



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION APPROVAL PROCESS HANDBOOK

Technical Education in
Blended Learning Mode (TE-BLM)
(2013 – 2014)

FOREWORD

FOREWORD

The aim of any country's higher education system is sustainable development and achieving higher growth rates. It is enabled through creation, transmission and dissemination of knowledge. The All India Council for Technical Education (AICTE) has been in existence since November 1945 as a national level Apex Advisory Body with its mission of developing and promoting quality technical education in the country in a coordinated and integrated manner. The Council's constant endeavor is to encourage a meaningful association between the technical education system and research and development activities in a concerted effort aimed at nation-building.

Technical education at all levels in the country is witnessing a consistent growth pattern marked by the setting up of new Institutions and the improvement of the existing ones in tune with the quality assurance norms set by the accreditation agencies. The Council believes in providing a proper impetus to Institutions in generating competent engineers, pharmacists, managers, architects and scientists and encourages them to think beyond the curriculum while imparting training for the advancement of knowledge.

The Council has put in place several initiatives in the last three years to bring about changes in the Approval Process by introducing greater transparency and accountability through the e-governance. The emphasis this year is to put in place simplified procedures and greater ease in the approval process. "Access to Quality" and "Education to All" will be the slogans for the year 2013-14 to give more impetus to quality in technical education and to be the best in the world. In view of this policy, AICTE is now facilitating technical education through Blended Learning Mode (TE-BLM) to enable the working professional to enhance their knowledge and skill base. The role of AICTE as a regulator will be further geared up to weed out the Institutions not fulfilling the norms and standards.

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

In keeping with these objectives, AICTE would strive to be a true facilitator and enabler in addition to fulfilling the regulatory provisions. We hope this attempt of ours will prove endearing enough to all the stake holders.

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

Dr. S. S. Mantha
Chairman, AICTE

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1 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 II Sc. in Bangalore, Institution 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 programs 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 Institution 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 programs in Nutrition and Food Science, which started in the late fifties. The National Council of Hotel Management and Catering Technology were set up in 1982, to which all the Institutions of Hotel Management run by the Government are affiliated.

Education in other professional fields such as, Pharmacy, Applied Arts & Crafts has also undergone similar developments during the post-independence period. Programs 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 Program consisting of three major components that provided for M.E. / M. Tech and Ph. D Programs, Establishment of Curriculum Design and Development Cells, and Short Term Training Programs.

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.

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 10(g)	Clause	Evolve suitable performance appraisal system for Technical Institutions and Universities imparting Technical Education, incorporating Norms and Mechanisms for enforcing accountability.
1.4.2 10(i)	Clause	Lay down norms and standards for course curriculum, physical and instructional facilities, staff patterns, staff qualifications, quality instructions, assessment and examination.
1.4.3 10(k)	Clause	Grant approval for starting new Technical Institutions and for introduction of new Courses or Programs in consultation with the Agencies concerned.

1.4.4 10(n)	Clause	Take all necessary steps to prevent commercialization of Technical Education.
1.4.5 10(p)	Clause	Inspect or cause to inspect any technical Institution.
1.4.6 11(1)	Clause	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 11(2)	Clause	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 11(3)	Clause	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 11(4)	Clause	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 purposes of implementing any such recommendation as is referred to in sub-section (3).

1.5 AICTE Profile

1.5.1 Vision

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

1.5.2 Mission

Transparent governance and accountability in approach towards society
 Planned and coordinated development of Technical Education in the Country by ensuring world-class standards of Institutions through accreditation
 Facilitating world-class Technical Education through:

Development of high quality Institutions, academic excellence and innovative research and development programs;
 Networking of Institutions for optimum resource utilization;
 Dissemination of knowledge;
 Technology forecasting and global manpower planning;
 Promotion of industry-Institution 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
A vision of a forward-looking organization that has an efficient, flexible and empowered manpower, sensitive to stakeholder's expectations

1.5.3 Objectives

Promotion of Quality in Technical Education
Planning and Coordinated Development of Technical Education System
Provide regulations and maintenance of Norms and Standards.

