

FOREWORD

The All India Council for Technical Education (AICTE) is given a mandate and is vested with a set of powers and functions to foster the planned growth and nurture quality in technical education in the country. Though the efforts are to continue to promote technical education, the endeavour is to inculcate quality and nurture mutual trust and confidence so as to bring convergence in our attempts to help the nation assume leadership by empowering our stakeholders and thereby generating globally acceptable human resources.

This year, the AICTE has introduced some changes in the Approval Process for technical institutions to make it more realistic. Suitable mechanisms have been evolved and procedure reviewed to ensure transparent, consistent and rational decision-making taking into confidence all the stakeholders. The Council provides an opportunity to the applicants to apply 'anytime round the year' with well-defined schedule for processing of the proposals. The norms have been relaxed for establishment of technical institutions exclusively for women and establishment of technical institutions in North-Eastern States. Tuition Fee Waiver scheme for Women, Economically Backward and Physically Handicapped Meritorious Students has been started. Provisions like Mandatory Disclosure and maintenance of website on part of institutions were made compulsory two years ago to enhance transparency and enable the stakeholders to make informed decisions. Random and surprise visits will be conducted to ensure maintenance of 'Norms & Standards' and quality of technical education.

Under Section 10(k) of the AICTE Act, 1987, AICTE is empowered to "grant approval for starting new technical institutions and for introduction of new courses or programmes in consultation with the agencies concerned." This manual provides detailed information on process being followed by the Council in this regard and extension of approval/increase in intake for existing technical institutions and establishment of new technical institutions. It is earnestly hoped that the stakeholders would appreciate the steps being taken by AICTE for a fair and transparent system and would strengthen our efforts with their valuable inputs to the Council to facilitate continuous improvement in the process of approvals.

Prof. R.A. Yadav
Chairman (Actg.)



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

1.1 Background

The beginning of formal Technical Education in India can be dated back to the mid 19th century. The major policy initiatives in the pre-independence period included appointment of the Indian Universities Commission in 1902, issue of the Indian Education policy resolution in 1904 and the Governor General's policy statement of 1913 stressing the importance of Technical Education, the establishment of IISc in Bangalore, Institute for Sugar, Textile and Leather Technology in Kanpur, N.C.E. in Bengal in 1905 and Industrial schools in several provinces. Significant developments include:

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

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

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

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

Education in other professional fields such as, Pharmacy, Applied Arts & Crafts have also undergone similar developments during the post-independence period. Programmes for Technical Education, during the first three Five Year Plans, were devoted to expansion of Technical Education to meet the growing demand for technical personnel at Diploma, Degree and Post-Graduate Levels. From the fourth Five Year Plan onwards, the emphasis was shifted to the improvement of quality and standard of Technical Education. This was done through implementation of the Quality Improvement Programme consisting of three major components viz.

(1) Provisions for M.E./M. Tech and Ph. D Programmes, (2) Establishment of Curriculum Design and Development Cells, and (3) Short Term Training Programmes. Meanwhile, expansion of institutions and intake remained at a low level in the Government, Private-aided and University sectors. The policy shift during eighties towards involvement of Private and Voluntary Organizations in the setting up of Technical and Management Institutions on self-financing basis ushered in an era of unprecedented expansion of the Technical Education System, a trend which has continued during successive Five Year Plans.



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

1.2 Growth of Technical Education

The growth of Technical Education before independence in the Country has been very slow. The number of Engineering Colleges and Polytechnics (including Pharmacy and Architecture Institutions) in 1947 was 44 and 43 respectively with an intake capacity of 3200 and 3400 respectively. Due to efforts and initiatives taken during successive Five Year Plans and particularly due to policy changes in the eighties to allow participation of Private and Voluntary Organizations in the setting up of Technical Institutions on self-financing basis, the growth of Technical Education has been phenomenal. At Present, there are 1668 Degree level and 1414 Diploma Level Engineering/Technology; 1149 Management; 1017 MCA; 854 Degree Level and 583 Diploma Level Pharmacy, 81 Degree Level and 92 Diploma Level Hotel Management; 116 Degree Level Architecture and 5 Diploma Level Architecture; and 9 Degree level and 8 Diploma level Applied Arts & Crafts Institutions with a combined total intake of 13.04 lakhs (approx) as on 31.8.2007.

1.3 The AICTE Act, 1987

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

1.4 Important Provisions of the AICTE Act on Approval Process

1.4.1 Clause 10 (g)

Evolve suitable performance appraisal system for Technical Institutions and Universities imparting Technical Education, incorporating Norms and Mechanisms for enforcing accountability.

1.4.2 Clause 10 (i)

Lay down norms and standards for course curriculum, physical and instructional facilities, staff patterns, staff qualifications, quality instructions, assessment and examination.

1.4.3 Clause 10(k)

Grant approval for starting new Technical Institutions and for introduction of new Courses or Programmes in consultation with the Agencies concerned.

1.4.4 Clause 10 (n)

Take all necessary steps to prevent commercialization of Technical Education.

1.4.5 Clause 10 (p)

Inspect or cause to inspect any technical institution.

1.4.6 Clause 11 (1)

For the purposes of ascertaining the financial needs of technical institution or a University or its standards of teaching, examination and research, the Council may cause an inspection of any department or departments of such technical institution or University to be made in such manner as may be prescribed and by such person or persons as it may direct.

1.4.7 Clause 11 (2)

The Council shall communicate to the technical institution or University the date on which any inspection under sub-section (1) is to be made and the technical institution or University shall be entitled to be associated with the inspection in such manner as may be prescribed.

1.4.8 Clause 11 (3)

The Council shall communicate to the technical institution or the University, its views in regard to the results of any such inspection and may, after ascertaining the opinion of that technical institution or University the action to be taken as a result of such inspection.

1.4.9 Clause 11 (4)

All communications to a technical institution or University under this section shall be made to the executive authority thereof and the executive authority of the technical institution or University shall report to the Council the action, if any, which is proposed to be taken for the purposes of implementing any such recommendation as is referred to in sub-section (3).

1.5 Definition of Technical Education

“Technical Education” means Programmes of Education, Research and Training in Engineering & Technology, Architecture, Town Planning, Management, Hotel Management & Catering Technology, Pharmacy, and Applied Arts & Crafts, and such other Programmes or areas as the Central Government may, in consultation with the Council, by notification in the Official Gazette, declare.

1.6 AICTE Profile

1.6.1 Vision

“To be a world class organization leading technological and socioeconomic development of the Country by enhancing the global competitiveness of technical manpower and by ensuring high quality technical education to all sections of the society.”

1.6.2 Mission

- Planned and coordinated development of Technical Education in the Country by ensuring world-class standards of institutions through accreditation.
- Facilitating world-class Technical Education through:
 - Emphasis on developing high quality institutions, academic excellence and innovative research and development programmes;
 - Networking of institutions for optimum resource utilization;
 - Dissemination of knowledge;
 - Technology forecasting and global manpower planning;
 - Promoting industry-institute interaction for developing new products, services, and patents;
 - Inculcating entrepreneurship;
 - Encouraging indigenous technology;
 - Focusing on non-formal education;
 - Providing affordable education to all.
- Making Indian Technical Education globally acceptable.
- To be a forward-looking organization that has an efficient, flexible and empowered manpower, sensitive to stakeholders' expectations.



1.6.3 Objectives

- Promotion of Quality in Technical Education.
- Planning and Co-ordinated Development of Technical Education System.
- Regulations and maintenance of Norms and Standards.

1.6.4 Responsibilities

- Policy Directions.
- Review of Norms and Standards.
- Assessment of Manpower requirement.
- Liaison with State Governments, Universities and other Statutory Bodies.
- Others as provided in the Act.

1.6.5 Major Functions

- Approval of Diploma Level and Under Graduate Technical Institutions.
- Approval of variation/increase in intake, additional programmes in technical institutions
- Approval of Post Graduate Programmes.
- Quality Assurance through Accreditation.
- Participation in the process for granting Deemed University status by MHRD.
- Approval under Foreign Regulations.
- Promotion of Industry-Institute Interaction.
- Development of Model Curricula through All India Boards of Studies.
- Faculty Development Programmes in Technical Institutions.
- Research and Institutional Development through Modernisation and Removal of Obsolescence (MODROBS)/ Research Promotion Schemes (RPS)
- Post Graduate Grants and GATE Scholarship
- Networking of Technical Institutions.
- Assessment of National Technical Manpower through National Technical Manpower Information System (NTMIS)
- Promotion of Autonomy in Technical Institutions.
- Connecting technical institutions through EDUSAT Network-Live transmission of M.E./M.Tech programmes
- Decision on Equivalence of programmes.
- Steps for Stopping Commercialization of Technical Education.
- Equivalence of various Technical Programmes.

Note : Technical programmes cannot be run/offered without the prior approval of AICTE. Legal action will be initiated against institutions/ organizations running/offering technical programmes/ courses without the approval of AICTE.

2

All India Council For Technical Education

NOTIFICATION

New Delhi, 14th September, 2006

No. F. 37-3/Legal/2006 : In exercise of the powers conferred by sub-section (1) of section 23 read with section 10 (b), (g), (i), (k), (p) & (v) and Section 11 of the All India Council for Technical Education Act, 1987 (52 of 1987) and, in super session of the Regulations No. F. 37-3/Legal/2004 dated 28-11-2005, the following regulations are hereby notified by the Council:

2.1 Short title and commencement

- (1) These Regulations may be called the All India Council for Technical Education (AICTE) Grant of approval for starting new technical institutions, introduction of courses or programmes and increase/variation of intake capacity of seats for the courses or programmes and Extension of approval for the existing technical institutions Regulations, 2006.
- (2) They shall come into force w.e.f. the date of publication in the Official Gazette of India.

2.2 Definitions

In these Regulations, unless the context otherwise requires,

- (a) "Act" means the All India Council for Technical Education Act 1987 (52 of 1987);
- (b) "Technical Institution" means the institution of Government, Government Aided and Private (self financing) institutions conducting the courses/programmes in the field technical education, training and research in Engineering, Technology Including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programmes and areas as notified by the Council from time to time;
- (c) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

2.3 Purpose

These Regulations provides for :

- (a) Grant of approval for establishment of new technical institutions;
- (b) Grant of approval for introduction of new courses or programs and/or increase and/or variation in intake of seats in existing courses or programs in technical institutions;
- (c) Grant of Extension of approval for the existing technical institutions;

2.4 Applicability

These Regulations shall be applicable to technical institutions of Government, Government Aided and Private (self financing) conducting the courses/ programs in the fields of technical education, training and research in Engineering, Technology Including MCA, Architecture, Town Planning, Management,



Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programs and areas as notified by the Council from time to time.

2.5 Requirement of grant of approval

- (1) No new technical institution of Government, Government Aided or Private (self financing) institution, whether affiliated or not affiliated to any University shall be started and no new courses or programs shall be introduced and no increase and/or variation of intake in the existing Courses/Programmes shall be effected at all levels in the field of 'Technical Education' without obtaining prior approval of the Council. The Council may take appropriate action against such defaulting Institution/Society/Trust/Company/Associated Individuals as the case may be for contravening provisions of this regulations by conducting courses/programmes in "technical Education" without obtaining prior approval from AICTE.
- (2) No existing technical institution of Government, Government Aided or Private (self financing) institution whether affiliated or not affiliated to a University shall conduct any technical course/programme without obtaining prior approval of the Council.
- (3) A University or a Body or a Board shall not affiliate Institutions and their technical courses/programmes leading to award of Degree/Diploma etc. not approved by AICTE.
- (4) No admission authority/body/institution shall permit admission of students to a course/programme of technical institution not approved by AICTE.

2.6 PROCEDURE FOR PROCESSING OF PROPOSALS FOR GRANT OF APPROVAL FOR ESTABLISHMENT OF NEW TECHNICAL INSTITUTIONS FOR CONDUCT OF TECHNICAL COURSES/PROGRAMMES

SUBMISSION OF APPLICATIONS/PROPOSALS

The Proposals Forms for establishment of New Technical Institutions for conducting technical programmes, can be submitted by the following:

- (a) Registered Societies and Trusts
- (b) Central/State Government Institutions
- (c) Government Aided Institutions

The Proposal Forms can be downloaded from the AICTE website: www.aicte.ernet.in. However, a DD for Rs. 5000/- towards application form drawn on a nationalized bank in favour of "The Member Secretary, AICTE", payable at New Delhi, must be enclosed with the proposal form failing which the application shall not be considered.

- 2.6.1 (a) The approval process for establishment of new Institutions shall be open ended, Applicant Society/Trust allowing the to submit proposals to the concerned Regional Office of the Council any time round the year. The proposal for the new Institution received by the Council shall be valid for three years.
- (b) Duly filled in and signed Proposal Form in four copies along with requisite processing Fee and the requisite documents in support of the proposals shall be submitted to Concerned Regional Office of AICTE.
- (c) The check list attached to the proposal shall be scrutinized by a committee comprising of two members of concerned Regional Committee including the Regional Officer as convener.
- (d) The deficiencies if any, in the check list shall be communicated by the Regional Office of the Council to the applicant Society/Trust within 15 days from the date of receipt of the proposal under intimation to the AICTE HQs New Delhi.

- 2.6.2 (a) The Regional Office shall forward the proposals complete in all respects, within 15 days from the date of receipt of such proposals, one copy each of the proposals to the concerned State Govt./Union Territories and Affiliating University for obtaining their views within 30 days.
- (b) The State Govts and the Affiliating Universities shall forward its views within 30 days from the date of receipt of the proposals from the Regional Office. The State Govt./and the affiliating university, shall provide reasons and justification to substantiate their stand. The views of the concerned State Government/Universities shall be taken into consideration while processing the proposals for establishment of new technical institutions. Accordingly, no separate No Objection Certificate (NOC) is required to be submitted to the AICTE by the Applicant Society/Trust from the concerned State Govt/ University.
- (c) The Council shall have the right to overrule the recommendations of the State Govt/University while deciding the matters of establishment of new technical institutions.
- 2.6.3 (a) The proposal shall thereafter be considered by following Hearing Committee to be constituted by the Chairman AICTE:
- An academican/professional of repute as Chairman.
 - Three Expert Members at the level of Professor one of whom shall be the member of the committee of the Regional Committee referred at para 2.6.1 (c) above as members.
 - An Advisor/Director of AICTE Hqs as Convener.
- (b) The Hearing Committee shall be headed by a academican/professional of repute among the members of the above Committee.
- (c) The Hearing Committee shall meet at least once in a month to process the proposals.
- 2.6.4 (a) The Applicant Society/Trust shall make a presentation before the Hearing Committee with necessary Documents/information as prescribed by the Council.
- (b) The list of documents/information to be placed before the Hearing Committee by the Applicant Society/Trust shall be notified by the Council in the Approval Process Hand Book from time to time.
- 2.6.5 Based on the recommendations of the Hearing Committee, the AICTE may issue a Letter Of Intent (LOI), which shall be valid for three years from the date of issue of LOI during which time, the applicant Society/Trust shall obtain letter of approval from the Council after fulfilling the norms and Standards and other Conditions prescribed from time to time. On expiry of the 3 year duration, the Applicant Society/Trust shall make a fresh application for issuance of Letter of Intent.
- 2.6.6 (a) In cases where Letter of Intent is denied for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, shall be informed along with grounds of denial.
- (b) The Applicant Society/Trust may seek reconsideration of the proposal after rectifying the deficiencies. Such claims shall be verified, at the cost of the Applicant Trust/Society.
- (c) However the Applicant Society/Trust shall be eligible to seek reconsideration only once. In case the proposal is rejected the Applicant Trust/Society shall make a fresh application for issuance of Letter of Intent.
- 2.6.7 (a) In case the Applicant Society/Trust disputes the decision of the Council it may prefer an appeal any time and the appeal shall be heard by an Appellate Committee constituted by the Chairman AICTE from time to time with the following members:
- An educationist/academician of repute as Chairman
 - Director of IIT/NIT/IIM* (*For Management Proposals)



- Vice Chancellor of a University
 - Advisor (AICTE) as convener
- (b) The Appellate Committee shall meet quarterly.
- c) Based on the recommendations of the Appellate Committee and other relevant information, a final decision shall be taken by the Chairman AICTE on grant of Letter of Intent or otherwise.
- d) In case the proposal is rejected the applicant/society/trust may make a fresh application for issuance of Letter of Intent.

