21.	Materials Science & Technology	MST
22.	Metallurgical Engineering	MT
23.	Mechanical Engineering	ME
24.	Mining Engineering	MN

25.	Oil & Paint Technology	OPT
26.	Polymer Science and Rubber Technology	PSR
27.	Printing Technology	PT
28.	Production Engineering	PE
29.	Pulp & Paper Technology	PPT
30.	Sugar Technology	ST
31.	Textile Engineering/Technology	TXT
32.	Transportation Engineering	TE

2.2 Management

1.	Post Graduate Diploma in Management	PGDM
2.	Post Graduate Certificate in Management	PGCM**
3.	Executive Post Graduate Diploma in Management	Exec-PGDM**
4.	Masters in Business Administration	MBA

2.3 Pharmacy

1.	Pharmacy	PH

2.4 Architecture & Town Planning

1.	Architecture	AR
2.	Interior Design	ID
3.	Building Construction Technology	BCT
4.	Planning	PL

2.5 Hotel Management & Catering Technology

1.	Hotel Management & Catering Technology	HMCT

2.6 Applied Arts & Crafts

1.	Applied Arts & Product Design	APD
2.	Fine Arts/Applied Arts/Fine & Applied Arts	FA/AA/FAA
3.	Fashion & Apparel Design	FAD

2.7 MCA

1.	Masters in Computer Application	MCA

- Nomenclature of PG courses in Engineering/Technology, shall include specialization, e.g., Masters in Mechanical Engineering(Machine Design), … Similarly, nomenclatures pf PG courses in Pharmacy, Architecture and Town Planning, Applied Arts & Crafts shall also mention concerned specialization.

- *The policy/guidelines for approval of Bio-technology at Under-Graduate degree level programme shall be as stated below:

  o The name of the degree shall be B.Tech. and not B.E.
  o There must be a well-established Department in an Institution offering AICTE approved B.E./B. Tech. level programme in Chemical Engineering/Agricultural Engineering/Food Technology/Bio-Medical Engineering/Environmental Engineering/Sugar Technology/Leather Technology/Pulp & Paper Technology/ Textile Technology (Engineering)/Materials Science & Technology.
  o A department shall ordinarily be considered eligible if at least one batch have graduated from the department.

**All management programmes (except Executive PGDM) of duration of one year and more and less than two years will be treated as "Certificate Programmes" and will not be allowed to use the term PGDM or Executive PGDM. The candidates completing these certificate programmes will be awarded "Post Graduate Certificate in Management". Duration and eligibility for such programme is given below.

Management Programme	Duration	Eligibility
All other than Executive PGDM	one year & more and less than two years	Any recognized bachelor degree of minimum 3 years duration
Executive PGDM	Minimum 15 months(Full Time)	Any recognized bachelor degree of minimum 3 years duration and a minimum of 5 years relevant managerial/supervisory experience

Appendix 3

Norms for Intake & Number of Courses/Divisions in the Technical Institution

3.1 Under Graduate Level

	Intake per Division	Maximum number of UG courses &/or divisions allowed in the new Institution (Single shift working)		Maximum number of UG divisions and Intake per shift in the Institution (Single shift working)		Maximum number of additional UG divisions and intake in the accredited$ courses (Single shift working)	
		Division/s	Intake	Division/s	Intake	Division/s	Intake
Engineering & Technology	60	5	300	7*	420*	2	120
Pharmacy	60	2	120	3	180	1	60
Architecture & Town Planning	40	2	80	3	120	1	40
Applied Arts & Crafts	60	2	120	3	180	1	60
HMCT	60	2	120	3	180	1	60

*includes MBA / MCA divisions and intake, if any.

For existing Institutions, where number of divisions/courses and /or intake has exceeded the numbers given in the table above, the status quo ante shall be maintained.

New Technical Institutions in Engineering & Technology shall necessarily opt for courses from group 'C' of courses. Minimum number of courses to be selected from group 'C' with respect to total number of courses opted by new Institution is given in following table.

Total number of courses opted by New Institution	Number of courses to be selected from group 'C'
5	3 or more
4	3 or more
3	2 or more
2	1 or more
1	1

Courses listed in group 'C'

Applied Electronics & Instrumentation	Electronics and Communication Engineering
Chemical Engineering	Information Technology
Civil Engineering	Instrumentation and Control Engineering
Computer Science and Engineering	Mechanical Engineering
Electrical Engineering or Electrical & Electronics Engineering	Production Engineering

3.2 Post Graduate Level

	Intake per Division	Maximum number of PG courses &/or Divisions allowed in the new Institution (Single shift working)		Maximum number of PG divisions and Intake in the Institution (Single shift working)		Maximum number of additional PG divisions and intake in the accredited$ courses (Single shift working)	
		Division/s	Intake	Division/s	Intake	Division/s	Intake
MCA	60	2	120	3	180	1	60
MBA	60	2	120	3	180	1	60
PGDM	60	2	120	3	180	1	60
*Engineering & Technology	18	2# divisions relevant to UG course, for each UG course being offered by the Intuition	36# in two divisions per UG course being offered by the Intuition	5 divisions@ relevant to UG course, for each UG course being offered by the Intuition	90@ in 5 divisions per UG course being offered by the Intuition	1 division per accredited$ PG course	18 per accredited$ PG course
*Pharmacy	18	3	54	5	90	2	36
*Architecture & Town Planning	18	3	54	5	90	2	36
*Applied Arts & Crafts	18	3	54	5	90	2	36
*HMCT	18	3	54	5	90	2	36

*Approval for PG courses shall be considered on completing graduation of the first batch.
Maximum one division, i.e., intake of 18 per specialisation
@Maximum two divisions, i.e., intake of 36 per specialisation
$Includes Provisionally Accredited course/s also.

Only one division (60) per shift of MCA will be allowed in Engineering/Technology Institution as an additional course.

For existing Institutions, where number of divisions/courses and /or intake has exceeded the numbers given in the table above, the status quo ante shall be maintained.

Appendix 4

Norms for Land requirement and Building Space for Technical Institution

4.1 Land Requirements for Technical Institutions

	Land Area requirement in Acres		
	Mega City (Delhi, Kolkatta, Chennai & Mumbai)	Metro City including State Capital	Other places
Engineering & Technology	2.50	4.00	10.00
Pharmacy	0.75	1.25	2.00
Architecture & Town Planning	1.00	1.50	2.50
Applied Arts & Crafts	0.75	1.00	2.00
HMCT	1.0	1.5	2.5
MCA	0.50	0.75	1.50
MBA	0.50	0.50	1.00
PGDM	0.50	0.50	1.00

1. Land area shall cover hostel facilities, if any.
2. Land shall be in one continuous piece.
3. Considering hilly nature of land in North Eastern States, land may be divided in 3 pieces which are not away from each other by more than 1 Km.
4. Land area norms shall be relaxed in the following manner for the Institution set for exclusively for women.
   - 10% concession for Institutions in Mega Cities(Delhi, Kolkatta, Chennai & Mumbai)
   - 20% concession for Institutions in Metro Cities & State Capitals
   - 20% concession for Institutions in other areas

4.2 Built-up Area Requirements

The Institution area is divided in, Instructional area (INA, carpet area in sqm), Administrative area (ADA, carpet area in sqm), Amenities area (AMA, carpet area in sqm).