1.5.4 Responsibilities

Promotion of Quality in Technical Education
Policy Directions
Review of Norms and Standards
Assessment of Manpower requirement
Liaison with Central Government, State Governments, Universities and other Statutory Bodies
Others as provided in the Act

1.5.5 Major Functions

Approval of Diploma / Degree / Post Graduate Degree / Post Graduation / Post Diploma / Post Graduate Diploma Level programs through both conventional and blended learning mode in Technical Institutions
Approval of variation / increase in intake, additional programs in technical Institutions
Quality Assurance through Accreditation
Participation in the process of granting Deemed University status by MHRD
Approval for Foreign Collaborations / Twinning Programs
Promotion of Industry-Institution Interaction
Development of Model Curricula through All India Boards of Studies
Research Promotion Schemes (RPS)
National Coordinated Project (NCP)
National Facilities in Engineering & Technology with Industrial Collaboration (NAFETIC)
Modernization and Removal of Obsolescence (MODROBS)
Entrepreneurship Development Cell (EDC)
Industry Institute Partnership Cell (IIPC)
Travel Grant (TG)
Seminar Grant (SG)
Faculty Development Program (FDP)
Emeritus Fellowship (EF)
Career Award for Young Teachers (CAYT)
Visiting Professorship (VP)
AICTE-INAE Distinguished visiting Professorship (DVP)
National Doctoral Fellowship (NDF)
Research Park (RP)
Innovation Promotion Scheme (IPS)
Post Graduate Grants and GATE Scholarship

AICTE – INAE – TRF (Teacher Research Fellowship)
 AICTE – INAE – TG (Travel Grant to Students)
 Winter and Summer Schools for the Faculty
 Finishing Schools for the Students
 Indian National Digital Library in Engineering Sciences and Technology (INDEST)
 Quality Improvement Program (QIP)
 NITTR Training Programs for Faculty
 Networking of Technical Institutions
 Assessment of National Technical Manpower
 Promotion of Autonomy in Technical Institutions
 Connecting Technical Institutions through EDUSAT Network-Live transmission of M.E. / M.
 Tech programs
 Steps for Stopping Commercialization of Technical Education

Definitions: Approval Process Hand Book

1	Definitions
1.1	“Architect” means an Architect registered with the Council of Architecture established under the Architect Act 1972.
1.2	“Autonomous Institution”, means an Institution, to which autonomy is granted and is designated to be so by the Statutes of affiliating University / Board.
1.3	“Bandwidth Contention” means the contention ratio, ratio of the potential maximum demand to the actual bandwidth.
1.4	“Build Operate Transfer” (BOT)” means a project financing, wherein a private entity receives a concession from the public sector to finance, design, construct, and operate a facility stated in the concession contract.
1.5	“Co-Ed Institute” means the Institute admitting male and female students.
1.6	“Commission” means University Grants Commission established under section 4 of the University Grants Commission Act, 1956
1.7	“Compliance Report” shall mean the report submitted by Technical Institution complying with requirements as set in this Approval Process handbook, Prevention and prohibition of ragging, in the Format prescribed by AICTE from time to time.
1.8	“Deemed University” means an Institution declared as deemed to be University under section 3 of the University Grants Commission Act, 1956.
1.9	“Foreign Student” means, the student who possesses a foreign passport.
1.10	“Fresher” means a student who has been admitted to an Institution and who is undergoing his/her first year of study in such Institution.
1.11	“Metro City” means a Metropolitan area as declared by Ministry of Urban Development, New Delhi or concerned State Government authority.
1.12	“Minority Educational Institution” or “Minority Institution” means a college or Institution established or maintained by a person or group of persons belonging to a minority, recognized as such by the concerned State Government/UT Administration.
1.13	“NBA” means National Board of Accreditation set up by AICTE, under Society Registration Act 1860.
1.14	“NBA Web-Portal” means a web site as defined by NBA.
1.15	“.pdf file” means document in Portable Document Format.