2.6.8 The applicant Society/Trust to whom a Letter of Intent has been issued shall be required to make an application to the Council, after fulfilling the norms, standards and requirements laid down by the Council from time to time, seeking suitable dates for visit of the Expert Committee along with the following documents:

- (1) A Non refundable processing fee of Rs 50,000 drawn in favour of the “Member Secretary” AICTE payable at New Delhi (Government Institutions and Govt. Universities are exempted)
- (2) (a) A Joint Fixed Deposit created for a period of 8 years in the name of the President/Chairman of the Applicant Society/Trust and the concerned Regional officer of AICTE for an amount as applicable to the category of the institutions indicated below (Government and Government Aided Institutions and Govt. Universities are exempted).

Category of the Institution	Joint Fixed Deposit
Engineering & Technology	Rs. 35.00 Lakhs
Pharmacy/HMCT/Architecture/Planning/Applied Arts & Crafts (Degree)MCA/MBA/PGDM/PGDBM	Rs. 15.00 Lakhs

- (b) The original Joint Fixed Deposit receipt shall be kept under the custody of the proposed institution. A copy of the Joint Fixed Deposit receipt shall be submitted to the concerned Regional Office of the AICTE along with an affidavit on non judicial stamp paper of prescribed value stating that the Joint Fixed Deposit shall not be encashed or modified without prior consent of AICTE. The Regional Officer AICTE shall also instruct the concerned Bank not to allow any encashment/modification of fixed deposit and grant of loan against the deposit without the prior consent of AICTE.
- (c) The interest accrued on the fixed deposit shall be credited to the concerned institution on yearly basis and shall be utilized for award of scholarships to the students.
- (d) The Joint Fixed Deposit shall be permitted to be encashed on expiry of the term of the Fixed Deposit. 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 incase of any violation of norms, conditions, and requirements and/or non-performance by the institution and/or complaints against the institution.
- (3) The processing fee and the Joint FDR amount for Minority institutions may be reduced by 20%.
- 2.6.9 (a) An Expert visiting Committee shall visit the proposed premises of the institution on payment of requisite processing fee by the Applicant Society/Trust and examine the preparedness of the institution to impart quality education as per the norms & standards and conditions prescribed by the Council from time to time.
- (b) The Expert Visiting Committee shall comprise of the following members:
- Three Expert members not below the level of Associate Professor/Reader nominated by the Chairman, AICTE

- Expert members one each not below the level of Associate Professor/Reader to be nominated by the State Govt. and the respective Affiliating University
 - Concerned Regional Officer or an Officer of the Council as convener to be nominated by the Chairman AICTE.
 - (c) The Expert Committee shall be headed by an academican/professional of repute from the above committee.
 - (d) The documents to be made available to the visiting Expert Committee shall be notified in the Approval Process Handbook from time to time.
- 2.6.10 (a) The Report of the Expert visiting Committee shall be placed before EC-Sub-Committee comprising of:
- Vice Chairman of the Council as Chairman.
 - Two members of the Executive Committee as Members to be nominated by the Chairman AICTE out of which one member shall be the Member Secretary AICTE.
- (b) The EC Sub-Committee shall meet at least once in month
- (c) The recommendations of the EC-Subcommittee and other relevant information shall be placed before the Chairman AICTE for a decision on grant of approval for establishment of a new Institution or otherwise. The decision of the Chairman shall be placed before the Executive Committee for ratification.
- (d) The Letter of Approval shall be issued to the Applicant Society/Trust within 30 days of the date of the decision which shall be valid for two years from the date of issue of letter of approval.
- (e) In cases where approval is denied for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, shall be informed along with grounds of denial.
- (f) The Applicant Society/Trust may seek reconsideration after rectifying the deficiencies and complying with the norms, standards and conditions prescribed by the Council from time to time.
- (g) The compliance report on the deficiencies submitted by the Applicant shall be reconsidered by the Council. The Council may decide to depute an Expert visiting committee for verifying the claims made by the Applicant Society/Trust, whose recommendations shall be placed before the EC-Sub Committee. All costs incurred on this account shall be borne by the Applicant Society/Trust.
- 2.6.11 (a) In case the Applicant Society/Trust disputes the decision of the Council it may appeal any time and the appeal shall be heard by an Appellate Committee constituted by the Chairman AICTE from time to time with the following members:
- An educationist/academician of repute as Chairman
 - Director of IIT/NIT/IIM* (*For Management Proposals)
 - Vice Chancellor of a University
 - Advisor (AICTE) as convener
- (b) The Appellate Committee shall meet quarterly.
- (c) Based on the Recommendations of the Appellate Committee and other relevant information, a final decision shall be taken by the Chairman, AICTE on grant of "approval" or otherwise on establishment of new technical institution. The decision of the Chairman shall be placed before the Executive Committee for ratification.



- (d) Cases where approval is denied on the recommendations of the Appellate committee due to non-fulfillment of norms & standards, and conditions as are stipulated by the Council, grounds of denial shall be communicated to the concerned Applicant Society/Trust.
- (e) In case the proposal is rejected Applicant Society/Trust shall make a fresh application for issuance of Letter of Intent.
- (f) The decision on grant of approval or otherwise shall be communicated to the institutions throughout the year. It shall be the responsibility of the applicant institutions to obtain necessary affiliation/permission from the concerned affiliating University/State Govt. etc. as per the prescribed schedule of the University/Admission Authority etc. Thereafter the Applicant Society/Trusts shall furnish information about commencement of Institution within 30 days to AICTE for updating its database.

2.7 APPROVAL PROCESS FOR PROCESSING APPLICATIONS FOR EXTENSION OF APPROVAL TO EXISTING TECHNICAL INSTITUTIONS:

2.7.1 AICTE approved technical Institutions whether affiliated to an University or not conducting technical education courses/programmes:

- (a) The AICTE approved technical Institutions shall submit two copies of Compliance Report in the prescribed format along with mandatory disclosure information as defined at para 2.7.1(7) and a demand draft towards processing fee of Rs 40,000 drawn in favor of Member Secretary, AICTE payable at New Delhi to the concerned Regional Office of the Council by 31st August every year.
- (b) The institution shall also submit an undertaking in the prescribed format stating that the information provided in the compliance report is factual and correct and that the Council can take appropriate action, including withdrawal of approval and appropriate legal action, if found that any information provided in the compliance report is false.

2.7.1.1(a) The compliance reports shall be processed through an Appraisal Committee comprising:

- Three Expert members not below the level of Associate Professor/Reader in the concerned subject/ fields/area of specialization or equivalent from R&D organizations or from the Industry not below the rank of Scientist (F) and General Manager respectively.
- Two members of the Regional Committee including the Regional Officer to be nominated by the Chairman AICTE,
- An Officer of the Council as convener

(b) The Appraisal Committee shall be headed by an academician/professional of repute from the above committee.

2.7.1.2(a) The recommendations of the Appraisal Committee shall be placed before the Vice Chairman/Chairman AICTE for a decision on continuation of approval or otherwise. The above decision shall be placed before the Executive Committee for ratification.

- (b) The approval granted to all existing technical Institutions shall be communicated to the concerned affiliating university/State Govt./Trust/ Institution by 31st March every year.
- (c) In those cases where extension of approval is denied for non-fulfillment of norms, & standards and conditions as may be stipulated by the Council, grounds of denial shall be communicated to the institutions and authorities concerned.
- (d) The Applicant Institution may seek re-consideration after rectifying the deficiencies and complying with norms standards and conditions prescribed from time to time.

- (e) The compliance report on the deficiencies submitted by the Applicant shall be reconsidered by the Council. The Council may decide to depute an Expert visiting committee for verifying the claims made by the Applicant Society/Trust, whose recommendations shall be placed before Vice Chairman/Chairman. All costs incurred on this account shall be borne by the Applicant Institution.
- 2.7.1.3 (a) In case the Applicant Society/Trust disputes the decision of the Council it may appeal any time and the appeal shall be heard by an Appellate Committee constituted by the Chairman AICTE from time to time with the following members:
- An educationist/academician of repute as Chairman
 - Director of IIT/NIT/IIM *(For Management Proposals)
 - Vice Chancellor of a University
 - Advisor(AICTE) as convener
- (b) The Appellate Committee shall meet quarterly.
- 2.7.1.4 Based on the Recommendations of the Appellate Committee and other relevant information, a final decision will be taken by the Chairman, AICTE on behalf of the Council for grant of “Extension of approval” or other wise. The decision of the Chairman shall be placed before the Executive Committee for ratification.
- 2.7.1.5 AICTE may carry random visits round the year any time for verifying the status of the Institutions to ensure maintenance of norms and standards.
- 2.7.1.6 The AICTE may cause to conduct inspections with or without notifying the dates in cases where specific complaints of mis-representation, violation of norms and standards, mal-practices etc. are reported to verify the facts. AICTE shall take appropriate punitive actions for any violations on false information furnished to it.
- 2.7.1.7 (a) The technical institutions shall publish an information booklet before commencement of the academic year giving details regarding the institution and courses/programmes being conducted and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet shall be made available to the stakeholders of the technical education on cost basis. The information shall be revised every year with updated information about all aspects of the institution.
- (b) It shall be mandatory for the technical institutions to maintain a Web-site providing the prescribed information. The website information must be continuously updated as and when changes take place.
- (c) If a Technical Institution fails to disclose the information or suppress and/or misrepresent the information, appropriate action including withdrawal of AICTE approval could be initiated.

2.8 PROCEDURE FOR PROCESSING OF PROPOSALS FOR INTRODUCTION OF ADDITIONAL COURSES/ INCREASE/VARIATION IN INTAKE IN THE EXISTING TECHNICAL INSTITUTIONS

2.8.1 Submission of Proposals

- (a) The AICTE approved technical Institutions may submit “any time” round the year, a proposal in the prescribed format (four copies) along with the following documents to the concerned Regional Office of the Council for grant of approval for introduction of new courses or programmes and/or increase in intake and/or variation in the intake capacity. There shall be no ‘cut off’ dates prescribed by the Council for submission of proposals:
- A copy of the Compliance Report along with Mandatory Disclosures submitted to the Council.
 - Detailed Project Report along with the documents notified in Approval Process Handbook



- Processing Fee of Rs. 40,000/- (Rupees Forty thousand only) by means of a Demand Draft drawn on a nationalized bank in favour of the Member Secretary, AICTE, New Delhi payable at New Delhi
 - (b) The check list attached to the proposal shall be scrutinized by a committee comprising of two members of concerned Regional Committee including the Regional Officer as convener.
 - (c) The deficiencies if any, in the check list shall be communicated by the Regional Office of the Council to the Applicant Society/Trust within 15 days from the date of receipt of the proposal under intimation to the AICTE HQs New Delhi.
- 2.8.2 (a) The Regional Office shall forward the proposals complete in all respects, within 15 days from the date of receipt of the proposal, one copy each of the proposals to the concerned State Govt./Union Territories and Affiliating University for obtaining their views within 30 days.
- (b) The State Govts and the Affiliating Universities shall forward its views within 30 days from the date of receipt of the proposals from the Regional Office. The State Govt./and the affiliating university, shall provide reasons and justification to substantiate their stand. The views of the concerned State Government/Universities shall be taken into consideration while processing the proposals for establishment of new technical institutions. Accordingly no separate “No Objection Certificate (NOC)” is required to be submitted to the AICTE by the Applicant Society/Trust from the concerned State Govt/ University.
- (c) The Council shall have the right to overrule the recommendations of the State Govt/University while deciding the matters of introduction of additional course/ increase/ variation in intake in the existing technical institutions.
- 2.8.3 (a) The proposal shall thereafter be considered by following Hearing Committee to be constituted by the Chairman AICTE:
- An academician/professional of repute as Chairman.
 - Three Expert Members at the level of Professor one of whom shall be the member of the committee of the Regional Committee referred at para 2.8.1(b) above as members.
 - An Advisor/Director of AICTE Hqs as Convener.
- (b) The Hearing Committee shall be headed by a academician/professional of repute among the members of the above Committee.
- (c) The Hearing Committee shall meet at least once in a month to process the proposals.
- 2.8.4 (a) The list of documents/information to be submitted before the Hearing Committee shall be notified by the Council in the Approval Process Hand Book from time to time.
- (b) The Hearing Committee based on information furnished by the Institution may decide:
- (i) To recommend to the AICTE for approval, or
 - (ii) To recommend to the AICTE for the visit of the Expert Committee
 - (iii) To recommend to the AICTE for rejection showing relevant grounds for such rejection.
- (c) AICTE may carry out, random visits round the year any time for verifying the status of the institutions to update its database and ensure maintenance of Norms and Standards.
- 2.8.5 AICTE may also conduct from time to time Inspections with or without notifying dates in such cases where specific complaints of misrepresentation, violation of norms and standards, mal-practices etc. are received to verify the facts, AICTE shall take appropriate punitive actions for any violations on false information furnished to it.

- 2.8.6 (a) The recommendations of the Hearing Committee shall be placed before the Vice Chairman/ Chairman AICTE for a decision on introduction of new courses/programmes and/or increase/variation of intake capacity. The above decision shall be placed before the Executive Committee for ratification.
- (b) The approval accorded by the AICTE shall be valid for two years from the date of issue of letter of approval.
- (c) In those cases where approval is denied for non-fulfillment of norms, & standards and conditions as may be stipulated by the Council, grounds of denial shall be communicated to the concerned institutions.
- (d) The Applicant Institution may seek re-consideration after rectifying the deficiencies and complying with norms standards and conditions prescribed from time to time.
- (e) The compliance report on the deficiencies submitted by the Applicant shall be reconsidered by the Council. The Council may decide to depute an Expert visiting committee for verifying the claims made by the Applicant Society/Trust, whose recommendations shall be placed before Vice Chairman/ Chairman. All costs incurred on this account shall be borne by the Applicant Institution.
- (f) However the Applicant Institution shall be eligible to seek reconsideration only once. In case the Proposal is rejected the applicant institution shall make a fresh applicant for grant of approval for introduction of new courses/programmes and/or increase/variation in intake capacity.
- 2.8.7 (a) In case the Applicant Society/Trust disputes the decision of the Council it may appeal any time and the appeal shall be heard by an Appellate Committee constituted by the Chairman AICTE from time to time with the following members:
- An educationist/academician of repute as Chairman
 - Director of IIT/NIT/IIM* (*For Management Proposals)
 - Vice Chancellor of an University
 - Advisor(AICTE) as convener
- (b) The Appellate Committee shall meet quarterly.
- (c) Based on the Recommendations of the Appellate Committee and other relevant information, a final decision will be taken by the Vice Chairman/ Chairman, AICTE on behalf of the Council for grant of "approval" or otherwise for introduction of new courses or programmes and/or increase in intake and/or variation in the intake capacity. The decision of the Chairman shall be placed before the Executive Committee for ratification.
- 2.8.8 (a) The decision on grant of approval or otherwise shall be communicated to the institutions throughout the year. It shall be the responsibility of the applicant institutions to obtain necessary affiliation/ permission from the concerned affiliating University/State Govt. etc. as per the prescribed schedule of the University/Admission Authority etc. Thereafter the Applicant Institution shall furnish information about commencement of programmes within 30 days to AICTE for updating its database.
- (b) Cases where approval is denied on the recommendations of the Appellate committee due to non-fulfillment of norms, & standards and conditions as are stipulated by the Council, grounds of denial shall be communicated to the concerned Applicant Institution.
- (c) In case the proposal is rejected based on the recommendations of the Appellate Committee, the Applicant Society/Trust shall make a fresh application.

2.9 Interpretation

If any question arises as to the interpretation of these Regulations, the same shall be decided by the Council.



The Council shall have the power to issue clarification to remove any doubt which may arise in regard to implementation of these Regulations.

2.10 Power to relax

The Council may in exceptional cases, for removal of any hardship or such other reasons to be recorded in writing, relax any of the provisions of these Regulations in respect of any class or category of institutions.