Circulation area (CIA) is equal to $0.25 \times$ (INA+ADA+AMA).

Total built up area in sqm is equal to (INA+ADA+AMA)+(CIA).

4.2.1 Instructional Area (Carpet Area) in sqm

Engineering/Technology

	Number of Divisions UG (Class of 60) PG (Class of 18)	Duration of course in Yrs	Class Rooms	Tutorial Rooms	Laboratory (including additional WS/Labs for category 'X' courses)	Research Laboratory	Work Shop (for all courses)	Additional WS/Labs for Category "X" courses	Computer Centre	Drawing Hall	Library & Reading Room	Seminar Halls
Carpet Area in sqm per room			66	33	66	66	200	200	150	132	400	132
Number of rooms required for new Institution	A	4	C=A	D=C/4	10	-	1	-	1	1	1	1
Total Number of rooms (UG)	A	4	C=Ax4	D=C/4	10/Course#	-	1	2/Course (Maximum 4)	1	1	1	1/Course
Total Number of rooms (PG)	F	2	–	H=Fx2	1/Specialisation	1/Specialisation						

Category X of courses : Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied courses of each.
Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively to achieve total number as stated. Additional Library (Reading room) area of 50 sqm/ per 60 student (UG+PG) intake beyond 420. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum. #Additional 5 Labs/Course when number of divisions are more than 2/course. In case of Engg/Tech Institute having MCA , Laboratory requirement shall be 2 Labs, same as that for PG specialization.
Round off fraction in calculation to the next integer.

Pharmacy

	Number of Divisions UG (Class of 60) PG (Class of 18)	Duration of course in Yrs	Class Rooms	Tutorial Rooms	Laboratory (includes Machine room & Instrumentation room)	Research Laboratory	Animal House	Computer Centre	Library & Reading Room	Seminar Hall
Carpet Area in sqm per room			66	33	75	75	75	75	150	132
Number of rooms required for new Institution	A	4	C=A	D=C/4	4	-	1	1	1	1
Total Number of rooms (UG)	A	4	C=Ax4	D=C/4	12	-	1	1	1	1
Total Number of rooms (PG)	F	2	–	H=Fx2	1/Specialisation	1/Specialisation				

Laboratories include Machine room & Instrumentation room
Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively to achieve total number as stated. UG Laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum.
Round off fraction in calculation to the next integer

Architecture & Town Planning

	Number of Divisions UG (Class of 60) PG (Class of 18)	Duration of course in Yrs	Class Rooms	Tutorial Rooms	Laboratory including Computer Laboratory	Research Laboratory	Model making & Carpentry Workshop	Studio / Material Museum	Computer Centre	Library & Reading Room	Seminar Halls
Carpet Area in sqm per room			44	33	66	66	200	132	75	150	132
Number of rooms required for new Institution	A	5	C=A	D=A/5	1	-	1	1	1	1	1
Total Number of rooms (UG)	A	5	C=Ax5	D=C/4	5	-	1	5	1	1	1
Total Number of rooms (PG)	F	2	–	H=Fx2	1/Specialisation	1/Specialisation					

Round off fraction in calculation to the next integer
Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd, 4th and 5th year may be added progressively to achieve total number as stated. UG laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum.

Applied Arts & Crafts

	Number of Divisions UG (Class of 60) PG (Class of 18)	Duration of course in Yrs	Class Rooms	Tutorial Rooms	Laboratory including Photography and Computer Laboratory	Research Laboratory	Work shop	Studio / Display Room	Computer Centre	Library & eading Room	Seminar Halls
Carpet Area in sqm per room			66	33	66	66	200	132	75	150	132
Number of rooms required for new Institution	A	5	C=A	D=A/5	1	-	1	1	1	1	1
Total Number of rooms (UG)	A	5	C=Ax5	D=C/4	3	-	1	1	1	1	1
Total Number of rooms (PG)	F	G	–	H=FxG	1/Specialisation	1/Specialisation					

Round off fraction in calculation to the next integer

Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd, 4th and 5th year may be added progressively to achieve total number as stated. UG laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum.

Hotel Management & Catering Technology

	Number of Divisions UG (Class of 60) PG (Class of 18)	Duration of course in Yrs	Class Rooms	Tutorial Rooms	Laboratory / Guest Room	Kitchen	Restaurant	Computer Centre	Library & Reading Room	Seminar Hall
Carpet Area in sqm per room			66	33	66	132	66	75	150	132
Number of rooms required for new Institution	A	4	C=A	D=C/4	3	1	1	1	1	1
Total Number of rooms (UG)	A	4	C=Ax4	D=C/4	10	2	2	1	1	1
Total Number of rooms (PG)	F	G	–	H=FxG	1/Specialisation	1/Specialisation				

Round off fraction in calculation to the next integer

Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively to achieve total number as stated. UG laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum.

MBA / PGDM

	Number of Divisions UG (Class of 60)	Duration of course in Yrs	Class Rooms	Tutorial Rooms	Computer Centre	Library & Reading Room	Seminar Halls
Carpet Area in sqm per room			66	33	150	100	132
Number of rooms required for new Institution	A	B	C=A	D=C/4	1	1	1
Total Number of rooms	A	B	C=AxB	D=C/4	1	1	E=C/4

Round off fraction in calculation to the next integer

Classrooms, Tutorial rooms and Laboratories required for 2nd (and 3rd) year may be added progressively to achieve total number as stated.

MCA

	Number of Divisions UG (Class of 60)	Duration of course in Yrs	Class Rooms	Tutorial Rooms	Computer Laboratories	Computer Centre	Library & Reading Room	Seminar Halls
Carpet Area in sqm per room			66	33	66	150	100	132
Number of rooms required for new Institution	A	3	C=A	D=C/4	2	1	1	1
Total Number of rooms	A	3	C=Ax3	D=C/4	4	1	1	E=C/4

Round off fraction in calculation to the next integer
Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd year may be added progressively to achieve total number as stated.