1.16	“Prescribed” means as prescribed under these Regulations.
1.17	“Public Private Partnership (PPP)” means a partnership based on a contract or concession agreement, between a Government or statutory entity on the one side and a private sector enterprise on the other side.
1.18	“Shift” means spell of time in which educational activities of the technical Institution are conducted.
1.19	“Single Shift working” means where, educational activities of the technical Institution are generally conducted between 9 am to 5 pm.
1.20	“State Level Fee Committee” means a Committee notified by the concerned State Government / UT Administration for regulation of fee to be charged by the technical Institutions
1.21	“Technical Campus” means a campus which offers education in one or more technical programs approved by the Council.
1.22	“Two Shift working” means where, educational activities of the technical Institution are conducted in two spells of time i.e., 1 st shift, generally, between 7 am to 3 pm and 2 nd shift, generally, between 1 pm to 9 pm.
1.23	“University Department” means a department established and maintained by the University.
1.24	“University” shall means a University defined under clause (f) of Section 2 of the University Grants Commission Act, 1956.
1.25	“Government Aided Institution” means technical Institution that meets 50% or more of its recurring expenditure out of the grant received from Government or Government organizations.
1.26	“Government Institution” means technical Institution established and / or maintained by the Government.
1.27	“Private-Self Financing Institution” means an Institution started by a Society/Trust/Company and does not received grant/fund from Central and/or State Government and/or Union Territory Administration for meeting its recurring expenditure.
1.28	“Second Shift” means shift generally from 1pm to 9pm in which educational activities of the technical Institution are conducted.
1.29	“Programs” means activities of delivering education and instructions to students through traditional setting of classroom and laboratories which require full time presence of students at the Institute.
1.30	“Part Time Programs” means activities conducted in evening time i.e. 5.30 pm to 9.30 pm (six days a week) wherever First / general shift working exits and are meant only for working professionals or professionals with at least two years of work experience.
1.31	“Blended Learning Mode (TE-BLM)” means activities of delivering part of classroom learning through distance Mode and Laboratory, Practical and workshop etc through conventional mode where presence of students at the Institute and giving examination is essential and are meant only for working professionals with certain minimum work experience.

Chapter I

Grant of Approval through Single Application form for the following.

Approval to conduct Technical Program at Degree, Post Graduate Degree, Diploma and Post Diploma, Post Graduate Diploma Level in Blended Learning Mode (TE-BLM)

1.0		Preamble
	1.1	Blended Learning Mode (TE-BLM) Programs are meant for working professionals or professional with at least three years of work experience who have to satisfy the requirements of curriculum by attending classes, conducting practical etc.
	1.2	The approved Technical Institutions may expand its activities by adding additional divisions, in the Blended Learning Mode (TE-BLM) in the existing Program
2.0		Objective
	2.1	To facilitate Technical and Management Institutions to respond to the felt need of providing Technical and Management education to working professionals who may, for some reason, cannot take up full time studies in conventional mode.
	2.2	To provide an opportunity to working professionals to enhance their qualifications, competence by enhanced skill formation
3.0		Need
	3.1	<ul style="list-style-type: none"> • Increased demand for technically skilled man power • Increase utilization of infrastructure available at the Technical Institutions • Facilitate cost effective education to masses through increased utilization of infrastructure available at the Technical Institutions • Enabling working professionals to enrol for qualification upgradation in technical education; by providing weekend learning sessions.

4.0		Introduction
	4.1	Any approved Technical Institute offering technical education in conventional mode shall not commence any course in Blended Learning Mode (TE-BLM) without prior approval of the Council
	4.2	Any course in Blended Learning Mode (TE-BLM) shall not be approved if the Institute has any deficiency to run existing courses in conventional mode.
	4.3	Any course in Blended Learning Mode (TE-BLM) shall be approved only if the course is accredited at respective level in the conventional mode on the date of application
	4.4	Admission authority / body / Institution shall not permit admissions of students to a Technical Program in conventional or Blended Learning Mode (TE-BLM) which is not approved by the Council.
	4.5	Technical Institution / Technical Campus offering technical education shall not continue technical courses or programs beyond the specified period of approval given by the Council in whichever mode they are conducted.
	4.6	Each Institution offering Post Graduate and / or Under Graduate Technical Program at Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level in Blended Learning Mode (TE-BLM) shall submit an application to the Council, every year, for extension of approval of courses