2.11 Withdrawal of approval

If any technical institution contravenes any of the provisions of these Regulations, the Council may, after making such inquiry, as it may consider appropriate and after giving the technical institution concerned an opportunity of being heard, withdraw the approval granted under these Regulations

2.11.1 Procedure for No Admission/Withdrawal of approval:

2.11.1.1 Technical Institutions affiliated to an University:

- (a) The Council may cause an inspection to any technical institution with or without prior intimation for the purposes of ascertaining the financial needs, or its standards of teaching, examination and research, maintenance of norms and standards, violation of regulations and malpractices etc.
- (b) In case of violations of norms and standards and regulations etc as prescribed by the Council and as communicated to the technical institution/s based on the recommendations of the Inspection Committee, the Council may decide to withdraw its approval/or impose "no admission" status for one or more courses/or programmes or impose any other punitive action deemed necessary.
- (c) The technical institution may prefer an appeal within 15 days of the receipt of the communication from the Council along with all relevant documents in compliance of the deficiencies etc. before an Appellate Committee, which shall be constituted by the Chairman AICTE within 15 days of the receipt of the appeal from the Institution concerned with the following Members:
 - An educationist/academician of repute- Chairman
 - Director of IIT/NIT/IIM* (*for management proposals)
 - Vice-Chancellor of an University
 - Adviser (AICTE) as convener
- (d) The recommendations of the Appellate Committee shall be placed before the Chairman, AICTE for final decision. The decision of the Chairman shall be placed before the Executive Committee for ratification.
- (e) The decision of the Council shall be communicated within 15 days of the date of meeting of the Appellate Committee, to the concerned institution and other authorities.
- (f) The Council shall inform the concerned affiliating university to dis-affiliate the programmes of the institution concerned as per the decision of the Council with immediate effect.
- (g) The Affiliating University shall be responsible to shift the current students of the institution to other AICTE approved institutions under the jurisdiction of that University to avoid any disruption and to continue the academic activities of the existing students. The Council shall accordingly approve the number of students, thus shifted as additional seats for the remaining duration of the programme.

- (h) The Council shall take appropriate action to forfeit the RPGF/Joint FDR and other assets of the Institutions/Society/Trust to recover the proportionate fees and other dues already paid by the students who have been shifted to other Institutions consequent upon withdrawal of approval by AICTE, if the concerned Institute declines the refund of such fees and other dues.
- (i) The Council shall publish in newspapers and display on its website and/or by any other means about the withdrawal of approval etc. to caution the general public.

2.11.1.2 Technical Institutions (offering non-degree programmes) NOT affiliated to any University:

- (a) The Council may cause an inspection to any technical institution with or without prior intimation for the purposes of ascertaining the financial needs, or its standards of teaching, examination and research, maintenance of norms and standards, violation of regulations and malpractices etc.
- (b) In case of violations of norms and standards and regulations etc as prescribed by the Council and as communicated to the technical institution/s based on the recommendations of the Inspection Committee, the Council may decide to withdraw its approval/or impose “no admission” status for one or more courses/or programmes or impose any other punitive action deemed necessary.
- (c) The technical institution may prefer an appeal within 15 days of the receipt of the communication from the Council along with all relevant documents in compliance of the deficiencies etc. before an Appellate Committee, which shall be constituted by the Chairman AICTE within 15 days of the receipt of the appeal from the Institution concerned with the following Members:
 - An educationist/academician of repute- Chairman
 - Director of IIT/NIT/IIM* (*for management proposals)
 - Vice-Chancellor of an University
 - Adviser (AICTE) as convener
- (d) The recommendations of the Appellate Committee shall be placed before Chairman, AICTE for final decision. The decision of the Chairman shall be placed before the Executive Committee for ratification.
- (e) The decision of the Council shall be communicated within 15 days of the date of meeting of the Appellate Committee, to the concerned institution and other authorities.
- (f) The Council may take necessary steps to shift the existing students of such institutions to other similar AICTE approved institutions with immediate effect. The Council shall accordingly approve the number of additional seats in institutions to which the students are shifted for the remaining duration of the programme.
- (g) The Council shall take appropriate action to forfeit the RPGF/Joint FDR and other assets of the Institutions/Society/Trust to recover the fees and other dues already paid by the students who have been shifted to other Institutions consequent upon withdrawal of approval by AICTE, if the concerned Institute declines the refund of such fees and other dues.
- (h) The Council shall publish in newspapers and display on its website and/or any other means about the withdrawal of approval etc to caution the general public.



2.11.1.3 Other Technical Institutions:

- (a) The Institutions which are not approved by AICTE conducting courses/programmes, without prior approval of AICTE in technical education as defined under AICTE Act, the Council may take appropriate action including Legal action against such defaulting Institution/Society/Trust/Company/Associated Individuals as the case may be.
- (b) The Council shall also inform the general public about the status of approval of such institution from time to time.

Member Secretary

3

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 to be started in new Technical Institutions and introduction of new courses in the existing Technical Institutions from the academic year 2008-2009, are as given below:

3.1 Engineering & Technology Courses

Sl. No.	Name of the Course	Course Code
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



Sl. No.	Name of the Course	Course Code
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

3.2 Management

Sl. No.	Name of the Course	Course Code
1.	Post Graduate Diploma in Management	PGDM
2.	Post Graduate Certificate in Management	PGCM**
3.	Executive Post Graduate Diploma in Management	Exec-PGDM#
4.	Master in Business Administration	MBA

3.3 Pharmacy

Sl. No.	Name of the Course	Course Code
1.	Pharmacy	PH

3.4 Architecture & Town Planning

Sl. No.	Name of the Course	Course Code
1.	Architecture	AR
2.	Interior Design	ID
3.	Building Construction Technology	BCT
4.	Planning	PL

3.5 Hotel Management & Catering Technology

Sl. No.	Name of the Course	Course Code
1.	Hotel Management & Catering Technology	HMCT

3.6 Applied Arts & Crafts

Sl. No.	Name of the Course	Course Code
1.	Applied Arts & Product Design	APD
2.	Fine Arts/Applied Arts/Fine & Applied Arts	FA/AA/FAA
3.	Fashion & Apparel Design	FAD

3.7 MCA

Sl. No.	Name of the Course	Course Code
1.	Master in Computer Application	MCA

(*) name of the degree should be B.Tech. and not B.E.

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

- (i) No new institutions shall be eligible to start B.Tech./Under-Graduate Degree level programmes in Bio-technology.
- (ii) There must be a well-established Department in an Institution offering AICTE approved B.E./B. Tech level programmes 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.

A department shall ordinarily be considered well established if at least one batch of graduates have passed out of that Department and the University result for that Department is consistently good (An Institution shall give certified copy of the university result).

- (**) All management programmes (except Exec 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". Eligibility for admission to PGCM will be "Any recognized bachelor degree in any discipline of minimum 3 years duration".
- (#) Executive PGDM will be of minimum 15 months duration and a full time management programme that is meant for executives. The eligibility for admission would be "Any recognized bachelor degree of minimum 3 years duration and a minimum of 5 years relevant managerial/supervisory experience".



4

Approval Process For Establishment Of New Institutions Offering Technical Programmes

(MBA/PGDM /MCA Programmes and Under-Graduate degree level courses in Engineering & Technology/Pharmacy/Architecture/Town Planning/Hotel Management & Catering Technology/Applied Arts & Crafts)

4.1 Requirement of Grant of Approval

No new technical institutions either Government, Government Aided or Private (self financing) shall be started and no new courses or programmes in Technical Education shall be introduced and no increase/variation of intake shall be effected without obtaining prior approval of the Council.

4.2 The Proposal Form can be submitted by

- (a) Registered Societies and Trusts
- (b) Central/State Government Institutions
- (c) Government Aided Institutions

Application/Proposal should be submitted by:

(i)	The Chairman or Secretary of Society/Trust OR
(ii)	The Director of Technical Education/any other Officer designated by the Government in case of Government/Government Aided institution

The applicants fulfilling the following conditions are eligible to apply:

- (i) If the applicant is a Society/Trust, it should have been registered under the Societies Registration Act, The Trusts Act or any similar Act on or before the date of submission of Proposal.
- (ii) The proposal shall be considered only within overall ceiling fixed by the Council subject to compliance of all the requirements as per Norms of AICTE.
- (iii) The land should have been registered in the name of the applicant society/trust on or before the date of submission of Proposal as per the requirements and free from any encumbrances. The proposed institution shall only operate from this registered land or leased land from Govt. source.

4.3 The stages involved in the processing of proposals are described below:

4.3.1 STAGE-I: Submission of Proposal

The Proposal Form and the Check-list can be downloaded from the AICTE website: www.aicte.ernet.in. However, a DD for Rs. 5000/- drawn on a nationalized bank in favour of 'The Member Secretary, AICTE' payable at New Delhi, must be enclosed with the Proposal form, failing which, the Proposal shall not be considered.

The approval process for establishment of new Institutions shall be open ended, allowing the applicant Societies/Trusts to submit proposals any time around the year. **However applications received up to 31st December shall be considered for grant of approval for the following academic year. Applications received after 31st December shall be considered for the next academic year.** The proposal for the new Institution received by the Council shall be valid for three years.

One copy each of the application shall be submitted directly to the affiliating University and the State Govt./UT either in person or through speed post/registered post. Two copies of the application shall be submitted to the concerned Regional Office of AICTE along with the proof of having submitted a copy of the application each to the affiliating University and the State Govt.

The Proposal form shall be submitted along with the following documents:

- ◆ Copy of Registration of Society/Trust along with details of constitution, memorandum of association of the Society/Trust.
- ◆ Copy of letter from Competent Authority as designated by the concerned State Government for classification of land, with respect to its location i.e. Mega City/Metropolitan City/State Capital/Others.
- ◆ Copy of registered land / Govt. leased land, documents in the name of applicant.
- ◆ Copy of building plan of the proposed institution prepared by an Architect and approved from Competent Authority as designated by concerned State Govt./UT.
- ◆ Copy of resolution of the Applicant Society/Trust earmarking land and building for the proposed institution(s).
- ◆ Copy of land use certificate from Competent Authority as designated by concerned State Govt./UT.
- ◆ Details of latest fund position along with photocopy of FDRs, and relevant Bank account available with the applicant for this proposal
- ◆ Detailed Project Report (DPR)

The applicant shall be required to submit a Detailed Project Report (DPR) as per the prescribed format along with Proposal. The DPR should spell out, among other things, the following:

- ◆ Background of Trust/Society with reference to its experience in promoting, managing and operating educational institutions; its legal standing with respect to its registration; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception; its mission and vision.
- ◆ Vision regarding the proposed institution with a time perspective of the first 10 years of its operation.
- ◆ Development plan for the proposed institution spelling out its growth plan over the first 10-year period after its establishment in terms of the phasing of academic programmes, increase in student intake and the introduction of postgraduate and doctoral programmes, if any, and the time schedule for the stage-wise development of the academic infrastructure and other support facilities, including student amenities, such as hostel for students, sports and recreational facilities, and recruitment of faculty.
- ◆ Resource projections and its utilization schedule.
- ◆ Sources of financing of capital and operating expenditure, besides funds generated through student fees.
- ◆ Policy with regards to faculty recruitment, retention and development.
- ◆ Structure of academic and administrative governance.
- ◆ Architectural master plan indicating the land use pattern for the proposed institution.

The DPR shall form the basis for evaluation of the proposal and shall serve as the blue print for proper development of the proposed institution. Application received shall remain valid for 3 years from the date of submission. Only those applications/proposals received before 31st December 2007 would be considered for approval for the academic year 2008-2009. Proposals received after 31st December 2007 would be considered for next academic year 2009-2010 and beyond.



4.3.2 STAGE-II: Verification of checklist and the proposal :

- ◆ The Proposal along with relevant documents and the check list attached to the proposal shall be scrutinized by a committee comprising of two members of concerned Regional Committee including the Regional Officer as convener.
- ◆ The deficiencies if any, shall be communicated by the Regional Office of the Council to the applicant Society/Trust within 15 days from the date of receipt of the proposal under intimation to the AICTE HQs New Delhi.

4.3.3 STAGE-III: Evaluation of Proposal

The Regional Office shall forward a copy of proposal complete in all respects to AICTE HQs at New Delhi within 15 days from the date of receipt of such proposals.

The State Govts and the Affiliating Universities shall forward its views to the Regional Office, within 30 days from the date of receipt of the proposals from the applicant Society/Trust. The State Govt. and the affiliating university, shall provide reasons and justification to substantiate their stand. The views of the concerned State Government/Universities shall be taken into consideration while processing the proposals for establishment of new technical institutions. Accordingly, no separate "No Objection Certificate (NOC)" from the concerned State Govt/ University is required to be submitted to the AICTE by the Applicant Society/Trust.

The Council shall have the right to overrule the recommendations of the State Govt/University while deciding the matters of establishment of new technical institutions.

The proposals shall thereafter be considered by the Hearing Committees to be constituted by the Chairman AICTE, consisting of:

- ◆ An academican/professional of repute as Chairman.
- ◆ Three Expert Members at the level of Professor one of whom shall be the member of the committee of the Regional Committee referred at para 4.3.2 above as members.
- ◆ An Advisor/Director of AICTE Hqs. as Convener.

The Hearing Committee shall be headed by an academican/professional of repute among the members of the above Committee. The Hearing Committee shall meet at least once in a month to process the proposals.

The Applicant Society/Trust shall make a presentation before the Hearing Committee with the following original Documents/ necessary information:

1. Registration document (in original) of the Trust/Society indicating members of Society/Trust and its objective.
2. Land document (s) in original showing ownership in the name of Trust/Society in the form of Registered Sale Deed/Irrevocable Gift Deed (Registered)/Irrevocable Government Lease (in original) (for a minimum period of 30 years) by the concerned authority of Government. In case, the land documents are in vernacular language, Notarized English translation of the documents shall be produced.
3. Land Use Certificate/Land Conversion Certificate allowing the land to be used for educational purpose, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey Nos and a copy of City road map showing location of the proposed site of the Institution.
4. Site Plan, Building Plan in the name of proposed institution prepared by a registered Architect and duly approved by the Competent Plan Sanctioning Authority of the concerned State/UT administration.
5. Proof of adequate working capital (Funds), in the form of either Fixed Deposits in the Bank of latest Bank Statement of Account maintained by the Society/Trust/Applicant. In case the applicant society/ Trust has already constructed the building for the proposed institution, the Hearing Committee may take into account the expenditure already incurred towards construction of building while assessing the requirement of funds for establishment of the institution.

6. Justification and viability of the project as enunciated in the DPR.
7. Khasra plan (master plan) to show that the land is contiguous.

4.3.4 Stage-IV : Issue of Letter of Intent

Based on the recommendations of the Hearing Committee, the AICTE may issue a Letter of Intent (LOI) within 7 days from the date of Hearing Committee meeting, which shall be valid for three years from the date of issue of LOI during which time, the applicant Society/Trust shall obtain Letter of Approval (LOA) from the Council after fulfilling the norms and standards and other conditions prescribed from time to time. On expiry of the 3 year duration, the Applicant Society/Trust shall make a fresh Proposal for issuance of Letter of Intent.

In cases where Letter of Intent is denied for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, the Applicant Society/Trust shall be informed along with grounds of denial.

The Applicant Society/Trust may seek reconsideration of the proposal after rectifying the deficiencies. Such claims shall be verified, at the cost of the Applicant Trust/Society. The requests for reconsideration of the proposal alongwith the fee of Rs. 40,000/- shall be submitted to the concerned Regional Office of the Council.

The requests of reconsideration received from the Applicants shall be forwarded by the concerned Regional Office to the AICTE HQs at New Delhi within 15 days from the date of receipt, which will be placed before the Hearing Committee for reconsideration at its next meeting.

However, the Applicant Society/Trust shall be eligible to seek reconsideration only once. In case the proposal is rejected by the Hearing Committee again the Applicant Trust/Society shall be required to make a fresh Proposal for issuance of Letter of Intent.

In case the Applicant Society/Trust disputes the decision of the Council, it may appeal to an Appellate Committee constituted by the Chairman AICTE from time to time with the following members:

- An educationist/academician of repute as Chairman
- Director of IIT/NIT/IIM* (*for Management Proposals)
- Vice Chancellor of a University
- Advisor (AICTE) as convener

The Appellate Committee shall meet as required.

Based on the recommendations of the Appellate Committee and other relevant information, a final decision shall be taken by the Chairman AICTE on grant of Letter of Intent or otherwise.

In case the proposal is rejected by the Appellate Committee, the applicant/society/trust may make a fresh Proposal for issuance of Letter of Intent.

4.3.5 Stage-V Issue of Letter of Approval

The applicant Society/Trust to whom a Letter of Intent has been issued shall be required to make an application to the Council, **within two months from the date of issue of Letter of Intent (LOI), conveying its readiness for Expert Committee visit along with the following documents:**

- 1) A Non refundable processing fee of Rs 50,000 drawn in favour of the "Member Secretary, AICTE" payable at New Delhi (Government Institutions and Govt. Universities are exempted)
- 2) A Joint Fixed Deposit created for a period of 8 years in favour of the President/ Chairman of the Applicant Society/Trust and the concerned Regional officer of AICTE for an amount as applicable to the category of the institutions indicated below (Government and Government Aided Institutions and Govt. Universities are exempted).