4.2.2   Administrative Area (Carpet Area) in sqm

	Principal/Director Office	Board Room	Office all inclusive	Department Offices	Cabins for Head of Departments	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for staff	Examinations Control Office	Placement office
Carpet Area in sqm per room	30	20	150* / 300$	20	10	5	30	10	10	10	10	30	30
Number of rooms required for New Institution	1	1	1	-	-	First Year Student intake/15	1	1	1	1	1	1	-
Total Number of rooms	1	1	1	1/Dept	1/Dept	One per teaching faculty (as per norms) in the Institution	1	1	1	1	1	1	1

$Engineering/Technology Institution or Integrated Campus
*All other Institutions

4.2.3   Amenities Area (Carpet Area) in sqm

	Toilets (Ladies & Gents)	Boys Common Room	Girls Common Room	Cafeteria	Stationery Store & Reprography	First Aid cum Sick room	Principal's quarter	Guest House	Sports Club / Gymnasium	Auditorium / Amphi Theater	Boys Hostel	Girls Hostel
Carpet Area in sqm per room for Engg/Tech Institutions	350*	100	100	150	10	10	150	30	200	400	Adequate	Adequate
Carpet Area in sqm per room for other Institutions	150$	75	75	150	10	10	150	30	100	250		
Number of rooms required for New Institution	Adequate	1	1	1	1	1	-	-	-	-	-	-
Total Number of rooms	Adequate	1	1	1	1	1	Desired	Desired	Desired	Desired	Desired	Desired

* Estimated total area-Engineering/Technology or Integrated Campus
$ Estimated total area-Other Institutions

4.2.4   Circulation Area in sqm

Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walk ways, staircases, entrance lobby.

Appendix 5

Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments for Technical Institution

5.1 **Computers, Software, Internet and Printers**

		Number of PCs to students ratio (Min 20 PCs)	Legal System Software@	Legal Application Software*	LAN & Internet	Mail Server & Client	Internet Mbps / intake of 240 students with Bandwidth Contention of 1:1 (Min 1 Mbps)	Printers# including Colors Printer
		A						% of A
Engineering / Technology	UG	1:4	03	20	All	Desired	02	10
	PG	1:2						
Pharmacy	UG	1:6	01	10	All	Desired	01	05
	PG	1:6						
Architecture & Town Planning	UG	1:5	01	10	All	Desired	01	05
	PG	1:5						
Applied Arts & Crafts	UG	1:5	01	10	All	Desired	01	05
	PG	1:5						
HMCT	UG	1:6	01	10	All	Desired	01	05
MBA / PGDM	PG	1:2	01	10	All	Desired	02	10
MCA	PG	1:2	03	20	All	Desired	02	10

- o Utilization of Open Source Software may be encouraged.
- o Secured WiFi facility is highly recommended.
- o Purchase of most recent hardware is desired.
- o Library, Administrative offices and Faculty members be provided with exclusive computing facilities along with LAN and Internet over and above the requirement meant for students.
- o @Adequate number of software licenses are required.
- o #Central Printing facility for students is preferred.

5.2 Laboratory equipments and Experiments

The laboratories shall have equipments as appropriate for experiments as stated / suitable for the requirements of the affiliating University's curriculum. It is desired that number of experiment set up be so arranged that maximum four students shall work on one set.

5.3 Books, Journals and Library facilities

Programme	Total number of Divisions	Titles	Volumes	National Journals	International Journals	E Journals	Reading Room seating	Multimedia PCs for Digital Library/ internet Surfing in reading room
		Number					% of total students	% of total students
Engineering / Technology(UG)	B+C	100	500xB	6xB	3xB	Required	15 % (Max 150)	1 % (Max 10)
		50 per course	250 per course - div					
Pharmacy(UG)	B	100	500xB	6xB	6xB			
		50	500xB					
Architecture & Town Planning (UG)	B	100	400xB	6xB	6xB			
		50	400xB					
Applied Arts & Crafts(UG)	B	100	500xB	6xB	3xB			
		50	500xB					
HMCT	B	100	500xB	6xB	3xB			
		50	500xB					
MBA / PGDM / MCA (PG)	B	100	500xB	12xB	12xB		25 % (Max 100)	
		50	500xB					
Engineering / Technology/ Pharmacy / Architecture & Town Planning / Applied Arts & Crafts (PG)	B	50	200	5xB	5xB			
		As Required	100					

B=Number of divisions at 1st year
C=Add number of divisions of 2nd year direct admissions

	Book titles and volumes required at the time of starting new Institution.
	Yearly increment.
	Component for additional division/course.
	Journals and Books shall also include subjects of Science & Humanities.
	Digital Library facility with multimedia facility is essential.
	Reprographic facility in the library is essential.
	Document scanning facility in the library is essential.
	Document printing facility in the library is essential.
	Library books/non books classification as per standard classification methods is essential.
	Availability of NPTEL facility at the library is essential.
	Computerized indexing with bar coded / RF tagged book handling is desired.

Appendix 6

Norms for Essential and Desired requirements for Technical Institution

1.	Language Laboratory The Language Laboratory is used for language tutorials. These are attended by Preparatory Course students and 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. This especially benefits students who are deficient in English and also aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skits etc. These sessions are complemented by online learning sessions which take place in the Multi-Purpose Computer Lab.	Essential
2.	Potable Water supply and outlets for drinking water at strategic locations	Essential
3.	Electric Supply	Essential
4.	Backup Electric Supply	As required
5.	Sewage Disposal	Essential
6.	Telephone and FAX	Essential
7.	First Aid facility	Essential
8.	Vehicle Parking	Essential
9.	Institution web site	Essential
10.	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment, India.	Essential
11.	Safety provisions including fire and other calamities	Essential
12.	General Insurance to be provided for the assets against fire, burglary and other calamities	Essential
13.	All weather approach road	Essential
14.	General Notice Board and Departmental Notice Boards	Essential
15.	Medical and Counseling Facilities	Essential
16.	Public announcement system at strategic locations for general announcements/paging and announcements in emergency.	Desired
17.	Enterprise Resource Planning (ERP) Software for Student- Institution-Parent interaction	Desired
18.	Transport	Desired
19.	Post, Banking Facility / ATM	Desired
20.	CCTV Security System	Desired
21.	LCD (or similar) projectors in classrooms	Desired
22.	Group Insurance to be provided for the employees	Desired
23.	Insurance for students	Desired
24.	Staff Quarters	Desired

All requirements marked as "Essential" shall be made available at the beginning of the Institution.