		<p>offered by the Institution</p> <p>It may be further noted that though extension of approval is granted, the Council shall monitor for fulfillment of all norms by the Institute and in the event of non-fulfillment, the Council shall initiate penal action as per regulations, framed by the Council.</p>
		<p>Students once admitted to a course in conventional mode or course in Blended Learning Mode shall have to complete the course in same mode. Migration from one mode of learning to other mode of learning for the same course shall not be permitted. However fresh admission can be sought to same course in different mode of learning.</p>

5.0		Submission of application												
5.1		<p>The Existing Institutions shall use the USER ID's already allotted to them.</p> <p>However, if the Institution has not obtained a USER ID / Password previously a unique USER ID shall be allotted to applications for further process on payment of Rs. 5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal www.aicte-india.org</p> <p>If the Institution has misplaced / forgotten the password, it will be sent to the user on payment of Rs. 5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal www.aicte-india.org</p> <p>For the purpose of applying for Grant of Approval the Institution shall submit an application on line on the AICTE Web-Portal www.aicte-india.org</p>												
5.2		<p>A unique identification number is allotted to each application for further reference. By using this number the applicant will be able to track the status of the application at various stages of processing of the application through the AICTE Web-Portal.</p>												
5.3		<p>The processing fee shall be paid through the AICTE payment gateway on the Portal, through Corporate Internet banking, failing which, the application shall not be considered.</p> <p>Applications shall be accepted subject to realization of the Payment</p>												
5.4		<p>Processing Fees in Rs. Lakhs for various applications in TE-BLM (Degree, Post Graduate Degree, Post Graduate Diploma, Diploma and Post Diploma Institutions) is as follows</p> <table border="1"> <thead> <tr> <th>Type of Institution</th> <th>Processing Fees in Lakh</th> </tr> </thead> <tbody> <tr> <td>Minority Institution</td> <td>3.00</td> </tr> <tr> <td>Institution set up in Hilly Area in North Eastern States</td> <td>3.00</td> </tr> <tr> <td>Institution set up exclusively for women</td> <td>3.00</td> </tr> <tr> <td>All other Institutions</td> <td>4.00</td> </tr> <tr> <td>Government / Government aided / Central University / State University (Govt.)</td> <td>Nil</td> </tr> </tbody> </table>	Type of Institution	Processing Fees in Lakh	Minority Institution	3.00	Institution set up in Hilly Area in North Eastern States	3.00	Institution set up exclusively for women	3.00	All other Institutions	4.00	Government / Government aided / Central University / State University (Govt.)	Nil
Type of Institution	Processing Fees in Lakh													
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Institution set up exclusively for women	3.00													
All other Institutions	4.00													
Government / Government aided / Central University / State University (Govt.)	Nil													
5.5		<p>Above fees is applicable irrespective of number of divisions / courses applied for.</p>												

5.6	The payment options available is only through Corporate Internet banking Applications shall be accepted subject to realization of the Payment
5.7	Submission of an application for Extension of Approval on Web-Portal on or before the last date as mentioned in the schedule is mandatory
5.8	A print of the complete application as uploaded on the AICTE Web-Portal, printed there on, along with the deficiency report generated through the Institute login, shall be submitted to Affiliating University / Board and Concerned State Government / UT, along with all enclosures as above, duly attested by a Gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner on or before the date as mentioned in the schedule. Subsequently a stamped receipt from an authorized signatory as proof of submission of these documents is to be collected.
5.9	A print of the complete application as uploaded on the AICTE Web-Portal, printed there on, along with the deficiency report generated through the Institute login, is to be submitted to the concerned Regional Officer (RO), along with enclosures as at Appendix 1 as applicable