Category of the Institution	Joint Fixexd Deposit
Engineering & Technology	Rs. 35.00 Lakhs
Pharmacy/HMCT/Architecture/Planning/Applied Arts & Crafts/ MCA/MBA/PGDM/PGCM	Rs. 15.00 Lakhs

The original Joint Fixed Deposit receipt shall be kept under the custody of the proposed institution. A copy of the Joint Fixed Deposit receipt shall be submitted to the concerned Regional Office of the AICTE along with an affidavit on non judicial stamp paper of prescribed value stating that the Joint Fixed Deposit shall not be encashed or modified without prior consent of AICTE. The Regional Officer AICTE shall also instruct the concerned Bank not to allow any encashment/modification of fixed deposit and grant of loan against the deposit without the prior consent of AICTE.

The interest accrued on the fixed deposit shall be credited to the concerned institution on yearly basis and shall be utilized for award of scholarships to the students.

The Joint Fixed Deposit shall be permitted to be encashed on expiry of the term of the Fixed Deposit. 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 incase of any violation of norms, conditions, and requirements and/or non-performance by the institution and/or complaints against the institution.

The processing fee and the Joint FDR amount for Minority Institutions may be reduced by 20%

An Expert Committee shall visit **within 15 days from the date of intimation of readiness from the Applicant Society/Trust**, the proposed premises of the institution on payment of requisite processing fee by the applicant Society/Trust and examine the preparedness of the institution to impart quality education as per the norms & standards and conditions prescribed by the Council from time to time.

The Expert Visiting Committee shall comprise of the following members:

- Three Expert members not below the level of Associate Professor/Reader nominated by the Chairman, AICTE
- Expert members one each not below the level of Associate Professor/Reader to be nominated by the State Govt. and the respective Affiliating University
- Concerned Regional Officer or an Officer of the Council as convener to be nominated by the Chairman AICTE.

The Expert Committee shall be headed by an academician/professional of repute from the above committee.

The State Govt/University shall be requested to nominate expert members not below the level of Associate Professor/Reader to participate in the visit. However, if no nomination is received within 15 days, the Council shall complete the visit without the nominees of the State Govt/University.

The applicant institution/trust/society shall be required to make available the following original documents / necessary information to the Visiting Expert Committee as per details in the Expert Committee Report format.

1. A copy of the Proposal submitted to AICTE
2. The Letter of Intent, in original
3. A copy of DPR
4. A copy of the Joint Fixed Deposit along with the copy of affidavit submitted to the Council.
5. Society/Trust Registration documents indicating members of the Society/Trust and its Objectives.

6. Minutes of the Meeting of Society/Trust, pertaining to proposed institution and allocation of land/ building/ funds etc.
7. Original Land Documents.
8. Village Map/Location Map/Index Map/TopoGraphic Sketch/City Road Map.
9. Original Land Use Certificate/Land Conversion Certificate, allowing the land to be used for educational purpose.
10. Original approved Building Plan.
11. Details of built up structure available exclusively for the proposed institute at the permanent site.
12. Architectural Drawing of building construction duly prepared by an Architect and approved by the concerned statutory authority.
13. Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure etc.
14. Floor Plans, Sections and Elevations of all existing Academic building including Area details
15. Phase-wise Plan of construction.
16. Proof of sanction of required electrical load.
17. List of equipment required as per syllabus and equipment available.
18. Stock Register of Equipment/Computers/Softwares.
19. Accession Register for Library Books.
20. Copy of Invoice/Cash Memo for equipments and Library Books.
21. Copy of the advertisement for recruitment of Director / Principal / faculty members
22. List of candidates applied, called and attended the interview.
23. Composition and proceedings of Selection Committee
24. Minutes of Selection Committee for Faculty.
25. List of faculty appointed/identified with qualification and experience.
26. Letter of appointment/offer Letters issued to Director/Principal/Faculty.
27. Detailed Bio-data of Principal/Director.
28. Joining report of the Principal/Director.
29. One page bio data with passport size photograph of the identified / appointed faculty members.
30. Joining report of faculty members appointed/consent letter of identified faculty.
31. Details of the appointment of supporting and administrative staff.
32. Acquittance Register, if any.
33. Fund position/Original FDR and Bank Certificate/Statement.
34. Cash Book of the Society/Trust.



35. Cash Flow statement for the next two years for the proposed institution showing projected expenses and sources of fund, as indicated in DPR.
36. Audited statement of accounts of the Society/Trust for last three years.
37. Photographs (color) of the building attested by the Chairman/Secretary of the Society
38. Video CD (Compatible with "Windows Media Player") indicating the complete physical infrastructure/ facilities and highlighting following:
 - Front side of the entire building.
 - Back side of the entire building
 - Internal portion of the classrooms
 - Internal portion of computer room along with computers
 - Internal portion of laboratories and workshops.
 - Internal portion of principal's room and administrative area.
 - Internal portion of library.
 - Internal portion of faculty room.
 - Amenities area.
39. Copy of the syllabus of concerned affiliating university.

The Report of the Expert visiting Committee shall be placed before EC-Sub-Committee comprising of :

- Vice Chairman of the Council as Chairman.
- Two members of the Executive Committee as members to be nominated by the Chairman AICTE out of which one member shall be the Member Secretary AICTE.

The EC-Sub Committee shall meet at a frequency as required.

The recommendation of the EC Sub-Committee shall be placed before the Chairman, AICTE for a decision on grant of approval for establishment of a new institution or otherwise. The decision of the Chairman shall be placed before the Executive Committee for ratification.

The Letter of Approval shall be issued to the Applicant Society/Trust within 7 days of EC-Subcommittee meeting preferably before May 21st , which shall be valid for two years from the date of issue of letter of approval.

The Letter of Approval (LOA) for the following academic year Shall be issued by 30th June for completed applications received by 31st December of the previous calendar year to those applicants which have fulfilled norms and standards prescribed by the Council for establishment of new institutions. LOA issued on or before 30th June shall be valid for Two academic years including the following academic year for obtaining affiliation with the respective Universities and fulfilling concerned State Government requirement for admission.

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 Applicant Society/Trust may seek reconsideration after rectifying the deficiencies and complying with the norms, standards and conditions prescribed by the Council from time to time. The Applicant institutions, whose cases have been rejected for grant of Letter of Approval (LOA) may submit compliance for reconsideration or may prefer to appeal by 30th May. The requests for reconsideration or appeal received after 30th May will not be considered

for LOA for the current academic year but only for next two academic years. The Applicant shall have only one opportunity for reconsideration or/for making an appeal for issue of LOA for the current academic year. The applicant may submit requests for reconsideration or prefer an appeal after 30th June for consideration for issue of LOA for subsequent academic years.

The Applicant Society/Trust may submit the requests for reconsideration to the concerned Regional Office of the Council along with a fee of Rs. 40,000/- in the form of DD drawn in favour of Member Secretary AICTE payable at New Delhi.

In case the Applicant Society/Trust disputes the decision of the Council it may appeal to an Appellate Committee constituted by the Chairman AICTE from time to time with the following members:

- An educationist/academician of repute as Chairman
- Director of IIT/NIT/IIM* (*For Management Proposals)
- Vice Chancellor of a University
- Advisor (AICTE) as convener

Based on the Recommendations of the Appellate Committee and other relevant information, a final decision shall be taken by the Chairman, AICTE on grant of "approval" or otherwise on establishment of new technical institution within 7 days of the meeting of the Appellate Committee not later than 30th June. The decision of the Chairman shall be placed before the Executive Committee for ratification.

Cases where approval is denied on the recommendations of the Appellate committee due to non-fulfillment of norms & standards, and conditions as are stipulated by the Council, grounds of denial shall be communicated to the concerned Applicant Society/Trust.

In case the proposal is rejected Applicant Society/Trust shall make a fresh Proposal for issuance of Letter of Intent.

The decision on grant of approval or otherwise shall be communicated to the Applicant Society/Trusts/Institutions throughout the year. However, the applicants whose applications received at the Council on or before 31st December 2007 and the Letters of Approval issued on or before 30th June 2008 shall be eligible for starting of new institutions for the academic year 2008-09. All other Letters of Approval issued for the applications received after 31st December 2007 and/or the Letters of Approval issued after 30th June 2008 shall be eligible for starting the new institutions from the next academic year i.e. 2009-10 or beyond. It shall be the responsibility of the Applicant Society/Trusts/Institutions to obtain necessary affiliation/permission from the concerned affiliating University/State Govt. etc. as per the prescribed schedule of the University/Admission Authority etc. Thereafter the Applicant Society/Trusts shall furnish information about commencement of institution within in 30 days to AICTE for updating its database. The institution is required to submit compliance report every year for extension of approval for the subsequent years, once the programme commences.



5

Extension of Approval to Existing Technical Institutions

(MBA/PGDM/MCA Programmes and Post-Graduate and Under-Graduate degree level courses in Engineering & Technology/Pharmacy/Architecture/Town Planning/Hotel Management & Catering Technology/Applied Arts & Crafts)

5.1 Requirement of Grant of Approval

No existing Government, Government Aided or Private (self financing) technical institutions whether affiliated or not affiliated to a University shall conduct any technical course/programme without obtaining prior approval of the Council.

5.1.1 APPROVAL PROCESS FOR PROCESSING PROPOSALS FOR EXTENSION OF APPROVAL OF EXISTING TECHNICAL INSTITUTIONS :

- (a) The AICTE approved technical Institutions shall submit two copies of Compliance Report (also a soft copy on CD) in the prescribed format along with mandatory disclosure information and a demand draft towards processing fee of Rs 40,000 drawn in favour of "Member Secretary, AICTE" payable at New Delhi to the concerned Regional Office of the Council by 31st August every year.
- (b) The institution shall also submit an undertaking in the prescribed format stating that the information provided in the compliance report is factual and correct and that the Council can take appropriate action, including withdrawal of approval and appropriate legal action, if found that any information provided in the compliance report is false.
- (c) The Compliance Reports and other relevant documents submitted by the AICTE approved technical institutions shall be forwarded to AICTE HQs New Delhi by the Concerned Regional Office of the Council.

5.1.2(a) The compliance reports shall be processed through an Appraisal Committee comprising of:

- Three Expert members not below the level of Associate Professor/Reader in the concerned subject/ fields/area of specialization or equivalent from R&D organizations or from the Industry not below the rank of Scientist (F) and General Manager respectively.
 - Two members of the Regional Committee including the Regional Officer to be nominated by the Chairman AICTE,
 - An Officer of the Council as convener
- (b) The Appraisal Committee shall be headed by an academician/ professional of repute from the above Committee.

5.1.3(a) The recommendations of the Appraisal Committee shall be placed before the Vice Chairman/ Chairman AICTE for a decision on continuation of approval or otherwise. The above decision shall be placed before the Executive Committee for ratification.

- (b) The approval granted to all existing technical Institutions shall be communicated to the concerned affiliating University/State Govt./Trust/ Institution by 31st March every year.
- (c) In those cases where extension of approval is denied / intake is reduced for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, grounds of denial shall be communicated to the institutions and authorities concerned.

- (d) The Applicant Institution may seek re-consideration for restoration of intake after rectifying the deficiencies and complying with norms standards and conditions prescribed from time to time.
- (e) The request for reconsideration should be submitted by the applicants to the concerned Regional Office of the Council. The requests for reconsideration shall be forwarded to AICTE Headquarters, New Delhi by the concerned Regional Office within 15 days from the date of receipt. The Council may decide to depute an Expert Visiting Committee for verifying the claims made by the Applicant Society/Trust, whose recommendations shall be placed before Vice Chairman/Chairman with the recommendations of the Appraisal Committee. All costs incurred on this account shall be borne by Applicant Institution.

5.1.4 (a) In case the Applicant Society/Trust disputes the decision of the Council it may appeal any time and the appeal shall be heard by an Appellate Committee constituted by the Chairman AICTE from time to time with the following members:

- An educationist/academician of repute as Chairman
- Director of IIT/NIT/IIM* (*For Management Proposals)
- Vice Chancellor of a University
- Advisor (AICTE) as convener

The Appellate Committee shall meet quarterly.

Based on the Recommendations of the Appellate Committee and other relevant information, a final decision will be taken by the Chairman, AICTE on behalf of the Council for grant of “Extension of approval” or other wise. The decision of the Chairman shall be placed before the Executive Committee for ratification.

AICTE may carry random visits round the year any time with or without notifying the dates for verifying the status of the Institutions to ensure maintenance of norms and standards.

AICTE may cause to conduct inspections with or without notifying the dates in cases where specific complaints of mis-representation, violation of norms and standards, mal-practices etc. are reported to verify the facts. AICTE shall take appropriate punitive actions for any violations on false information furnished to it.

5.1.5(a) The technical institutions shall publish an information booklet before commencement of the academic year giving details regarding the institution and courses/programmes being conducted and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet shall be made available to the stakeholders of the technical education on cost basis. The information shall be revised every year with updated information about all aspects of the institution.

- (b) It shall be mandatory for the technical institutions to maintain a Web-site providing the prescribed information. The website information must be continuously updated as and when changes take place.
- (c) If a Technical Institution fails to disclose the information or suppress and/or misrepresent the information, appropriate action including withdrawal of AICTE approval could be initiated.



6

Introduction of New Courses or Programmes and/or Variation/Increase in Intake of the Existing Courses in AICTE-Approved Technical Institutions

6.1 Requirement of Grant of Approval

No Government, Government Aided or Private (self financing) technical institutions shall conduct courses or programs in Technical Education and no new courses or programs shall be introduced and no increase and/ or variation of intake in the existing Courses/Programmes shall be effected at any levels in the field of 'Technical Education' without obtaining prior approval of the Council.

6.2 The stages involved in the processing of proposals are described below :

6.2.1 Stage-I Submission of Proposals

One copy each of the application shall be submitted directly to the affiliating University and the Sate Govt./UT either in person or through speed post/registered post. Two copies of the application shall be submitted to the concerned Regional Office of AICTE along with the proof of having submitted a copy of the application each to the affiliating University and the State Govt.

The AICTE approved technical Institutions may submit "any time" round the year, a proposal in the prescribed format (two copies) along with **proof of submitting a copy each to State Govt./UT and Affiliating University and the following documents** to the concerned Regional Office of the Council for grant of approval for introduction of new courses or programmes and/or increase in intake and/or variation in the intake capacity. **However applications received up to 31st December shall be considered for grant of approval for the following academic year. Applications received after 31st December shall be considered for the next academic year.**

- ◆ A copy of Compliance Report and Mandatory Disclosures submitted to the Council.
- ◆ Detailed Project Report along with the documents notified in Approval Process Handbook.
- ◆ Processing Fee of Rs. 40,000/- (Rupees Forty thousand only) by means of a Demand Draft drawn on a nationalized bank in favour of The Member Secretary, AICTE, New Delhi payable at New Delhi

6.2.2 Stage-II : Verification of checklist in the proposal :

The Proposal and the check list attached to the proposal shall be scrutinized by a Committee comprising of two members of concerned Regional Committee including the Regional Officer as convener.

The deficiencies if any, shall be communicated by the Regional Office of the Council to the applicant Institution within 15 days from the date of receipt of the proposal under intimation to the AICTE HQs New Delhi.

6.2.3 Stage-III : Evaluation of Proposal

The Regional Office shall forward a copy of the proposal complete in all respects to AICTE HQs at New Delhi within 15 days from the date of receipt of such proposals.

The State Govt./UT and the Affiliating University shall forward its views within 30 days from the date of receipt of the proposals from the **Applicant Society/Trust/institution**. The State Govt./and the affiliating university shall provide reasons and justification to substantiate their stand. The views of the concerned State Government/Universities shall be taken into consideration while processing the proposals for grant of approval for introduction of new courses or programmes and/or increase/ variation in the intake capacity. Accordingly, no separate No Objection Certificate (NOC) from the concerned State Govt./ University is required to be submitted to the AICTE by the Applicant Society/Trust.

The Council shall have the right to overrule the recommendations of the State Govt/University while deciding the matters of approval for introduction of new courses or programmes and/or increase/ variation in the intake capacity.

6.2.4 Stage-IV: Evaluation of Proposals by the Hearing Committee

- (a) The proposal shall thereafter be considered by following Hearing Committee to be constituted by the Chairman AICTE:
- ◆ An academican/professional of repute as Chairman.
 - ◆ Three Expert Members at the level of Professor one of whom shall be the member of the committee of the Regional Committee referred at para 6.2.2 above as members.
 - ◆ An Advisor/Director of AICTE Hqs as Convener.
- (b) The Hearing Committee shall be headed by an academican/professional of repute among the members of the above Committee.