Appendix 7

Norms for Faculty requirements and Cadre Ratio for Technical Institution

7.1 Faculty Requirements and Cadre Ratio (UG)

	Faculty : Student ratio	Principal / Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
Engineering / Technology	1:15	1	$\frac{S}{15xR}-1$	$\frac{S}{15xR}\times 2$	$\frac{S}{15xR}\times 6$	$\frac{S}{15}$
Pharmacy	1:15	1	$\frac{S}{15xR}-1$	$\frac{S}{15xR}\times 2$	$\frac{S}{15xR}\times 6$	$\frac{S}{15}$
Architecture & Town Planning	1:10	1	$\frac{S}{10xR}-1$	$\frac{S}{10xR}\times 2$	$\frac{S}{10xR}\times 6$	$\frac{S}{10}$
Applied Arts & Crafts	1:10	1	$\frac{S}{10xR}-1$	$\frac{S}{10xR}\times 2$	$\frac{S}{10xR}\times 6$	$\frac{S}{10}$
HMCT	1:15	1	$\frac{S}{15xR}-1$	$\frac{S}{15xR}\times 2$	$\frac{S}{15xR}\times 6$	$\frac{S}{15}$

S=Sum of number of students as per Approved Student Strength at all years
R=(1+2+6)

7.2 Faculty Requirements and Cadre Ratio (PG)

	Faculty : Student ratio	Principal / Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
*Engineering / Technology	1:12	-	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
*Pharmacy	1:12	-	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
*Architecture & Town Planning	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*Applied Arts & Crafts	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*HMCT	1:12	-	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
#MBA / PGDM	1:15	1	$\frac{S}{15xR}-1$	$\frac{S}{15xR}\times 2$	$\frac{S}{15xR}\times 6$	$\frac{S}{15}$
#MCA	1:15	1	$\frac{S}{15xR}-1$	$\frac{S}{15xR}\times 2$	$\frac{S}{15xR}\times 6$	$\frac{S}{15}$

S=Sum of number of students as per Approved Student Strength at all years
*R=(1+2), #R=(1+2+6)

7.3	**Faculty Cadre and Qualifications**

Programme	Cadre		
Engineering / Technology	Assistant Professor	BE/BTech and ME/MTech in relevant subject with First Class or equivalent either in BE/BTech or ME/MTech	
MCA	Assistant Professor	BE/BTech and ME/MTech in relevant subject with First Class or equivalent either in BE/BTech or ME/MTech **OR** BE/ BTech and MCA with First class or equivalent in either BE/BTech or MCA **OR** MCA with first class or equivalent with two years relevant experience.	
Management	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable.	
Pharmacy	Assistant Professor	Bachelors and Masters Degree in Pharmacy with First Class or equivalent either in Bachelors or Masters Degree	
HMCT	Assistant Professor	First class at Bachelors (3 year degree or Diploma after 10+2 in HMCT) or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Masters Degree OR 8 years relevant experience **OR** First class at Bachelors 4 year degree or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Masters Degree OR 7 years relevant experience	
Architecture	Assistant Professor	Bachelors and Masters Degree in Architecture with First Class or equivalent either in Bachelors or Masters Degree	
Town Planning	Assistant Professor	Bachelors and Masters Degree in Town Planning with First Class or equivalent either in Bachelors or Masters Degree.	
Applied Arts & Crafts	Assistant Professor	Bachelors and Masters Degree in appropriate branch of Fine Art (Applied Art, Painting, and Sculpture) or equivalent with First Class or equivalent either in Bachelors or Masters Degree	
All programme	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD student is highly desirable.	Minimum of 5 years experience in teaching and/or research and/or industry of which at least 2 years shall be post PhD is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
All programme	Professor	Qualifications as above that is for the post of Associate Professor, as applicable. Post PhD publications and guiding PhD students is highly desirable	minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor. or minimum of 13 years experience in teaching

			and/ or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.
All programme	Principal / Director	Qualifications as above that is for the post of Professor, as applicable Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising/designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee. Flair for Management and Leadership is essential. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

- Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.
- PhD shall be from a recognized University.
- For incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor provided incumbent assistant professor has acquired or acquires PhD degree in relevant discipline.
- Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.
- If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %

Appendix 8

Format for Mandatory Disclosure

Mandatory Disclosure	updated on

1	AICTE File No.	
	Date & Period of last approval	

Location map of the Institution

2	Name of the Institution	
	Address of the Institution	
	City & Pin Code	
	State / UT	
	Longitude & Latitude	
	Phone number with STD code	
	FAX number with STD code	
	Office hours at the Institution	
	Academic hours at the Institution	
	Email	
	Website	
	Nearest Railway Station(dist in Km)	
	Nearest Airport (dist in Km)	

3	Type of Institution	Govt /Govt aided /University Dept /Deemed Univ /Private-Self Financed
	Category (1) of the Institution	Non Minority / Minority specify minority :
	Category (2) of the Institution	Co-Ed / Women only

4	Name of the organization running the Institution	
	Type of the organization	Society / Trust / PPP
	Address of the organization	
	Registered with	
	Registration date	
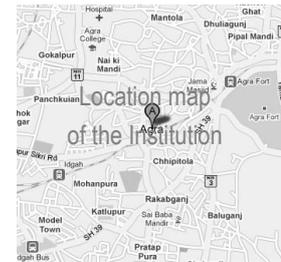
	Website of the organization	
5	Name of the affiliating University	
	Address	
	Website	
	Latest affiliation period	
6	Name of Principal / Director	
	Exact Designation	
	Phone number with STD code	
	FAX number with STD code	
	Email	
	Highest Degree	
	Field of specialization	
7	Governing Board Members	Give details of all members with their educational qualifications and other credentials
	Frequency of meetings & date of last meeting	
8	Academic Advisory Body	
	Frequency of meetings & date of last meeting	
9	Organisational Chart	
10	Student feedback mechanism on Institutional Governance/faculty performance	
11	Grievance redressal mechanism for faculty, staff and students	

12	Name of the Department*			
	Course			
	Level	UG / PG		
	1st Year of approval by the Council			
	Year wise Sanctioned Intake	CAY	CAY-1	CAY-2

	Year wise Actual Admissions	CAY	CAY$_{-1}$	CAY$_{-2}$
	Cut off marks – General quota	CAY	CAY$_{-1}$	CAY$_{-2}$
	% Students passed with Distinction	CAY	CAY$_{-1}$	CAY$_{-2}$
	% Students passed with First Class	CAY	CAY$_{-1}$	CAY$_{-2}$
	Students Placed	CAY	CAY$_{-1}$	CAY$_{-2}$
	Average Pay package, Rs./Year	CAY	CAY$_{-1}$	CAY$_{-2}$
	Students opted for Higher Studies	CAY	CAY$_{-1}$	CAY$_{-2}$
	Accreditation Status of the course	Accredited / Provisionally Accredited / Not Accredited / Not eligible yet		
	Doctoral Courses	Yes / No		
	Foreign Collaborations, if any			
	Professional Society Memberships			
	Professional activities			
	Consultancy activities			
	Grants fetched			
	Departmental Achievements			
	Distinguished Alumni			