6.0	Eligibility conditions under which Blended Learning Mode (TE-BLM) approvals can be given for AICTE approved Institutions
6.1	The Institute shall have zero deficiency in programs and courses conducted in conventional mode as per the report generated through Web Portal and Expert Visit Committee report conducted for compliance of requirements for conducting Blended Learning Mode (TE-BLM)
6.2	Any course at a certain level i.e., Diploma or Post Diploma or Degree or Post Graduate Degree or Post Graduate Diploma or any other, if applied for approvals in Blended Learning Mode (TE-BLM), shall have valid accreditation of the conventional mode course at the respective level on the date of application.
6.3	There should not be any deficiency in the number of mandatory subscriptions for e-journals as mentioned in the requirements for conventional mode programs.
6.4	The Institutions offering courses in Part Time and or in 2 nd shift in conventional mode will not be permitted to offer an course/program in TE-BLM.
6.5	Grant of approvals is based on the compliance of requirements for conducting courses under Blended Learning Mode (TE-BLM). However such requirements shall be inspected for their compliance before approvals are accorded. An affidavit sworn before First class Judicial Magistrate or Notary or an Oath Commissioner that the Institute has required facilities and infrastructure as per the provisions of the Approval Process Hand Book and in the absence of which the AICTE is liable to invoke the provisions, both civil and / or criminal as per the regulations in place is to be submitted.

7.0	Institutions fulfilling norms and standards as mentioned will be entitled to allotment as follows
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7.1	All AICTE approved existing Technical Institutions shall be eligible for a maximum one Division per accredited course at respective level within the definition of Division / Program / level at clause 2.11 of the (Grant of approvals for Technical Institutions, Regulations, 2012).																												
7.2	<p>Section 2(g) of AICTE act 1987, reads “Technical Education as Programs of education, research and training in engineering, technology, architecture, town planning, management, pharmacy and applied arts and crafts and such other program or areas as the central government may, in consultation with the council, by notification in the official gazette, declare” Based on the above section the following is defined.</p> <p>However, approval processes for Blended Learning Mode (TE-BLM) in Pharmacy and Architecture will be defined later.</p> <p>Existing Professional Societies & registered bodies, who follow the norms, rules and regulations as per this Approval Process Handbook shall be eligible for conducting courses with the approved intake as specified (subject to approval of concerned University) as below:</p> <table border="1" data-bbox="359 891 1385 1639"> <thead> <tr> <th>Level</th> <th>Programs</th> <th>No. of Divisions</th> <th>Intake / division</th> </tr> </thead> <tbody> <tr> <td>Diploma</td> <td>Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)</td> <td>02</td> <td>60</td> </tr> <tr> <td>Post Diploma / Advanced Diploma</td> <td>Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)</td> <td>02</td> <td>60</td> </tr> <tr> <td>Degree</td> <td>Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)</td> <td>02</td> <td>60</td> </tr> <tr> <td>Post Graduate Degree</td> <td>Engineering, Technology, Applied Arts & Crafts except MCA, Hotel Management and Catering Technology (HMCT)</td> <td>02</td> <td>30</td> </tr> <tr> <td>Management PG</td> <td>Management</td> <td>02</td> <td>60</td> </tr> <tr> <td>MCA PG</td> <td>MCA</td> <td>02</td> <td>60</td> </tr> </tbody> </table> <p>No Institute shall be eligible for any supernumerary seats in Blended Learning Mode (TE-BLM)</p>	Level	Programs	No. of Divisions	Intake / division	Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	02	60	Post Diploma / Advanced Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	02	60	Degree	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	02	60	Post Graduate Degree	Engineering, Technology, Applied Arts & Crafts except MCA, Hotel Management and Catering Technology (HMCT)	02	30	Management PG	Management	02	60	MCA PG	MCA	02	60
Level	Programs	No. of Divisions	Intake / division																										
Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	02	60																										
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Post Graduate Degree	Engineering, Technology, Applied Arts & Crafts except MCA, Hotel Management and Catering Technology (HMCT)	02	30																										
Management PG	Management	02	60																										
MCA PG	MCA	02	60																										
7.3	Any Institution / Society / Trust / Section 25 company or a member belonging to these if charge-sheeted, shall not be considered for approval of courses under ODL mode unless they are acquitted.																												
7.4	No approval shall be granted for conduct of courses under Blended Learning Mode (TE-BLM) to Institutions where a FIR / CBI / CVC / any other investigation agency / Anti Ragging / Punitive action initiated by AICTE for any violation in the norms and standards where enquiries are pending.																												