6.2.5 The Hearing Committee shall meet at least once in a month to process the proposals.

The Hearing Committee shall consider the application scrutinized by the Committee referred at 6.2.2 along with the soft copy of Compliance Report and Mandatory Disclosure, Detailed Project Report, information as per prescribed format and other relevant documents submitted by the institutions.

6.2.6 Stage-IV: Issuance of Letter of Approval for New Courses or Programmes and / or increase and /or Variation of intake in the existing courses/ programmes or Otherwise

- a) The Hearing Committee based on information furnished by the Institution may decide:
- (i) To recommend to the AICTE for approval, or
 - (ii) To recommend to the AICTE for the visit of the Expert Committee
 - (iii) To recommend to the AICTE for rejection showing relevant grounds for such rejection.
- b) In case, it is decided to depute an Expert Committee, the Expert Committee shall comprise of the following members:
- ◆ Three Expert members not below the level of Associate Professor/Reader nominated by the Chairman, AICTE
 - ◆ Expert members one each not below the level of Associate Professor/Reader to be nominated by the State Govt. and the respective Affiliating University
 - ◆ Concerned Regional Officer or an Officer of the Council as convener to be nominated by the Chairman AICTE.

The Expert Committee shall be headed by an academican/professional of repute from the above committee.



The State Govt/University shall be requested to nominate expert members not below the level of Associate Professor/ Reader to participate in the visits. However, if no nomination is received within 15 days, the Council shall complete the visit without the nominees of the State Govt/University.

- (c) The recommendations of the Expert Committee shall be placed before the Hearing Committee and subsequently to the Vice Chairman/ Chairman AICTE for a decision on introduction of new courses/programmes and/or increase/variation of intake capacity. The decision shall be communicated to the Applicant Institutions within 7 days of the date of the meeting of Hearing Committee. The above decision shall be placed before the Executive Committee for ratification.

6.2.7 The approval accorded by the AICTE shall be valid for two academic years from the date of issue of letter of approval. The approval so accorded, based on applications received up to 31st December and which fulfill Council's norms and standards for introduction of New Course (s)/Variation in intake/increase in intake, shall be valid for TWO academic years including the following academic year for obtaining affiliation with the concerned University and fulfilling State Governments requirements for admission. The Letter of Approval for applications received after 31st December shall not be valid for the following academic year, but valid for next two academic years.

- (a) In those cases where approval is denied for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, grounds of denial shall be communicated to the concerned institutions.
- (b) The Applicant Institution may seek re-consideration after rectifying the deficiencies and complying with norms standards and conditions prescribed from time to time.
- (c) The applicant institution may submit requests for reconsideration to the concerned Regional Office of the Council along with a fee of Rs. 40,000/- in the form of DD drawn in favour of "Member Secretary, AICTE" payable at New Delhi.
- (d) The requests for reconsideration submitted by the Applicant shall be forwarded by the concerned Regional Office to AICTE Headquarters within 15 days of receipt. The Council may decide to depute an Expert visiting committee for verifying the claims made by the Applicant Society/Trust, whose recommendations shall be placed before the Hearing Committee and subsequently before the Vice Chairman/Chairman of the Council.
- (e) However the Applicant Institution shall be eligible to seek reconsideration only once. In case the Proposal is rejected the applicant institution shall make a fresh applicant for grant of approval for introduction of new courses/programmes and/or increase/variation in intake capacity.

6.2.8 In case the Applicant Society/Trust disputes the decision of the Council it may appeal any time and the appeal shall be heard by an Appellate Committee constituted by the Chairman AICTE from time to time with the following members:

- ◆ An educationist/academician of repute as Chairman
- ◆ Director of IIT/NIT/IIM* (*For Management Proposals)
- ◆ Vice Chancellor of a University
- ◆ Advisor (AICTE) as convener

Based on the Recommendations of the Appellate Committee and other relevant information, a final decision will be taken by the Vice Chairman/ Chairman, AICTE on behalf of the Council for grant of "approval" or otherwise for introduction of new courses or programmes and/or increase in intake and/or variation in the intake capacity. The decision shall be communicated to the applicant institution within 7 days of the meeting of the Appellate Committee. The decision of the Chairman shall be placed before the Executive Committee for ratification.

6.2.9 Cases where approval is denied on the recommendations of the Appellate committee due to non fulfillment of norms, & standards and conditions as are stipulated by the Council, grounds of denial shall be communicated to the concerned Applicant Institution.

Incase the proposal is rejected based on the recommendations of the Appellate Committee, the Applicant Society/Trust shall make a fresh Proposal for grant of approval for introduction of new courses/programmes and/or increase/variation in intake capacity.

6.2.10 The decision on grant of approval or otherwise shall be communicated to the Applicant Society/Trusts/ Institutions throughout the year. However, the applicants whose applications received at the Council on or before 31st December 2007 shall be eligible for starting of new programmes/increase/variation in intake for the academic year 2008-09. All other Letters of Approval issued for the applications received after 31st December 2007 shall be eligible for starting of new programmes/increase/variation in intake from the next academic year i.e. 2009-10 or beyond. It shall be the responsibility of the applicant institutions to obtain necessary affiliation/permission from the concerned affiliating University/State Govt. etc. as per the prescribed schedule of the University/Admission Authority etc. Thereafter the Applicant Society/Trusts shall furnish information about commencement of programme within 30 days to AICTE for updating its database.

AICTE may carry out, random visits round the year anytime for verifying the status of the institutions to update its database and ensure maintenance of Norms and Standards.

AICTE may also conduct from time to time Inspections with or without notifying dates in such cases where specific complaints of misrepresentation, violation of norms and standards, mal-practices etc. are received to verify the facts, AICTE shall take appropriate punitive actions for any violations on false information furnished to it.



7

Procedure for Permitting AICTE Approved Institutions to Admit Foreign Students/Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries

7.1 Eligibility to Admit Foreign Students/Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries

Institutions fulfilling following criteria shall be eligible to apply for approval of AICTE for admitting students of Foreign Nationals/Persons of Indian Origin (PIOs) and Children of Indian workers in Gulf Countries.

- The Institutions should be able to provide suitable hostel/residential accommodation to the Foreign Students/Persons of Indian Origin (PIOs).
- The teacher student ratio in the technical department/section where Foreign Nationals/Persons of Indian Origin are admitted should not be below 1:15.
- Institutions should have a modern library as per norms and standards of AICTE with multi-media facilities.
- The total built up area of the institution (excluding hostels and residential areas) should not be less than 12.5 sq.m. per student.
- The Institute and its hostels should have proper approach road, good environment, sufficient water supply and an arrangement for generators in absence of normal, supply of electricity.
- The concerned institution should not have been put under “No Admission” or “Reduced Intake” category by AICTE during the last 3 years.
- The institute should be functioning at least for a period of 5 years after AICTE approval.
- The results of the last two years for final year students should not less than 75%, calculated based on Number of students appeared in the final examination.
- The applicant Institution shall submit an undertaking in the prescribed format regarding compliance of prescribed conditions.
- An Expert Committee constituted by AICTE, New Delhi shall visit the Institute at the cost of the Institute.
- Based on the Report of the committee, final decision will be taken by AICTE, New Delhi.
- The institution shall submit a Compliance Report giving the details of faculty and other facilities in the institution every year for renewal of the eligibility for admitting Foreign Students/Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries.

8

Duration and Entry Level Qualifications for the Technical Programmes

8.1 Under Graduate Degree Programmes

Sl	Type of the Programme	Duration	Minimum Qualifications for Admission
1.	Engineering & Technology	4 Years	Should be a pass in 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects: "Chemistry/Biotechnology/ Computer Science/ Biology".
2.	Pharmacy	4 Years	Should be a pass in 10+2 examination with Physics and Chemistry as compulsory subjects along with one of the following subjects: "Mathematics/Biology/Bio-Technology/Computer Science".
3.	Architecture/Town Planning	5 Years	Should be a pass in 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 be a pass in 10+2 examination.
5.	Applied Arts & Crafts	5 years	Should be a pass in 10+2 examination.

The candidates will, however, be required to qualify at the Entrance Test in all subjects as per requirements of the Entrance Test.

8.2 Post-Graduate Programmes

Sl	Type of the Programme	Duration	Minimum Qualifications for Admission
1.	PGDM/MBA	2 Years (Full-time) 3 Years (Part-time)	Any recognized Bachelor's Degree in any discipline of minimum 3 years duration.
2.	PGCM	1 Years & more and less than 2 years	Any recognized bachelors degree in any discipline of minimum 3 years duration
3.	Executive PGDM	15 months (Full Time)	Any recognized Bachelors degree in any discipline of minimum 3 years duration and a minimum of 5 years relevant managerial/supervisory experience.
4.	MCA	3 Years (Full-time)	Any recognized Bachelor's Degree in any discipline of minimum 3 years duration with Mathematics at 10+2 level.
5.	M.E./M.Tech.	2 years	Bachelor's degree or equivalent in relevant field
6.	M.Pharm	2 years	B.Pharm or equivalent degree
7.	M.Arch	2 years	B.Arch or equivalent degree



9

Policy Decisions of the Council with regard to Approval Process

9.1 Period of Approval

For new technical institutions, the period of approval should be initially for one year and subsequent extension of AICTE approval will not exceed more than 5 years at a time. The permanent approval to any technical institution or course/programme in Technical Institution may be accorded through the process of Recognition as per provision of Section 10 (u) of the Act.

9.2 Institution(s) which started without the Approval of AICTE

Any Technical Institution, which has already started, and wishes to submit an application/proposal, will be considered as new Technical Institution requiring the same procedure for submission and processing of application/proposal. If AICTE 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 from AICTE, will have to be readmitted as per laid down procedure for admission from the beginning of first year after AICTE approval. Students, who are admitted prior to AICTE approval, will not have any right for re-admission and will have to fulfill all the requirements for admission.

9.3 Rationalized Nomenclature of Courses

Rationalized nomenclature of courses shall be as decided by the Competent Authority in AICTE from time to time based on recommendations of the concerned Board of Studies of AICTE.

9.4 Name of Institutions

The use of word 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/HIT/AICTE/UGC shall not be permitted. Any Institution which is already functioning with the names using the above words shall submit its application for approval of revised name by AICTE, failing which, AICTE may withdraw its approval.

The above restrictions will not be applicable for those institutions which are established with the name approved by the Govt. of India.

Name of the "Technical Institution" for which approval is accorded by AICTE shall not be changed without the approval of AICTE. AICTE may permit the change of name as per laid down procedure.

9.5 Change of name of Society

Name of the Society/Trust, Memorandum of Association and rules are not allowed to be changed without prior approval of AICTE.

9.6 Institutions Functioning on Temporary Location/Site

All Technical Institutions which are functioning in temporary location/site will have to either shift to its approved permanent site with proper building(s) and other facilities as per requirement before March 31, 2008, or be closed down from the academic year 2008-2009 and the students admitted to such institutions may be shifted to other approved Technical Institutions in consultation with concerned State Govts./UT Administration and Affiliating Bodies.

9.7 Creation of Facilities after the Visit of Expert Committee

Creation of facilities/removal of deficiencies/compliance with conditions/fulfillment of requirement by any Technical Institutions after the date of visit of an Expert Committee and/or, after a date specified by AICTE, may be considered only for the next academic year.

9.8 Effective Date for approval

The Act has no provision for retrospective Approval. All approval for establishment of new Institutions/introduction of new courses or programmes in Technical Education/variation in Intake capacity and Recognition shall be with prospective effect.

9.9 Conduct of Courses other than those approved by AICTE in Technical Institution (s)

AICTE approves the Technical Institutions/Courses on the basis of Norms & Standards specified for these courses. Since these Norms & Standards specify the minimum requirement for establishment of technical institution to run specified courses, any course other than those specifically approved by AICTE cannot be run in the same premises sharing the same facilities.

9.10 Compliance Report

Any compliance report submitted by a Technical Institution indicating creation of facilities/removal of deficiencies/conditions/fulfillment of requirement by a specified date, may be verified by AICTE. The manner in which such Compliance reports are submitted and the method of verification, shall be decided by the AICTE.

9.11 Status of Courses not mentioned in Approval Letter

If any institution submits Proposal to conduct several courses and AICTE decides, after processing the Proposal as per laid down procedure to accord approval for some specified courses (s) with specified intake capacity for each course which is/are less than the number of courses proposed and/or less than the intake proposed for each course, the course and/or the proposed intake for which approval is not accorded, will automatically stand rejected, whether a separate Rejection Letter is issued or not.

9.12 Approval received by an Institution after the last date of Admission

a) The decision on grant of approval or otherwise for establishment of new institution shall be communicated to the Applicant Society/Trusts/Institutions throughout the year. However, the applicants whose applications received at the Council on or before 31st December 2007 and the Letters of Approval issued on or before 30th June 2008 shall be eligible for starting of new institutions for the academic year 2008-09. All other Letters of Approval issued for the applications received after 31st December 2007 and/or the Letters of Approval issued after 30th June 2008 shall be eligible for starting the new institutions from the next academic year i.e. 2009-10 or beyond. It shall be the responsibility of the Applicant Society/Trusts/Institutions to obtain necessary affiliation/permission from the concerned affiliating University/State Govt. etc. as per the prescribed schedule of the University/Admission Authority etc.

b) The decision on grant of approval or otherwise for starting of new programmes/increase/variation in intake shall be communicated to the Applicant Society/Trusts/Institutions throughout the year. However, the applicants whose applications received at the Council on or before 31st December 2007 shall be eligible for starting of new programmes/increase/variation in intake for the academic year 2008-09. All other Letters of Approval issued for the applications received after 31st December 2007 shall be eligible for starting of new programmes/increase/variation in intake from the next academic year i.e. 2009-10 or beyond. It shall be the responsibility of the applicant institutions to obtain necessary affiliation/permission from the concerned affiliating University/State Govt. etc. as per the prescribed schedule of the University/Admission Authority etc.

9.13 MCA and MBA courses in an Approved existing Engineering Institution

The existing Engineering Institutions which are already conducting at least one IT related course (Applied Electronics & Instrumentation or Computer Science & Engineering or Electrical Engineering/Electrical & Electronics



Engineering or Electronics & Communication Engineering or Information Technology or Instrumentation & Control), may apply for MCA as an additional course, without the requirement of additional land, but after creating additional built up space and facilities in a separate department for MCA course, as per AICTE norms. The institution may also apply for MBA as an additional course, in the second year of its establishment, after creating additional built up area and facilities in a separate department for MBA as per AICTE norms.

MCA and MBA as Additional Courses for the existing Engineering Institutions may be considered by AICTE with maximum limit for courses and annual intake given below, subject to compliance of all the Norms & Standards of AICTE, by the applicant. The Institution has to submit Joint Fixed Deposit for the MCA and MBA Course, even if they are started as an Additional Course in an existing Engineering Institution.

Year	Engg. & Tech. Courses (excluding MBA & MCA)		Engg. & Tech. Courses (including MBA & MCA)	
	Maximum Annual Intake for the Institution	Maximum Number of courses	Maximum Annual Intake for the Institution	Maximum Number of Courses
First Year	240	4	240	4
Second Year	300	5	300 + (60)**	5+ MCA or MBA
Third Year	360	6	360 + (60+60) **	6+ MCA+MBA
Fourth Year	420	6	420 + (60 +60)**	6+ MCA+MBA
Fifth Year	420	6	420 + (60 + 60) **	6 + MCA + MBA
Sixth Year	*	*	*	*

(*) Further increase can be considered after accreditation of at least two programmes in an institution.

(**) MBA & MCA as an additional course can be introduced only with an initial annual intake of 60 provided there is full preparedness in terms of space, faculty, library, computers etc.

9.14 MBA/MCA as additional courses in existing MCA/MBA approved standalone institutions respectively

The existing MBA institutions may apply for Introduction of MCA as an additional course after creating additional built up space and facilities in a separate department in MCA without the requirement of additional land. Similarly the existing MCA institutions may apply for Introduction of MBA as an additional course after creating additional built up space and facilities in a separate department in MBA without the requirement of additional land. The requirement of DPR, RGPF, built up space, faculty and other norms shall be mandatory for giving additional course of MBA to MCA institution and MCA to MBA institution as required in the Engineering Institutions for starting MBA/MCA as additional course.

9.15 Excess Admission

Excess admissions over the sanctioned intake shall not be allowed under any circumstances. In case any excess admission is reported to the Council, appropriate penal action will be initiated against the institution.