13	Name of Teaching Staff*				Photo
	Designation				
	Department				
	Date of Joining the Institution				
	Qualifications with Class/Grade	UG	PG	PhD	
	Total Experience in Years	Teaching	Industry	Research	
	Papers Published	National		International	
	Papers Presented in Conferences	National		International	
	PhD Guide? Give field & University	Field		University	
	PhDs / Projects Guided	PhDs		Projects at Masters level	
	Books Published / IPRs/ Patents				
	Professional Memberships				
	Consultancy Activities				
	Awards				
	Grants fetched				

	Interaction with Professional Institutions			
14	Admission quota#			
	Entrance test / admission criteria			
	Cut off / last candidate admitted	CAY	CAY-1	CAY-2
	Fees in rupees	CAY	CAY-1	CAY-2
	Number of Fee Waivers offered	CAY	CAY-1	CAY-2
	Admission Calendar			
	PIO quota	Yes / No		
15	Infrastructural information^			
	Classroom/Tutorial Room facilities			Photo
	Laboratory details			Photo
	Computer Centre facilities			Photo
	Library facilities			Photo
	Auditorium / Seminar Halls / Amphi			Photo
	Cafeteria			Photo
	Indoor Sports facilities			Photo
	Outdoor Sports facilities			Photo
	Gymnasium facilities			Photo
	Facilities for disabled			Photo
	Any other facilities			Photo
16	Boys Hostel			Photo
	Girls Hostel			Photo
	Medical & other Facilities at Hostel			Photo
17	Academic Sessions			
	Examination system, Year / Sem			
	Period of declaration of results			
18	Counseling / Mentoring			
	Career Counseling			

	Medical facilities	
	Student Insurance	

19	Students Activity Body	
	Cultural activities	
	Sports activities	
	Literary activities	
	Magazine / Newsletter	
	Technical activities / TechFest	
	Industrial Visits / Tours	
	Alumni activities	

20	Name of the Information Officer for RTI	
	Designation	
	Phone number with STD code	
	FAX number with STD code	
	Email	

CAY=Current Academic Year
*Repeat this template for each department / staff.
#Repeat this template for additional quota, if any.
^Add photographs

Appendix 9

Format for Detailed Project Report (DPR) for establishment of New Technical Institution

1 PREAMBLE

This Chapter is expected to cover the genesis of the proposal with respect to the background of the technical education and industry scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the promoters for preparation of the DPR

1.1   Introduction
1.2   Background of the Consultants
1.3   Technical Education & Industry Scenario

2 THE PROMOTING BODY

This Chapter is expected to cover 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.

2.1   Introduction to its Genesis including its Registration Status
2.2   Details of its Promoters including their Background
2.3   Activities of the Promoting Body including a listing of major educational
2.4   promotion activities undertaken by it in the past
2.5   Mission of the Promoting Body
2.6   Vision of the Promoting Body

3 OBJECTIVES AND SCOPE OF THE PROPOSED INSTITUTION

This Chapter is expected to cover the goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing technical education and industry scenario in the State, Availability of students for admission, particularly the number of students passing the qualifying examination viz.+2 Science in First Class and the number of seats already available in the particular course (B. E. / B. Pharm / B. Arch. / BHMCT / MBA / MCA etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available

3.1   Objectives of the Institution
3.2   General and Technical Education Scenario of the State
3.3   Status at Entry Level
3.4   Status of Technical Level manpower
3.5   Industrial Scenario of the State
3.6   Scope of the College vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.

4 ACADEMIC PROGRAMMES

This Chapter is expected to cover the basic Academic Philosophy of the Institution and to list the identified Programmes, targets, and various facilities

4.1   Basic Academic Philosophy of the Institution
4.2   Types of Programmes

4.3   Identified Programmes

4.4   Phase-wise Introduction of Programmes & Intake

4.5   Target Date for Start of Academic Programmes

4.6   Central Computing facility

4.7   Central library

4.8   Central Workshop

4.9   Central Instrumentation Facility

4.10   Affiliating Body

4.11   Scholarships

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.

5	SALIENT FEATURES OF ACADEMIC DIVISIONS

This Chapter is expected to give phase-wise details of the Academic Programmes / Divisions that the Proposed Institution desires to setup in consonance with its Academic Philosophy including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division

5.1   Classification of Academic Divisions i.e. Departments, Centres, Schools, Central Academic Facilities

5.2   Details of each Academic Department / Centre, like:

        5.2.1   Academic Objectives

        5.2.2   Areas of Focus

        5.2.3   Academic Programme

        5.2.4   Faculty Requirement & Phase-wise Recruitment

        5.2.5   Requirement of Laboratories, Space and Equipment (cost)

        5.2.6   Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

6	QUALITY AND HUMAN RESOURCE DEVELOPMENT

This Chapter is expected to cover the Human Resource Developmental aspects of the proposed Institution including the Policies of the Management to promote excellence among Faculty & Staff, Strategies to attract and retain bright faculty and methodologies towards quality management and fostering of academic excellence

6.1   Academic Values

6.2   Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder

6.3   Policies for Teaching and Non-teaching Staff Development

6.4   Permanent and Contract Services for Teaching, Non-teaching and other support Personnel

6.5   Total Quality Management

6.6   Overall Teaching and Non-teaching Staff Requirements

7	LINKAGES IN TECHNICAL EDUCATION

This Chapter is expected to 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 contribution of the Institutions to Society at large

        Introduction

7.1   Linkages with Industry

7.2   Linkages with the Community

7.3   Linkages with other Technical Institutions in the region

7.4   Linkages with Institutions of excellence such as the IITs and IISc., Bangalore Linkages Abroad

7.5   Linkages with R&D Laboratories

| 8 | GOVERNANCE AND ACADEMIC & ADMINISTRATIVE MANAGEMENT |

This Chapter is expected to cover 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 will be the key to its growth and success

8.1 Philosophy of Governance
8.2 Board of Governors
8.3 Organizational Structure & Chart for day-to-day Operations & Management
8.4 Role and Responsibilities of Key Senior Positions
8.5 Methods / Style of Administration / Management

| 9 | CONCEPTUAL MASTER PLAN FOR MAIN CAMPUS DEVELOPMENT |

This Chapter is expected to cover the details of the Master Plan for Campus Development starting from the selection of 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 is expected to be taken up in consonance with the Master plan keeping in view various aspects of convenience, safety and utility of the facilities

9.1 The Site
9.2 Proposed Land Use Pattern
9.3 Design Concept
9.4 Buildings and Facilities in the Campus
9.5 External Services
9.6 Construction Systems and Materials
9.7 Landscape Proposal

| 10 | REQUIREMENT OF STAFF, SPACE & EQUIPMENT AND THEIR COST |

This Chapter is expected to 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