9.16 Penalty Clause

Those institutes who have not submitted compliance report by 31 August 2007 (for the grant of extension of approval for the academic year 2008-09) after addressing the duly pointed out deficiencies in their respective institutes shall have to pay a penalty of Rs 10,000/- (Rupees ten thousand only) for submitting the compliance report after the indicated cut-off date.

9.17 Number of Maximum permissible Courses and Annual Intake

Number of course (s) and/or variation in annual intake may be considered with maximum limit given below,

Year	Engg. & Tech.		MCA	MBA/ PGDM	Arch. & Town Plng.	Phar.	HMCT	Applied Arts & Crafts
	Intake	Courses	Intake	Intake	Intake	Intake	Intake	Intake
First Year	240	4	60	60	40	60	60	60
Second year	300	5	60	60	40	60	60	60
Third Year	360	6	60	120#	40	60	60	60
Fourth Year	420	6	120#	120#	40	60	60	60
Fifth Year	420	6	120#	120#	40	60	120	120
Sixth Year	*	*	*	*	***	**	**	**

Subject to compliance of all the Norms & Standards of AICTE, by the Applicant:

- * Further increase can be considered after accreditation. [at least 2 (two) courses in engineering (preference will be given to increase in strength of accredited courses.)]
- ** No further increase
- *** Further increase can be considered in multiples of 40.
- # For stand alone MBA/MCA institutions

Note: The size of class shall be 60 for each course except Architecture/Town Planning wherein it shall be 40.

9.18 Policy regarding Barrier Free Environment for Physically Disabled Persons.

In pursuance of the decision taken by the EC in its 46th meeting held on 03/09/2003 the Council vide circular F.No. 38-07/legal/2003 dated 29/09/2003 has issued a policy regarding barrier free environment for physically disabled persons.

9.19 Tax Deduction at Source (TDS) Certificate

The Council vide circular F. UG/Regional/2002-03/01 dated 22/10/2003 informed all technical institutions to implement AICTE pay scales to all faculty members. In this regard all technical institutions must forward a copy of TDS certificate in respect of income tax deducted from the salary of faculties to the Council.

9.20 Procedure for Change of Name of an Institution

- 1) The Institution shall send a written request to the concerned Regional Officer of AICTE along with No Objection Certificate (NOC) of the State Govt. and Affiliating University.
- 2) The Regional Officer shall forward the Proposal along with his comments/recommendations to AICTE, New Delhi for final decision.

9.21 Procedure for change of Category of an Institution

- 1) If an institution wishes to change its category from Self-financing to Aided/Govt. etc. or vice versa, it may submit a proposal to the concerned Regional Office along with No Objection Certificate from the State Govt. and Affiliating University.
- 2) The Concerned Regional Officer shall forward the proposal to AICTE, New Delhi along with his/her recommendations for final decision.



9.22 Procedure for Change of Site and Norms Concerning Land and Building on New Site

Change of location/Station may be permitted after getting "No Objection Certificate" (NOC) from the concerned State Govt./UT Administration and Affiliating Body, by the Competent Authority in AICTE as per laid down procedure subject to the fulfillment of Norms and Standards of AICTE. No request/ representation/Proposal for change of site will be considered after submission of application/proposal for establishment of a new Technical Institution, till the completion of at least two years after a new institution is started with the approval of AICTE. No partial shifting of institution to a different site shall be permitted.

The following procedure shall be followed:

The applicant shall have to submit a Proposal along with the following documents in original in one lot to the concerned Regional Office of AICTE:

- Registration document of the Trust/Society indicating members of Society/Trust and its Objectives.
 - Land document(s) in original for the new site showing ownership in the name of Trust/Society in the form of Registration Sale Deed/Irrevocable Gift Deed (Registered)/Irrevocable Government Lease (for a minimum of 30 years) by concerned authority of Government. In case, the land documents are in vernacular language, Notarized English translation of the document must to be produced.
 - Land Use Certificate/Land Conversion Certificate for the new site allowing the land to be used for educational purpose, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey Nos. and a copy of city map showing location of proposal site of the institution.
 - Site Plan, Building Plan for the new site prepared by a registered Architect and duly approved by the Competent Plan Sanctioning Authority designated by the concerned State.
 - Proof of completion of the building structure at the new site as per approved Engineering & Architectural Building Plan, in the form of Color photographs giving External and Internal views.
 - An undertaking by the Institution stating that the change shall not affect the admission procedure and the fee that a student has to pay.
1. The Proposal along with documents will be scrutinized by the concerned Regional Office of AICTE and the original documents shall be returned to the Institution. The report of the verification of documents shall be forwarded to AICTE HQ's for further necessary action including arranging Expert Committee visit. An Expert Committee will visit at the cost of the institution if the documents are found in order. The Buildings and required built-up space should be ready before the visit of Expert Committee. All the documents required as mentioned earlier shall be produced in original before the Expert Committee for verification. Color photographs of the building attested by the authorized signatory of the applicant and a Video CD indicating the following shall also be handed over to the Expert Committee:
- Front side of the entire building in close views.
 - Back side of the entire building in close view.
 - Internal portion of at least one classroom.
 - Internal portion of computer room along with computers.
 - Internal portion of entire institute with institution's name board in close view.
 - Internal portion of one laboratory.
 - Internal portion of Principal's room
 - Internal portion of library
 - Internal portion of faculty room.

2. Based on the report of the Expert Committee and other documents, final decision shall be taken by AICTE New Delhi

9.23 Procedure for Closure of Institution/Courses

AICTE Approved Institutions/ courses are not permitted to be closed without obtaining prior approval from AICTE. Closure of the Courses/institution may be considered by the Council on case to case basis after getting "No Objection Certificate" (NOC) from the concerned State Govt./UT Administration and Affiliating Body.

The following procedure shall be followed:

The applicant institution/society/trust shall submit a Proposal along with the following documents in one lot to the concerned Regional Office of AICTE:

- Copy of the latest AICTE approval letter indicating the details of the Courses/ programmes/ location of the institution etc.
- Justification for closure of the Institution/Courses.
- Resolution/decisions of the Society/Trust/Institution regarding closure of the Institution/Courses .
- No Objection Certificate from the Concerned State Govt/UT and the Affiliating University for closure of institutions/ courses.
- Details of the Land, buildings and other assets available with the institution.
- Details of the dues and liabilities arising out of the closure of the Institution/Courses.
- Details of the existing faculty and other employees working in the institution.
- Details of admissions made during past three years
- Details of students undergoing the studies as on date.
- Details of the RPGF/Joint FDR made with AICTE/State Govt./ University for establishment of the Institution.
- An undertaking on a non judicial stamp paper by the Institution stating that the Society/trust/Institution is liable for all consequences including the settlement of all dues to the faculty, employees and students and other agencies, arising out of the closure of the Institution/Courses..

An Expert Committee may visit the Institution to ascertain the feasibility of closure of the Institution/Courses and also to assess the liabilities arising out of such closure.

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 consequent upon closure of the Institution/courses.

Based on the recommendations of the expert committee a decision shall be taken by the Chairman AICTE.

9.24 Age relaxation for Professor in technical Education Institutions

Keeping in view the paucity of qualified personnel at the level of Professors in technical education, it has been decided to relax the existing age limit of 65 years to 70 years for a period of 2 more years w.e.f. 17.08.07.

9.25 Land requirement

It has been decided that all technical education institutions would be required to possess land as per the existing norms only and institutions established in the past when the land requirement was much higher,



would also be expected to confirm to the land norms. For instance, Rural Engineering Colleges with 25 acres of land would be required to possess land as per existing norms i.e. 10 acres.

9.26 Prohibition of Ragging in Technical Institutions

The ragging in educational institutions in any form is banned under law. All the AICTE approved institutions must ensure that ragging does not take place at their campuses in any form. Should such a case be reported or brought to the notice of the AICTE, then the Council shall take necessary action including withdrawal of approval.

9.27 Establishment of New Technical Institutions in North-Eastern States

20% relaxation is allowed in FDR amount and processing fee for establishment of new technical institutions in North-Eastern States.

9.28 Establishment of New Technical Institutions for Women

For establishment of new technical institutions exclusively set up for women certain norms have been relaxed which are as follows:

- a. Land: For the technical institutions exclusively set up for women, the land norms prescribed for establishment of all other Technical Institutions have been relaxed up to 50% in rural category and 20% in Metro & State Capital category and 10% in Mega Cities category.
- b. FDR and Processing Fee: 20% relaxation are allowed in FDR amount and processing fees for establishment of new technical institutions exclusively set up for women.
- c. Built up area & Number of courses and intake: The total built up area required for setting up of new institutions are as per existing norms. However, to start with institutions for women will be allowed up to 5 courses with total annual intake of 300 with each course intake not exceeding 90.
- d. Single window system for processing proposals: Two copies of the application shall be submitted to the Member Secretary, AICTE along with a proof of having submitted a copy of the application each to the affiliating University and State Government and a Demand Draft of Rs.5000/- drawn on a nationalized bank in favour of "The Member Secretary, AICTE" payable at New Delhi. One copy of the application shall be directly submitted each to the affiliating University and the State Government either in person or through Speed/Registered Post.

10

Tuition Fee Waiver scheme for Women, Economically backward and Physically Handicapped Meritorious Students

The AICTE has been empowered under Section 10(e) of AICTE Act to formulate schemes for promoting technical education for women, handicapped and weaker sections of the society. In compliance with these provisions under the AICTE Act, it has been decided to introduce Tuition Fee Waiver scheme for women, economically backward and physically handicapped meritorious students in technical institutions.

I Applicability:

The proposed scheme shall be applicable to the Students of all AICTE approved technical Institutions offering;

- a) Bachelors programmes in Engineering, Pharmacy, HMCT, Architecture and Applied Arts and Crafts.
- b) Diploma Programmes of three years duration in all disciplines.

The Scheme is proposed initially for Under-graduate and Diploma Programmes. The scheme will be voluntary in nature.

II Purpose:

The scheme is proposed to provide Tuition Fee Waiver to women, economically backward and physically handicapped meritorious students pursuing degree/diploma level technical education covering degree programmes in Engineering & Technology, HMCT, Pharmacy, Architecture, Applied Arts and Crafts and Diploma Programmes in the above disciplines.

III Amount of waiver:

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

IV Method of implementation:

Under the Scheme, the Competent Authority for admissions shall be the same as for regular admissions. And Institutions shall provide tuition fee waiver up to 10 percent of its sanctioned intake of students. Typically for every 60 sanctioned intake in a branch/discipline of study, tuition fee waiver shall be given to two woman candidates, three economically weaker students (Annual income of Parents/Guardians less than Rs. 2.50 lakhs from all sources) and one physically handicapped students based on merit. In the event of non-availability of students in a specific category as above, the benefit will be given to any other candidate of other categories according to merit. An award letter in this respect shall be issued by the respective Institution with the approval of the Competent Authority for admissions.

The Institution in turn shall be allowed to admit 10% of its sanctioned intake or the number of actual tuition fee waiver granted by the Institution, whichever is lower, as an additional intake in the same discipline/branch of study.

In case of Government/Govt. aided Institutions this additional intake may be on self-financing basis, if they so desire.

1. The AICTE approved technical institutions shall inform the number of the tuition fee waivers, branch wise to the admission authorities of the concerned state and give an undertaking that the institution will not charge tuition fee for the duration of the course from the beneficiaries.
2. The State Govts. Affiliating Universities of the concerned state shall allow equal number of seats over and above the present sanctioned strength subject to maximum of 10% of the approved intake in the same branch in lieu of



the Tuition Fee Waivers. Private Institutions shall be allowed to admit students to the tune of the number of Tuition Fee waivers actually awarded from the same merit list as intake over and above the present sanctioned strength. Similarly the Government Institutions may fill up these additional seats on merit basis and if desired on self-financing basis with the approval of the State Government.

3. The Institution shall admit students against these seats as per the procedure followed for admitting the regular seats at Institution level by the State admission authority. The list of students admitted in this category shall be displayed in the Notice Board of the Institution and its web site along with the list of students given tuition fee waiver.
4. The State Govts. shall include the names of the institutions who have volunteered to avail the scheme with details of tuition fee waivers available in each institution branch wise in the admission brochure and publish the same for the benefit of the students.
5. The Institutions have to publish in their brochure and website the number of tuition fee waivers available in each category (Woman, economically weaker and physically handicapped) of students in each discipline.
6. The Competent Authority for admission shall have to display Tuition Fee Waiver status against each Institution, branch wise, to the candidates during the counseling, during admission and at the end of admission process so that the students can freely exercise their informed choice.
7. The information on availability of tuition fee waiver scheme shall be provided to the candidates, institution wise and discipline wise through Information brochure, Counseling brochure and website etc. The selection of candidates for tuition fee waiver shall be decided during the Counseling based on merit from amongst the eligible candidates. An eligible candidate shall have an option to exercise his/her choice of Institutions and discipline of study during Counseling for availing benefits of the scheme.
8. The Institutions shall provide the following information to the AICTE, concerned State Govt. and affiliating University:
 - i. Particulars of each beneficiary including name and rank of the students who have been granted tuition fee waiver in each discipline/branch of study, and
 - ii. Details of the students admitted against the additional seats including name and rank etc., according to merit prescribed for regular admission.

The Institutions shall also display such information in their websites for information to the students and other stakeholders.

9. The tuition fee waiver to a student shall be for the duration of the course i.e. four years for Bachelor courses in Engineering & Technology, Pharmacy, HMCT and Applied Arts and Crafts, and three years for Diploma students and five years for B. Arch course. Once a student is given Tuition Fee Waiver, the same shall be continued for the normal course duration.

(Dr. K. Narayana Rao)
Member Secretary

11

Admission of students in Degree Engineering Programmes through Lateral Entry

NOTIFICATION

Dated : 12-01-2007

No. F. 37-3/Legal/2007 :- In exercise of the powers conferred by sub-section (1) of section 23 read with section 10 (b), (o) & (v) of the All India Council for Technical Education Act, 1987 (52 of 1987), following Regulations are hereby notified by the Council:

(1) Short title and commencement:-

- (a) These Regulations may be called the All India Council for Technical Education (AICTE) admission of students in Degree Engineering Programmes through lateral entry Regulations 2007.
- (b) They shall come into force w.e.f. the date of publication in the Official Gazette of India.

(2) Definitions:-

In these Regulations, unless the context otherwise requires,-

- (a) "Act" means the All India Council for Technical Education Act, 1987 (52 of 1987);
- (b) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act 1956;
- (c) "Technical Institution" means an Institution set up by Government, Government Aided and Private (self financing) for conducting courses / programmes in the field technical education, training and research in Engineering, Technology Including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programmes and areas as are notified by the Council from time to time;
- (d) "University" means a University defined under clause (f) of Section 2 of the University Grants Commission Act, 1956 and includes an institution deemed to be University under section 3 of that Act;
- (e) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

(3) Purpose:-

These Regulations provide for admission of diploma holders and B.Sc. graduates into second year degree programmes in Engineering and Technology through lateral entry.

(4) Applicability: -

These Regulations shall be applicable to:

- (a) All technical institutions of Govt., Govt. Aided and Private (Self financing) conducting courses / programs in the fields of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programs and areas as are notified by the Council from time to time.
- (b) Universities including Deemed to be Universities of Government, Government Aided and Private (self financing) conducting courses / programs in the fields of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programs and areas as are notified by the Council from time to time.

**(5) Requirement: -**

Under section 10 (o) of AICTE Act, it shall be the duty of the Council to take all such steps as it may think fit for ensuring coordinated and integrated development of technical and management education and maintenance of standards and for the purposes of performing the functions under this Act, the Council may provide guidelines for admission of students to technical institutions and Universities imparting technical education.

6.1 ADMISSION OF DIPLOMA HOLDERS INTO SECOND YEAR DEGREE ENGINEERING PROGRAMES THROUGH LATERAL ENTRY**6.1 (a) Admission of Diploma Holders**

Although engineering diploma programmes are conceived as terminal in nature, some flexibility has to be built in to enable the meritorious amongst diploma holders to obtain Engineering degrees. There is evidence of diploma holders pursuing an Engineering programme having performed well not only in their academic careers but also in their jobs.

6.1 (b) Eligibility

For being eligible to seek lateral entry to an Engineering degree programme at the second year/ third semester level, a candidate must have passed the diploma in Engineering in the relevant branch with a minimum of 60 percent in the aggregate. Only candidates fulfilling these conditions would be eligible for appearing in the entrance test meant for selection of diploma holders for Lateral entry to degree programmes. The selection of candidates will be based on an entrance test, the merit ranking in the test being the basis of admission.

At present students obtain diploma through different programmes in different States/UTs. Such programmes have different structures and forms like the semester pattern, annual pattern, sandwich pattern, etc. In order to maintain uniformity, a common entrance examination seems essential. Further, it is necessary to select only meritorious students who have passed the diploma with good academic record.

A student who has acquired a diploma in Engineering through a minimum of three years of institutional study, after 10+(Secondary School Leaving Certificate Examination) can be considered to be academically equivalent to a student who has passed the first year of the four year Engineering degree programme for which the qualifying examination is of the 12+ level.

The Affiliating University may prescribe compensatory courses to make up deficiencies for diploma holders, who are admitted through lateral entry.

6.2(a) Admission of B. Sc., Graduates

Science education in the country is suffered primarily due to lack of employment opportunities after completion of degree courses. This trend is affected the science education in the country and only a few students are opting to go for the science stream. In order to provide science students avenues for proper employment opportunities after completing graduation, Science graduates may be permitted to join Engineering courses at second year along with the diploma holders through lateral entry.

6.2 (b) Eligibility:

For being eligible to seek lateral entry to an Engineering degree programme at the second year/ third semester level, a candidate must have passed the Degree in Science (B.Sc.), with Mathematics as a subject and with a minimum of 60 percent marks in the aggregate. Only candidates fulfilling these conditions would be eligible for appearing in the entrance test meant for selection of B.Sc., graduates for Lateral entry to an Engineering degree programme. The selection of candidates will be based on an entrance test, the merit ranking in the test being the basis of admission.

The affiliating University may exempt B.Sc., degree holders from Science courses and other relevant courses at the second year level and prescribe compensatory courses to makeup deficiencies.

(7) Extent of Lateral Entry

Diploma holders and B.Sc Degree holders shall be eligible for admission to second year Engineering degree programmes up to a maximum of 10% of sanctioned intake, which will be over and above the approved intake (supernumerary). In addition, these candidates shall be eligible for admission in the second year against the vacant seats at first year level. The concerned Admission Authority shall decide the ratio between the diploma holders and B.Sc graduates for admission.

(8) Interpretation

If any question arises as to the interpretation of these Regulations, the same shall be decided by the Council.

The Council shall have the power to issue clarification to remove any doubt which may arise in regard to implementation of these Regulations.

(9) Power to relax

The Council may, in exceptional cases, for removal of any hardship or such other reasons to be recorded in writing, relax any of the provisions of these Regulations.

(Prof. R. A. Yadav)
Vice-Chairman



12

WITHDRAWAL OF APPROVAL

If a technical institution contravenes any of the provisions of the Regulations, the Council may, after making such inquiry as it may consider appropriate and after giving the technical institution concerned an opportunity of being heard, withdraw the approval granted under these Regulations.

Procedure for No Admission/ Withdrawal of approval

12.1 Technical Institutions affiliated to an University

The Council may cause an inspection to any technical institution with or without prior intimation for the purposes of ascertaining the financial needs, or its standards of teaching, examination and research, maintenance of norms and standards, violation of regulations and malpractices etc. In case the inspections are conducted with prior intimation to the institutions, the costs incurred for such inspections shall be borne by the concerned institutions.

In case of violations of norms and standards and regulations etc as prescribed by the Council and as communicated to the technical institution/s based on the recommendations of the Inspection Committee, the Council may decide to withdraw its approval/or impose 'no admission' status for one or more courses/or programmes or impose any other punitive action deemed necessary after giving the institution an opportunity of being heard.

The technical institution may prefer an appeal within 15 days of the receipt of the communication from the Council along with all relevant documents in compliance of the deficiencies etc. before an Appellate Committee, which shall be constituted by the Chairman AICTE within 15 days of the receipt of the appeal from the Institution concerned with the following Members:

- An educationist/ academician of repute- Chairman
- Director of IIT/NIT/IIM* (*for management proposals)
- Vice-Chancellor of an University
- Adviser (AICTE) as convener

The recommendations of the Appellate Committee shall be placed before the Chairman, AICTE for final decision. The decision of the Chairman shall be placed before the Executive Committee for ratification.

The decision of the Council shall be communicated within 15 days of the date of meeting of the Appellate Committee, to the concerned institution and other authorities.

The Council shall inform the concerned affiliating university to dis-affiliate the programmes of the institution concerned as per the decision of the Council with immediate effect.

The Affiliating University shall be responsible to shift the current students of the institution to other AICTE approved institutions under the jurisdiction of that University to avoid any disruption and to continue the academic activities of the existing students. The Council shall accordingly approve the number of students, thus shifted as additional seats for the remaining duration of the programme.

The Council shall take appropriate action to forfeit the RPGF/Joint FDR and other assets of the Institutions/ Society/ Trust to recover the proportionate fees and other dues already paid by the students who have been shifted to other Institutions consequent upon withdrawal of approval by AICTE, if the concerned Institute declines the refund of such fees and other dues.

The Council shall publish in newspapers and display on its website and/or by any other means about the withdrawal of approval etc. to caution the general public.

12.2 Technical Institutions (offering non-degree programmes) NOT affiliated to any University

The Council may cause an inspection to any technical institution with or without prior intimation for the purposes of ascertaining the financial needs, or its standards of teaching, examination and research, maintenance of norms and standards, violation of regulations and malpractices etc.

In case of violations of norms and standards and regulations etc as prescribed by the Council and as communicated to the technical institution/s based on the recommendations of the Inspection Committee, the Council may decide to withdraw its approval/or impose “no admission” status for one or more courses/or programmes or impose any other punitive action deemed necessary after giving the institution an opportunity of being heard.

The technical institution may prefer an appeal within 15 days of the receipt of the communication from the Council along with all relevant documents in compliance of the deficiencies etc. before an Appellate Committee, which shall be constituted by the Chairman AICTE within 15 days of the receipt of the appeal from the Institution concerned with the following Members:

- An educationist/ academician of repute- Chairman
- Director of IIT/NIT/IIM* (*for management programmes)
- Vice-Chancellor of an University
- Adviser (AICTE) as convener

The recommendations of the Appellate Committee shall be placed before Chairman, AICTE for final decision. The decision of the Chairman shall be placed before the Executive Committee for ratification.

The decision of the Council shall be communicated within 15 days of the date of meeting of the Appellate Committee, to the concerned institution and other authorities.

The Council may take necessary steps to shift the existing students of such institutions to other similar AICTE approved institutions with immediate effect. The Council shall accordingly approve the number of additional seats in institutions to which the students are shifted for the remaining duration of the programme.

The Council shall take appropriate action to forfeit the RPGF/Joint FDR and other assets of the Institutions/ Society/ Trust to recover the fees and other dues already paid by the students who have been shifted to other Institutions consequent upon withdrawal of approval by AICTE, if the concerned Institute declines the refund of such fees and other dues.

The Council shall publish in newspapers and display on its website and/or any other means about the withdrawal of approval etc to caution the general public.

12.3 Other Technical Institutions

The Institutions which are not approved by AICTE conducting courses/programmes, without prior approval of AICTE in technical education as defined under AICTE Act, the Council may take appropriate action including Legal action against such defaulting Institutions/ Societies/ Trusts/ Companies/ Associated Individuals as the case may be.

The Council shall also inform the general public about the status of approval of such institution from time to time.



13

AICTE Norms for Establishment of New Technical Institutions

13.1 AICTE Norms for the Establishment of New Technical Institutions (FOR FIRST YEAR TO START WITH)

(MBA/PGDM/MCA, Under-Graduate degree level courses in Engineering & Technology/Pharmacy/Architecture/Town Planning/Hotel Management & Catering Technology/Applied Arts & Crafts)

13.2 Intake

Maximum permissible annual intake for the institution and maximum number of courses are as given below, to start with for the first year:

Engineering & Technology		Architecture & Town Planning	Pharmacy	HMCT	Applied Arts & Crafts	MCA	PGDM/ MBA
Intake	Course	Intake	Intake	Intake	Intake	Intake	Intake
240	4	40	60	60	60	60	60

The size of class shall be 60 for each course, except Architecture/Town Planning wherein it shall be 40.

13.2.1 Land Requirements for Establishment of New Technical Institutions

Category	Mega Cities*	Metro cities including State Capitals	Others
Engineering/Technology	3.0	5.0	10.0
Architecture/Planning	1.0	1.5	2.5
Applied Arts & Crafts	0.70	1.0	2.0
Pharmacy	0.75	1.25	2.0
Hotel Management & Catering Tech.	1.0	1.5	2.5
PGDM/MBA	0.5	0.5	1.0
MCA	0.5	0.75	1.5

* Mega Cities: Delhi, Kolkatta, Chennai and Mumbai
 # Area inclusive of Hostel facility.
 In hilly areas, including Northeastern states, the land can be at the most in three adjacent pieces.



13.3 Built-up Area Requirements

SN	Category of New Institute	Instructional Area (Carpet Area)	Administrative (Carpet Area)	Circulation and other Area	Total
1.	Engineering & Technology	2770	535	995	4300
2.	Pharmacy	652	200	130	982
3.	HMCT	852	200	130	1182
4.	Architecture	659	200	130	989
5.	Applied Arts & Crafts	684	200	130	1014
6.	MCA	552	155	115	822
7.	PGDM/MBA	502	155	115	772

Circulation area includes toilets, corridors, stair case, common areas, etc.

13.3.1 Administrative offices

Particular	Engg. & Tech.	Pharmacy/HMCT/Arch./App. Arts & Crafts	PGDM/ MBA/MCA
Principal's office	30	20	20
Strong Room	20	20	20
Conference room	100	25	—
Reception Office	25	25	25
Main office	300	50	50
Administrative office	20	20	20
Maintenance & Estate office	40	40	20
Total	535	200	155

13.3.2 Instructional Area Requirements

Inst. Category	Engg. & Tech.	Pharmacy	HMCT	Arch/ Planning	Appl Arts & Crafts	MCA	PGDM/ MBA	
Classrooms, No.	3	1	1	1	1	1	1	
Tutorial rooms, No	2	1	1	1	1	1	1	
Drawing Halls, Area, Sq. m.	175	na	na	200*	200*	na	2** x 75	
Computer Centre, area, Sq. m.	150	150	150	125	150	200	150	
Library, area, Sq. m.	400	100	100	100	100	100	100	
Workshop and Labs	No.	See Table 5	4	2	2	1	na	
	Area of Each, Sq.m	—	75	250	66	66	150	na

Area of Each Classroom = 66 Sq. m.; Area of Each Tutorial Room = 36 Sq. m.
na-not applicable, * Studio, ** Conference rooms



13.3.3 Workshop and Lab Requirements for Engineering & Technology

Table 5: Workshop and Lab Requirements		
SN	Laboratory	Carpet Area, Sq. m.
1.	Physics	200
2.	Chemistry	175
3.	Mechanics and Kinematics	100
4.	Materials Testing Strength of Material	200
5.	*Electrical Science Electronics Elect. Engg.	200
6.	WORKSHOP	900
	TOTAL	1775
	* When these streams are operative then applicable	

13.4 Experiments

The experimental setups should be arranged as per the requirements of the affiliating University's curriculum, and not more than four students to work on an experiment.

13.5 Requirement of Computers/Software

Table 6: Requirement of Computers/Software			
SN	Particulars	Requirements	
		All Undergraduate Degree Programmes	MCA/PGDM/MBA
1.	No. of Computer terminals	Terminal-Student Ratio = 1:4	Terminal-Student Ratio=1:2
2.	Hardware specification	P4 or equivalent Processor, or thin clients supported by a powerful server	
4.	Relevant Licensed Software	At least two system software packages and four Application Software Packages	
5.	Peripherals	Printer: Computer Terminal ratio = 1:10	

- Library, Administrative Wings and Faculty members should be provided with exclusive computing facilities along with LAN and Internet over and above the requirement meant for students.
- Utilization of Open Source Software should be encouraged.

13.6 Library/Books and Journals

Table 7: Books and Journals requirement in Library					
SN	Category of New Institute	Books for Technical Subjects		Books for Science & Humanities	Journals
		No. of Titles	No. of Volumes	No. of Volumes	
1.	Engg & Tech	250 per Course	1000 per course	1000	(5 National + 2 International) per course + 4 in Science and Humanities subjects



2.	Pharmacy	150	1500	250	5 National +2 International
3.	HMCT	150	2000	250	5 National +2 International
4.	Architecture	150	500	250	5 National +2 International
5.	Applied Arts & Crafts	150	500	250	5 National +2 International
6.	MCA	150	1000	100 (applications and case studies)	5 National +2 International
7.	MBA	150	1000	100 (Including case studies)	10 National +2 International

Furniture and other facilities must be sufficient for books & seating for 25 per cent of sanctioned intake

13.7 Funds

Table 8: Funds required				
SN	Category of New Institute	Minimum Funds Requirement, Rs. Lakh		
		Building	Equipment/Library	Joint Fixed Deposit
1.	Engineering & technology (Degree)	100	100	35
2.	Pharmacy (Degree)	25	20	15
3.	Hotel Mgt. & Catering Tech. (Degree)	35	40	15
4.	Architecture (Degree)	25	30	15
5.	Applied Arts & Crafts (Degree)	25	20	15
6.	MCA	25	40	15
7.	PGDM/MBA	25	30	15

13.8 Other Essential Requirements

Table 9: Essential Requirements			
SN	Description	Engineering & Technology	Pharmacy/HMCT/MBA/MCA/ Applied Arts and Crafts
1.	Operational funds, Rs Lakhs	35	20
2.	Digital Library	Four Computers with Multimedia facilities, duly networked	Two Computers with Multimedia facilities, duly networked
3.	Electrical Generator	25 KVA	5KVA
4.	Student's Canteen*	100 Sq. m.	100 Sq. m.
5.	Girls Common Room*	100 Sq. m.	100 Sq. m.
	Boys Common Room*	100 Sq. m.	100 Sq. m.
6.	Parking*	200 Sq. m.	100 Sq. m.
7.	Medical Centre	40 Sq. m	40 Sq. m
8.	Internet facility for students and faculty	Band width 510 kbps, 24X7, 30 nodes	Band width 510 kbps, 24X7, 15 nodes
9.	Communication (language) lab	Sufficient for 30 students	Sufficient for 30 students

* These may be built in phases keeping the yearwise growth of students in view.



Apart from the requirements in Table 9, following are also essential requirements:

- Barrier-Free Environment as per the PWD Act.
- Safety provisions including fire and other calamities.
- General Insurance to be provided for the assets against fire, burglary and other calamities.
- Group Insurance to be provided for the employees.
- A Medical Room and Part Time Medical Officer should be made available.

13.9 Desirable Requirements

- Insurance for students

13.10 Course duration

For a four-year degree-engineering programme, teaching should be divided into eight semesters, each of 15 working weeks (excluding examinations) with a total duration of 180 working days.

ESTABLISHMENT OF NEW TECHNICAL INSTITUTIONS FOR WOMEN

For establishment of new technical institutions exclusively set up for women certain norms have been relaxed which are as follows:

- Land:** For the technical institutions exclusively set up for women, the land norms prescribed for establishment of all other Technical Institutions have been relaxed up to 50% in rural category and 20% in Metro & State Capital category and 10% in Mega Cities category.
- FDR and Processing Fee:** 20% relaxation are allowed in FDR amount and processing fees for establishment of new technical institutions exclusively set up for women.
- Built up area & Number of courses and intake:** The total built up area required for setting up of new institutions are as per existing norms. However, to start with institutions for women will be allowed up to 5 courses with total annual intake of 300 with each course intake not exceeding 90.
- Single window system for processing proposals:** Two copies of the application shall be submitted to the Member Secretary, AICTE alongwith a proof of having submitted a copy of the application each to the affiliating University and State Government and a Demand Draft of Rs.5000/- drawn on a nationalized bank in favour of "The Member Secretary, AICTE" payable at New Delhi. One copy of the application shall be directly submitted each to the affiliating University and the State Government either in person or through Speed/Registered Post.