10.1 Introduction
10.2 Faculty Requirements
10.3 Non-teaching Staff Requirements
10.4 Building Requirements: Area and Costs
10.5 Estimated Cost of Equipment
10.5 Phase-wise Financial Requirements
10.6 Strategies for Financial Mobilization

| 11 | ACTION PLAN FOR IMPLEMENTATION |

This Chapter is expected to cover the Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation Strategy including financial out lay

11.1 Activity Chart
11.2 Constraints
11.3 Financial Outlay
11.4 Strategy for Implementation

| 12 | EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT |

This Chapter is expected to present a Summary of the DPR as per the following format for ready reference

12.1   Details about the Promoting Body

    12.1.1   Name and Address of the Promoting Body
    12.1.2   Date of Registration / Establishment of the Promoting Body
    12.1.3   Nature of the Promoting Body:
    12.1.4   Activities of the Promoting Body since inception
    12.1.5   Constitution of the Promoting Body

Name	Academic Qualification		Nature of Association with the Promoting Body	Experience in Academic Institutions (in Years)			Overall Experience (in Years)
	Technical	Non Technical		Promotional	Mgt	Organisational	

    12.1.6   Details about the Proposed Institution
    12.1.7   Development Plan for the Proposed Institution
    12.1.8   Vision of the Promoting Body
    12.1.9   Mission of the Promoting Body

12.2   Details about the proposed Institution

    12.2.1   Category of Institution
    12.2.2   Name of the Proposed Programme
    12.2.3   Address of the Proposed Institution
    12.2.4   Nearest City / Town / Airport / Railway station (Enclose map indicating access to the Institution from the nearest airport / railway station)
    12.2.5   Type of the Institution
    12.2.6   Name of the affiliating University

12.3   Development plan for the proposed Institution for next 10 years, project cost & schedule

    12.3.1   Preliminary And Pre-Operative Expenses (Including land cost, land development, approach road, electricity and water connections, fencing etc.)
    12.3.2   Projections for next 10 years

    a   Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment & for next 10 years at intervals of five years.
    b   Give a bar chart indicating the recruitment of faculty (separately for Lecturer, Assistant Professor, Professor) for the proposed project at the time of establishment & for next 10 years at intervals of five years.
    c   Give a bar chart indicating creation of built up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment & for next 10 years at intervals of five years.
    d   Give a bar chart indicating investment on equipment and machinery for the proposed project at the time of establishment & for next 10 years at intervals of five years.
    e   Total Project cost (at the time of establishment and next five years)

Year	Courses / Intake Proposed (I)	Built up area / Investment to be made (Sqmt / Rs.) (II)	Investment on Furniture & Accessories (Rs. In Lakhs) (III)	Investment on Equipment / Machinery (Rs. In Lakhs) (IV)	Projected expenditure on Salary of Staff per annum (Rs. In Lakhs) (V)	Investment on Library (Rs. In Lakhs) (VI)	Total Project Cost (I to VI) and Preoperative Exp.) (Rs. in Lakhs)

f   Details for mobilization / source of funds (capital & recurring) (At the time of establishment and next five years) (Rs. in Lacs)

Year	From Applicant	Donations	Grants from Government	Fees	Loan	Others

g   Recruitment of faculty (At the time of establishment and next five years)

Year	Recruitment			
	Professor	Asst. Professor	Lecturer	Total

h   Recruitment of non-teaching staff (at the time of establishment and next five years)

Year	Recruitment		Total
	Technical	Administrative	

i   Proposed structure of governing body

Sr.	Trust / Society Representative	Academic Background		Industry Rep.	Others
		Technical	Non Technical		

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

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 may be rejected.

(Authorized Signatory of the pplicant)

Place:

Name

Date:

Designation

Seal

Appendix 10

Prevention and prohibition of Ragging

1 Objectives

In view of the directions of the Honourable 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 including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

2 What Constitutes Ragging

Ragging constitutes one or more of any of the following acts:

1. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

2. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

3. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

4. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

5. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

7. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

8. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

9. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

3   **Measures for prevention of ragging**

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/ affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.

2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt/Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.

3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.

5. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral patter of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.

6. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.

7. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the Council or to an Agency identified/nominated by the Council.

8. The Council or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.

9. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.

10. Incase of freshers admitted to a Hostel it shall be the responsibility of the teacher incharge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.

11. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.

12. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti–ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.

13. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.

14. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.

15. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.

16. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places Some of such posters shall be of permanent nature in certain vulnerable places.

17. The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.

18. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.

19. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.

20. The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.

21. The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

22. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

4   **Monitoring mechanism in technical institution, University including Deemed to be University imparting technical education**

1. **Anti-ragging Committee**: Every institution University including 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 terms of level as well as gender.

2. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

3. **Anti-Ragging Squad**: Every institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

4. It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

5. It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

6. **Mentoring Cell**: Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

7. **Monitoring Cell on Ragging:**- The State Govt./UT and the affiliating University shall set up a Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads , and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

8. The Monitoring Cell shall coordinate with the the institutions, universities including deemed to be universities imparting technical education to achieve the objectives of these Regulations; and the

Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.

9. The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statues or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

5	Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.

1. The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.

2. The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.

3. Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.

4. The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

6	Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following,

    a. Cancellation of admission
    b. Suspension from attending classes

c. Withholding/withdrawing scholarship/fellowship and other benefits
d. Debarring from appearing in any test/examination or other evaluation process
e. Withholding results
f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
g. Suspension/expulsion from the hostel
h. Rustication from the institution for period ranging from 1 to 4 semesters
i. Expulsion from the institution and consequent debarring from admission to any other institution.
j. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

a. In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University;
b. In case of an order of a University, to its Chancellor.
c. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council form time to time.

| 7 | Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging |

1. Role of the concerned technical institutions, Universities including Deemed to be Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti ragging measures and to investigate specific instances of ragging and take appropriate action.

2. The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to the Council annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.

3. All Letters of Approval issued by the Council such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical institutions, release of grants, letters of approval issued to integrated campus, second shift etc. shall contain a specific clause of prevention of ragging.

4. The Council shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one of more of the following measures, namely;

a. No admission/Withdrawal of approval granted under section 10(k) of AICTE Act.
b. Withholding any grant allocated.
c. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Council.
d. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the AICTE web portal, declaring that the institution does not possess the minimum academic standards.

e. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

5. As regards the Universities including Deemed to be Universities imparting technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Govt. of India and the concerned State Govt./UT. The UGC, MHRD Govt. of India, and the State Govt./UT concerned shall initiate immediate action on the recommendations of the Council.

8	Duties and Responsibilities of the All India Council for technical Education

1. All India Council for technical Education, or the Central Government or the agency authorized for the purpose shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.

2. Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.

3. The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.

4. The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti-ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.

5. The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

6. The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the All India Council for technical Education/Central Government.

9	The All India Council for technical Education shall take the following regulatory steps

1. The All India Council for technical Education shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.

2. The All India Council for technical Education shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.

3. The All India Council for technical Education shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the All India Council for technical Education, that the institution has complied with the anti-ragging measures.

4. Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by National Board of Accreditation or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.

5. The All India Council for technical Education shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/Central Government and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.

6. The All India Council for technical Education shall institute an Anti-Ragging Cell within the Council as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cells and University Level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/central Government.

Details regarding structure of various Committees of the Council

Name of the Committee	Constituted by	Composition	Quorum
Executive Committee	Notified under AICTE ACT 1987.	• The Chairman, AICTE as Chairman • The Vice Chairman, AICTE • Secretary to the GOI in Inistry 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) • Four out of eight members of the Council representing the States and Union Territories on rotation) • Four Members with expertise and distinction in areas relevant to Technical Education to be nominated by the Chairman of the Council • The Chairman, UGC(Ex Officio) • The Director, IAMR(Ex Officio) • The Director, ICAR(Ex Officio) • Member Secretary, AICTE	1/3 members
Appellate Committee	Chairman, AICTE	• 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* (*for Management Applications)as Chairman • Two expert members not below the level of Associate Professor in the field of Architecture/Civil Engineering or related fields from IITs/ IIMs/ Institutions of National Importance.	• Chairman • One Expert member
Regional Committee	Chairman, AICTE	• Chairman to be nominated by the Chairman, AICTE • Four Members to be nominated from amongst the Directors/Principals of recognized Technical Institutions, i.e. IIT, NIT, TTTI, Engineering Colleges, Polytechnics in the region • Four eminent persons in the field of industry, labour, commerce and Professional representatives from Pharmacy Council of India, Council of Architecture, Confederation of Indian Inductries and Professional Societies to be nominated by the Chairman, AICTE • One member representing the Board of Apprenticeship Trainning to the nominated by the Board • Three members from amongst Chairman, State Board of Technical Education, Chairman, State Industrial Liason 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. • One Vice Chancellor or his nominee not below the level of Dean/Principal) of the University/Deemed University dealing with Technical Education by rotation in alphabetical order of the State, UT in the region.	1/3 members

		• One officer of Bureau of Technical Education, not below the rank of Deputy Secretary, Department of Education, GOI *(Ex officio)* • One Advisor of the Bureau, Regional Committees, AICTE*(Ex officio)* • Regional Officer of the Regional Office*(Ex officio)* – Member Secretary	
Scrutiny Committee	Regional Committee	• 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* (*for Management Applications)as Chairman • Three Expert Members at the level of Associate Professor in the respective area of specialization out of the panel of experts approved by the Executive Committee of AICTE. • An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government/UT or an Architect registered with Council of Architecture to be nominated by the Chairman, Regional Committee. • The Director Technical Education or his nominee at the level of Professor	• Chairman • Two Expert members • An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government/UT or an Architect registered with Council of Architecture.
Expert Committee	Chairman, Regional Committee	• An academician not below the level of Professor in a field of technical education as Chairman • Two Expert members, not below the level of Associate Professor/Assistant Professor to be selected from the panel of Experts approved by the Executive Committee, AICTE. Selection shall be done using automated selection process provided by the AICTE web portal. • An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government/UT or an Architect registered with Council of Architecture to be nominated by the Chairman, Regional Committee or an expert who is well versed with land and revenue matters to be nominated by the Chairman, Regional Committee. • An expert member not below the level of Associate Professor/Reader to be nominated by the concerned State Government/UT	• Chairman • One Expert member • An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government/UT or an Architect registered with Council of Architecture to be nominated by the Chairman, Regional Committee or an expert who is well versed with land and revenue matters to be nominated by the Chairman, Regional Committee.

Regional Offices of the Council

Region	Regional Offices	STD	Telephone & FAX	Jurisdiction
Eastern	College of Leather Technology Campus Block LB, Sector III, Salt Lake City Kolkata - 700 091	033	23357459 23352445 23353089 23357312 23359546(F) 23356690(F)	Andaman & Nicobar, Assam, Manipur, Mizoram, Nagaland, Tripura, Arunachal Pradesh, Meghalaya, Sikkim, Orissa, Jharkhand, West Bengal
Northern	Government Polytechnic Campus, Adjoining Directorate of Technical Education, Vikas Nagar, Kanpur 208 024	0512	2585012 2585014 2585018 2582180(F)	Bihar, Uttar Pradesh, Uttaranchal
North-West	Plot No.1310, Sector 42-B Chandigarh-160 036	0172	2613326 2661201 2660179(F)	Chandigarh, Haryana, Jammu & Kashmir, New Delhi, Punjab, Rajasthan, Himachal Pradesh
Central	Tagore Hostel 2, Shamla Hills Bhopal-462 002	0755	2660061 2660065 2660062(F)	Madhya Pradesh, Gujarat
Western	Industrial Assurance Building 2nd Floor, Nariman Road Mumbai - 400 020	022	22821093 22855412 22851551(F)	Goa, Maharashtra, Daman & Diu
South-West	Health Centre Building Bangalore University Campus Bangalore - 560 009	080	22205919 22205979 22208407 22253232(F)	Karnataka, Lakshadweep, Kerala
Southern	Shastri Bhawan 26, Haddows Road, Nungambakkam, Chennai - 600 006	044	28275650 28279998 28232754 28255863(F)	Tamil Nadu, Pondicherry
South Central	First Floor, J N Technological University (JNTU)Campus, Masab Tank, Hyderabad-500076	040	23340113 23341036 23345071 23340113(F)	Andhra Pradesh & Chattisgarh