14

AICTE Norms for Existing Technical Institutions

14.1 Intake

Additional course(s) and/or variation in intake may be considered with maximum limit given below, subject to compliance of all the Norms & Standards of AICTE:

Year	Engg. & Tech.		MCA	MBA/PGDM	Architecture & Town Planning	Pharmacy	HMCT	Applied Arts & Crafts
	Intake	Courses	Intake	Intake	Intake	Intake	Intake	Intake
First Year	240	4	60	60	40	60	60	60
Second year	300	5	60	60	40	60	60	60
Third Year	360	6	60	120#	40	60	60	60
Fourth Year	420	6	120#	120#	40	60	60	60
Fifth Year	420	6	120#	120#	40	60	120	120
Sixth Year	*	*	*	*	***	**	**	**

* Further increase can be considered after accreditation [at least 2 (two) courses in engineering (preference will be given to increase in strength of accredited courses)]

** No further increase

*** Further increase can be considered in multiples of 40.

For stand alone institutions

Note: The size of class shall be 60 for each course except Architecture/Town Planning wherein it shall be 40.

MBA & MCA as Additional Course(s) for the existing Engineering Institutions may be considered by AICTE with maximum limit for courses and annual intake given below, subject to compliance of all the Norms & Standards of AICTE, by the applicant:

Year	Engg. & Tech. Courses (excluding MBA & MCA)		Engg. & Tech. Courses (including MBA & MCA)	
	Maximum Annual Intake for the Institution	Maximum Number of courses	Maximum Annual Intake for the Institution	Maximum Number of courses
First Year	240	4	240	4
Second Year	300	5	300 + (60)**	5 + MCA or MBA
Third Year	360	6	360 + (60 + 60)**	6 + MCA + MBA
Fourth Year	420	6	420 + (60 + 60)**	6 + MCA + MBA
Fifth Year	420	6	420 + (60 + 60)**	6 + MCA + MBA
Sixth Year	*	*	*	*

Note: (*) Further increase can be considered after accreditation of atleast two programmes in an Engineering institution (Preference will be given to increase in strength of accredited courses).

(**) MBA & MCA as an additional course can be introduced only with an initial annual intake of 60 provided there is full preparedness in terms of space, faculty, library, computers etc.

MCA will be considered as additional course(s) for existing Engineering institutions only where existing IT related courses are being conducted.



A) Existing Land Norms for Technical Institutions :

14.2 Land Area# (in acres)

S.N.	Category	Mega Cities*	Metro cities including State Capitals	Others
1	Engineering & Technology	3.0*	5.0	10.0
2	Architecture/Planning	1.0	1.5	2.5
3	Applied Arts & Crafts	0.7	1.0	2.0
4	Pharmacy	0.75	1.25	2.0
5	Hotel Management & Catering Tech.	1.0	1.5	2.5
6	PGDM/PGDBM/MBA	0.5	0.5	1.0
7	MCA	0.5	0.75	1.5

* Mega Cities: Delhi, Kolkatta, Chennai and Mumbai
Area inclusive of Hostel facility.
In hilly areas, including Northeastern states, the land can be at the most in three adjacent pieces.

Note : Existing Institutions can avail the benefit of land norms as per the table given above on specific approval of the Council.

14.3 Built up Area

Sl	Class of Institutions	Minimum Requirement (In sqm)					
		Instructional Area (Carpet Area)	Administrative Area (Carpet Area)	Amenities Area (Carpet Area)	Total(Per Student)	Circulation and other Area*	Grand Total Built Up Area
1.	Engg. & Tech.	6	1 Per Student	2	9	30 % of Total Carpet Area	11.7
2.	Pharmacy	9	-do-	-do-	12	-do-	15.6
3.	HMCT	8.5	-do-	-do-	11.5	-do-	15
4.	Architecture/Applied Arts & Crafts	10	-do-	-do-	13	-do-	16.9
5.	MCA	4	-do-	-do-	7	-do-	9
6.	MBA/PGDM	5	-do-	-do-	8	-do-	10.4

(*) Circulation and other Areas include Toilets, Corridor, Staircases, Common Area etc.

Administrative Area includes Principal's Room, Strong Room, Reception Office, Main Office, Maintenance Office, Faculty Seating Rooms, Store, Office Equipment Room etc.

14.3.1 Details of Instructional Area (Carpet Area)

S. No	Class of Institution	Class rooms		Tutorial Room		Drawing Hall		Computer Centre		Library		Laboratories Workshop
		No of Rooms	Area of each Room (sqm)	No of Rooms	Area of each Room (sqm)	No of Halls	Area of each Hall (sqm)	No. of Rooms	Area of each Room (sqm)	No. of Rooms	Area (sqm)	Total Area of Labs (Sqm)
1.	Engg & Tech.	(Y)	66	(YY)	36	1	175	1	150	1	400	250 per lab/workshop
2.	Pharmacy	(Y)	66	(YY)	36	-	-	1	75	1	150	1450
3.	HMCT	(Y)	66	(YY)	36	-	-	1	75	1	150	1425
4.	Architecture/Applied Arts & Crafts	(Y)	66	(YY)	36	5(YYY)	200	1	75	1	100	360
5.	MCA	(Y)	66	(YY)	36	-	-	1	150	1	100	150
6.	MBA/PGDM/PGDBM	(Y)	66	(YY)	36	3*	50	1	150	1	100	-

(*) Conference/Seminar Rooms

(Y) No. of Classrooms = (Total Approved Strength of Students in the Institution) x 0.75/(40 or 60)

(YY) No. of Tutorial Rooms = (Total Approved Strength of Students in the Institution) x 0.5/(40 or 60)

40 for Arch and 60 for others

(YYY) Studio and Exhibition cum Conference Room

14.4 COMPUTERS REQUIREMENT

Sl	Particulars	Requirements as per AICTE Norms		
		Under-Graduate Degree of Engg./Tech.	Pharmacy/HMCT/ Architecture/Applied Arts & Crafts	MCA/MBA/PGDM/ PGDBM
1.	No. of Computer terminals.	Terminal-Student Ratio= 1: 4	Terminal-Student Ratio= 1: 6	Terminal-Student Ratio= 1: 2
2.	Hardware specification	P4 or equivalent Processor, or thin clients supported by a powerful server	P4 or equivalent Processor, or thin clients supported by a powerful server	P4 or equivalent Processor, or thin clients supported by a powerful server
3.	No. of terminals on LAN/WAN	50% of no. of terminals	50% of no. of terminals	50% of no. of terminals
4.	Relevant legal software	At least 2 (two) system software packages At least 8 (eight) Application Software Packages	At least 2 (two) system software packages At least 4 (four) Application Software Packages	At least 2 (two) system software packages At least 4 (four) Application Software Packages
5.	Peripheral(s)	Printer: Computer Terminal ratio= 1: 10	Printer: Computer Terminal ratio= 1: 10	Printer: Computer Terminal ratio= 1: 10



14.5 LIBRARY: Requirements for the first year of programmes

Sl No.	Class of Institutions	No. of Books for Technical Subjects		No of Books for Sc.& Humanities (Volumes)	No. of Journals	Full -Time Librarian (Number)	Photo copier (Number)
		No of Titles	No of Volumes				
1.	Engg. & Tech.	250 per Course	1000 per Course	1000	12 per course	1	1
2.	Pharmacy	150	1500	-	15	1	1
3.	HMCT	150	2000	-	12	1	1
4.	Architecture/Applied Arts & Crafts	150	500	-	10	1	1
5.	MCA	150	1000	-	12	1	1
6.	PGDM/PGDBM/MBA	150	1000	-	30	1	1

Note: 1. Sufficient Furniture should be available to cater the requirement for minimum of seating capacity for 25% of total Intake

2. 1000 books to be added every year

14.6 Full time FACULTY (appointed)

Sl No	Class of New Institutions	Principal/ Director	No of Professors	No. of Assistant Professors/ Readers	No of Lecturers	Total	No of Technical Supporting staff
		A	B	C	D	A +B +C +D	
1.	Engg &Tech	1	P	AP	L	T	1 Lab Asstt per Lab. + 6 Maintenance Staff
2.	Pharmacy	1	P	AP	L	T	1 Lab Asstt per Lab. + 2 Maintenance Staff
3.	HMCT.	1	P	AP	L	T	-do-
4.	Architecture/Applied Arts & Crafts	1	P1	AP1	L1	T1	-do-
5.	MBA/PGDM or MCA	1	P	AP	L	T	-do-

$$P = (\text{Approved Students Strength})/[15 \times (1 + 2 + 6)] - 1$$

$$P1 = (\text{Approved Students Strength})/[10 \times (1 + 2 + 6)] - 1$$

$$AP = 2 \times (\text{Approved Students Strength})/[15 \times (1 + 2 + 6)]$$

$$AP1 = 2 \times (\text{Approved Students Strength})/[10 \times (1 + 2 + 6)]$$

$$L = 6 \times (\text{Approved Students Strength})/[15 \times (1 + 2 + 6)]$$

$$L1 = 6 \times (\text{Approved Students Strength})/[10 \times (1 + 2 + 6)]$$

$$T = (\text{Approved Students Strength})/15$$

$$T1 = (\text{Approved Students Strength})/10$$

14.7 DESIRABLE REQUIREMENTS

Sl	Description	Minimum Requirements as per Norms					
		Engg./Tech.	Pharmacy	HMCT	Architecture	Applied Arts & Crafts	MCA or MBA/PGDM
1.	Operational fund (Rs. In Lakhs)	0.30 per student	0.27 per student	0.30 per student	0.36 per student	0.36 per student	0.24 per student
2.	All Weather Approach Road	Minimum 4m wide	Minimum 4m wide	Minimum 4m wide	Minimum 4m wide	Minimum 4m wide	Minimum 4m wide
3.	Potable Water Supply System	600 Lt/day	120 Lt/day	120 Lt/day	120 Lt/day	120 Lt/day	120 Lt/day
4.	Electrical Generator	25 KVA	5 KVA	5 KVA	5 KVA	5 KVA	5 KVA
5.	Students' Canteen	100 Sqm	100 Sqm	100 Sqm	100 Sqm	100 Sqm	100 Sqm
6.	Students' Common Room	100 Sqm	100 Sqm	100 Sqm	100 Sqm	100 Sqm	100 Sqm
7.	Hostel: Boys	25% of students (boys)	25% of students (boys)	25% of students (boys)	25% of students (boys)	25% of students (boys)	25% of students (boys)
8.	Hostel: Girls	50% of students (girls)	50% of students (girls)	50% of students (girls)	50% of students (girls)	50% of students (girls)	50% of students (girls)
9.	Principal's Quarters	140 Sqm	140 Sqm	140 Sqm	140 Sqm	140 Sqm	140 Sqm
10.	Digital Library	Two Computers + Library Networking* + Multimedia Facilities	One Computer + Library Networking* + Multimedia Facilities	One Computer + Library Networking* + Multimedia Facilities	One Computer + Library Networking* + Multimedia Facilities	One Computer + Library Networking* + Multimedia Facilities	One Computer + Library Networking* + Multimedia Facilities
11.	Quarters for Faculty	16X 80 Sqm	4X 80 Sqm	4X 80 Sqm	4X 80 Sqm	4X 80 Sqm	4X 80 Sqm
12.	Guest House	200 Sqm	80 Sqm	80 Sqm	80 Sqm	80 Sqm	80 Sqm

* It includes provision of e-journals and subscription to such services with facilities in place

Note: Areas, wherever mentioned above, are Carpet Area for desirable requirements



Time Schedule for Processing of Applications/Proposals at a Glance

15.1 TIME SCHEDULE FOR PROCESSING OF APPLICATIONS FOR ESTABLISHMENT OF NEW TECHNICAL INSTITUTIONS FOR THE ACADEMIC SESSION 2008-2009 AND ONWARDS

S.NO.	NEW INSTITUTIONS	DATE
1	Submission of Application to concerned Regional Office along with proof of submitting a copy each to State Govt and Affiliating University	Throughout the year
2	Last Date for receipt of application complete in all respects to be considered for the following academic year Applications received after 31st December shall be considered for the next academic year	31st December
3	Scrutiny of Application by Regional Office (Check List)	Within 15 days of application
4	Views of State Govt. & Affiliating University	Within 30 days of the submission of Application
5	Hearing Committee Meeting	Minimum once in a Month
6	Communication of decision (issue LOI or otherwise with reasons)	Within seven days of Hearing Committee meeting
7	Information to the concerned Regional Office of AICTE by the applicant regarding its readiness for Expert Committee visit for issue of LOA for current academic year. This stage is also applicable to those applicants who possess valid LOI issued previously.	Within TWO months from the date of letter of intent (LOI) (In exceptional circumstances with valid reasons 15 more days could be extended)
8	Expert Committee Visit	Within 15 days from the date of intimation of readiness from the applicant
9	Consideration by EC-Sub Committee	As required
10	Communication of decision about LOA	Within seven days of EC-Sub committee meeting preferably before May 21st
11	Submission for Reconsideration with fulfillment of deficiencies to be considered by EC-Sub Committee OR Appeal to be considered by Appellate Committee	As required Decision to be communicated within seven days of the meeting not later than 30th June.
12	Last Date for issue of Letter of Approval for the current academic year. All the other applications with or without LOI receiving Letter of Approval after 30th June shall not be valid for current academic year but shall be valid only for the next two academic years.	June 30th

Note 1:The Letter of Intent (LOI) shall be valid for 3 academic years from the date of issue.

Note 2:The Letter of Approval (LOA) shall be valid for two academic years from the date of issue.

Note 3:The Letter of Approval (LOA) for the current academic year Shall be issued by 30th June for completed applications received by 31st December of the previous calendar year which have fulfilled norms and standards prescribed by the Council for establishment of new institutions. LOA issued on or before 30th June shall be valid for Two academic years including the current academic year for obtaining affiliation with the respective Universities and fulfilling concerned State Government requirement for admission.

Note 4:The Letter of Approval issued after 30th June shall not be valid for the current academic year but shall be valid only for next two Academic years.

Note 5: The Applicant institutions, whose cases have been rejected for grant of Letter of Approval (LOA) may submit compliance for reconsideration or may prefer to appeal by 30th May. The requests for reconsideration or appeal received after 30th May will not be considered for LOA for the current academic year but only for next two academic years. The Applicant shall have only one opportunity for reconsideration or/for making an appeal for issue of LOA for the current academic year. The applicant may submit requests for reconsideration or prefer an appeal after 30th June for consideration for issue of LOA for subsequent academic years.

15.2 Time Schedule for Processing of Applications/Proposals for Extension of approval for academic year 2008-2009

Sl. No.	EXISTING INSTITUTIONS	DATE
1.	Submission of Compliance-Cum-Progress Report with Mandatory Disclosures	Latest by 31 August 2007
2.	Appraisal Committee Meeting	As and when required
3.	Decision communication	By 31st March 2008 for the academic year 2008-09
4.	Submission of Appeals for Reconsideration after rectification of deficiencies	Any time
5.	Submission of Appeals	Any time
6.	Appellate committee Meeting	Quarterly
7.	Decision of Appeals	Within 30 days of the meeting of appellate committee

15.3 TIME SCHEDULE FOR PROCESSING OF APPLICATIONS/PROPOSALS FOR APPROVAL FOR INTRODUCTION OF NEW COURSE(S)/ VARIATION IN INTAKE/INCREASE IN INTAKE FOR THE ACADEMIC SESSION 2008-09 AND ONWARDS

Sl. No.	EXISTING INSTITUTIONS	DATE
1	Submission of Application to concerned Regional Office along with proof of submitting a copy each to State Govt and Affiliating University	Throughout the year
2	Last Date for receipt of applications to be considered for the following academic year. Applications received after 31st December shall be considered for the next academic year	31st December
3.	Scrutiny of Proposals by Regional Offices and forwarding to AICTE HQs	15 days from the date of receipt of proposal
4	Communicating the deficiencies, if any, to the concerned applicant by Regional Office	Within 15 days of the receipt of application
5	Views of State Govt. & Affiliating University	Within 30 days of the submission of Application
6	Hearing Committee Meeting	Minimum once in a Month
7	Conduct of Expert Committee Visit	As and when requireds
8	Communication of decision (LOA)	Within seven days of Hearing Committee meeting
9	Submission for Reconsideration with fulfillment of deficiencies OR Appeal to be considered by Appellate Committee	As required Decision to be communicated within seven days of the meeting.
10.	Appellate Committee Meeting	Quarterly

Note 1: The Letter of Approval (LOA) shall be valid for two academic years from the date of issue.

Note 2: Letter of Approval (LOA) issued in respect of completed applications received up to 31st December, which have fulfilled all norms and standards of the Council for introduction of New Course(s)/Variation in Intake/Increase in Intake shall be valid for Two academic years including the following Academic year for obtaining affiliation with the concerned University & fulfilling concerned State Government requirements for admission.

Note 3: The Letter of Approval issued for the applications received after 31st December shall not be valid for the following academic year but valid only for next Two Academic years.