Abbreviations

AICTE	All India Council for Technical Education
ATM	Automated Teller Machine
B.E.	Bachelor of Engineering
B.HMCT	Bachelor in Hotel Management and Catering Technology
B.Pharm.	Bachelor of Pharmacy
B.Sc.	Bachelor of Science
B.Tech.	Bachelor of Technology
BOG	Board of Governors
CCTV	Close Circuit Tele Vision
CD	Compact Disk
COA	Council of Architecture
DELNET	Library Network provided by DELNET.NIC.IN
DPR	Detailed Project Report
EC	Executive Committee of AICTE
EDUSAT	Education Satellite was launched by Indian Space Research Organization (ISRO)
ERP	Enterprise Resource Planning
FAX	Facsimile transmission
FDR	Fixed Deposit Receipt
FT	Full Time
GATE	Graduate Aptitude Test in Engineering
GOI	Government of India
HMCT	Hotel Management & Catering Technology
IIM	Indian Institute of Management
IISc	Indian Institute of Science
IIT	Indian Institute of Technology
INDEST	Indian National Digital Library in Engineering Sciences & Technology
LCD	Liquid Crystal Display
M.Sc.	Masters in Science
M.Tech.	Masters in Technology
MBA	Masters in Business Administration
Mbps	Mega bits per second
MCA	Masters in Computer Application
ME	Masters in Engineering
MHRD	Ministry of Human Resource & Development, Government of India
MODROBS	Modernization & Removal of Obsolescence Scheme by the Council
NBA	National Board of Accreditation
NCR	National Capital Region, India
NIT	National Institute of Technology
NOC	No Objection Certificate
NRI	Non Resident Indian
PC	Personal Computer
PF	Provident Fund
PG	Post Graduate course
PGCM	Post Graduate Certificate in Management
PGDBM	Post Graduate Diploma in Business Management
PhD	Doctorate of Philosophy
PIO	Persons of Indian origin
PPP	Public Private Partnership
PT	Part Time
R&D	Research & Development
RF	Radio Frequency
RPGF	Refundable Performance Guaranty Fund

RPS	Research Promotion Schemes by the Council
sqm	Unit of area in square meter
TDS	Tax Deduction at Source
TELNET	Terminal emulation program for TCP/IP networks such as the Internet.
UG	Under Graduate course
UGC	University Grants Commission
UT	Union Territories
WiFi	Wireless Internet
Yr / Yrs	Year / Years

Revised Time Schedule for Academic year 2010-11

		Approval Process for New Institution / Approval Process for Integrated campus / Approval for Institute with Foreign Collaborations	Approval Process for Introduction of New Programme / Course / Divisions	Approval Process for Closure of Institution / Programme / Course / Division	Approval Process for 15% Supernumerary quota for Foreign Nationals/PIO	Approval Process for 5% Quota for Sons/Daughters of NRIs	Approval Process for Change in Name of Trust / Society or Institution	Extension of approval along with approval for Tuition Fee Waiver
	Processing of application for starting New Institution in academic year	2010-11	2010-11	2010-11	2010-11	2010-11	2010-11	2010-11
	Activity							
1.	Last date of submission of application	Up to 20-02-10	Up to 28-02-10	Up to 28-02-10	Up to 28-02-10	Up to 28-02-10	Up to 28-02-10	Up to 28-02-10*
2.	Presentation of proposal by the applicant Societies/Trust before Scrutiny Committee	21-02-10 to 06-03-10	-	-	-	-	-	-
3.	Communication of the deficiencies to the applicant	Up to 07-03-10	Up to 10-03-10	Up to 10-03-10	Up to 10-03-10	Up to 10-03-10	Up to 10-03-10	Up to 10-03-10
4.	Submission of compliance for reconsideration	Up to 22-03-10	Up to 15-03-10	Up to 15-03-10	Up to 15-03-10	Up to 15-03-10	Up to 15-03-10	Up to 15-03-10
5.	Reconsideration of rectified applications by the Scrutiny Committee	Up to 25-03-10	Up to 18-03-10	Up to 18-03-10	Up to 18-03-10	Up to 18-03-10	Up to 18-03-10	Up to 18-03-10
6.	All applicants recommended by Scrutiny Committee shall fill Part-B of application	within 3 days from date of recommendation by Scrutiny Committee	-	-	-	-	-	-
7.	Views by State Government/UT & Affiliating University	Up to 20-03-10	Up to 05-03-10	Up to 28-02-10 with application form	Up to 05-03-10		Up to 05-03-10	-
8.	Expert Committee Visits	25-02-10 to 30-03-10	-	-	01-03-10 20-03-10	-	-	-
9.	Meetings of the Regional Committee	01-03-10 to 31-03-10	01-03-10 to 22-03-10	01-03-10 to 22-03-10	01-03-10 to 22-03-10	01-03-10 to 22-03-10	01-03-10 to 22-03-10	01-03-10 to 22-03-10
10.	Receiving recommendations of Regional Committee, recommendations of the Scrutiny Committee, reports of the Expert Committee by AICTE New Delhi	Up to 02-04-10	-	-	Up to 25-03-10	-	-	-
11.	Informing the applicant Institutions, whose applications are recommended for grant of approval by the Regional Committee to submit a Fixed Deposit	Up to 05-04-10	-	-	-	-	-	-
12.	Receiving FDR & an affidavit[2] at the Regional Office	Up to 10-04-10	-	-	-	-	-	
13.	Meetings of the Executive Committee of the Council to consider the recommendations of the Regional Committees	11-04-10 to 15-04-10	Last week of March	Last week of March	Last week of March	Last week of March	Last week of March	Last week of March
14.	Issue of Letter of Approval	Up to 20-04-10	Up to 10-04-10	Up to 10-04-10	Up to 10-04-10	Up to 10-04-10	Up to 10-04-10	Up to 10-04-10
15.	Submission of appeal by the applicant Society /Trust for	Up to	Up to	Up to	Up to	-	Up to	Up to

	reconsideration to be considered by Appellate Committee	30-04-10	15-04-10	15-04-10	15-04-10		15-04-10	15-04-10
16.	Meetings of the Appellate Committee	25-04-10 to 05-05-10	16-04-10 to 12-05-10	16-04-10 to 12-05-10	16-04-10 to 12-05-10	-	-	16-04-10 to 12-05-10
17.	Visit by experts as directed by the Appellate Committee	26-04-10 to 10-05-10	-	-	16-04-10 to 10-05-10	-	-	16-04-10 to 10-05-10
18.	Consideration of recommendations of the Appellate Committee by the Council	30-04-10 to 19-05-10	11-05-10 to 14-05-10	11-05-10 to 14-05-10	11-05-10 to 14-05-10	-	-	11-05-10 to 14-05-10
19.	Last date for issue of Letter of Approval after reconsideration/appeal	Up to 20-05-10	Up to 15-05-10	Up to 15-05-10	Up to 15-05-10	-	-	Up to 15-05-10
20.	The Institutions granted Letter of Approval shall comply with appointment of teaching staff as per norms stated by AICTE and other technical supporting staff & administrative staff. The information about these appointments of staff in the prescribed format shall be uploaded on the web-portal of AICTE.	Up to 30-06-10	Up to 30-06-10	Up to 30-06-10 If applicable	-	-	-	-

*Last date to submit Compliance Report, no further date for submission with surcharge shall be available for 2010-11.
In the event of holiday on specified day, the next working day shall be considered. Refer to AICTE web-portal www.acite-india.org for updated time schedule, if any.

Application received after Last date prescribed in (1) shall be considered for academic year 2011-12.