8.0		Evaluation of application by Regional Officer
	8.1	The Regional Officer shall ensure that the hard copy of the application submitted by the Institute is in order and shall upload appropriate information on the portal. Applications complete in all respect and in order shall only be processed.
	8.2	Regional officer shall verify the documents submitted along with the printed application and enable appropriate flag on portal for: <ul style="list-style-type: none"> 1. Documents are in order, and form an Expert Visit Committee through portal in case of AICTE approved Institutes 2. Conducting Scrutiny of the application by Scrutiny committee, in case of, non AICTE approved Institutes
	8.3	The Expert Committee to verify the Physical and Infrastructural facilities available for the Blended Learning Mode (TE-BLM) education of the applicant Institute shall be constituted by the Regional Officer, by selection of members using automated selection process provided on the AICTE Web-Portal. However, if any member of expert Committee is unable to attend the scheduled visit or refuses or is incapacitated to take part in such scheduled visit, then Regional Officer with prior or post-facto approval of the Chairman Regional Committee may opt to choose any other expert from approved panel of the experts.
	8.4	Concerned Regional Officer or an Officer of the Council will assist the committee and make necessary arrangements for conduct of the Expert Committee Visit. However, the concerned regional officer shall not be part of the committee.

9		Evaluation of application by Scrutiny Committee
	9.1	The application shall be evaluated by a Scrutiny Committee constituted by the Regional Officer by selecting members using automated selection process provided on the AICTE Web-Portal.
	9.2	Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, RO or the officer concerned will not be a part of the committee
	9.3	The Scrutiny Committee will invite all applicants for presentation of their respective proposals. Applicants are advised to adhere to given Scrutiny schedule and not to remain absent for Scrutiny. If the applicant remains absent for a scrutiny, then in no circumstances what so ever, their applications proposal shall be taken up for a scrutiny. Applicants shall produce original documents along with attested copies at the time of scrutiny
	9.4	Based on the recommendations of the Scrutiny Committee, the deficiencies, if

		any, shall be communicated to the applicant Society / Trust / A company established under Section 25 of Companies Act 1956, through web portal.
9.5		Applicants who are communicated deficiencies or remain absent at the scrutiny shall be eligible for an appeal by way of re-scrutiny, which will be provided to them on the date and time scheduled by AICTE.
9.6		The Scrutiny Committee during re-scrutiny shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards.
9.7		Applications which are found to be in order in all respects by the Scrutiny Committee or Re-Scrutiny Committee will be processed further.
9.8		The attested copies of original documents shall be retained by the committee. These shall be scanned & uploaded to the Web-Portal along with the report of the committee. This scanning and uploading will be done by the Regional office of the council.
9.9		The Regional officer shall ensure and certify that all the fields of all scrutiny reports are filled completely and are in order.
9.10		All applicants recommended for Expert Committee Visit by the Scrutiny Committee, or Re-Scrutiny Committee shall be communicated the date of Expert Committee Visit through Web Portal.

10.0		Evaluation of application filed by AICTE approved institutions through Expert Committee Visit
	10.1	There should not be any deficiency as per requirements mentioned for Conventional Mode courses.
	10.2	Expert Visit Committee shall verify only the requirements of conducting course/s in Blended Learning Mode (TE-BLM).
	10.3	An Expert Committee shall visit the premises of the AICTE approved Institution to verify the readiness of availability of the following

Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments for conducting courses in Blended Learning Mode (TE-BLM)

10.4		Requirements for conducting courses in Blended Learning Mode (TE-BLM)	Type
	a	Computer Centre with minimum 40 Computers having latest configuration. (existing computer centre can also be shared for additional requirements as per need of the students in Blended Learning Mode (TE-BLM))	Essential
	b	Minimum 10 Mbps, 1:1 Internet connectivity	Essential
	c	Wi- Fi facility	Essential
	d	HD quality Video streaming facility (including equipments such as video camera/s, streaming server/s, application software, network and communication accessories etc.) with exclusive minimum bandwidth of 4 Mbps, for streaming of real time or DVD/ CD based offline-on-demand lecture	Essential

		sessions / webinars, to the students.	
	e	Learning Management System (CMS/LMS) application run through Institute website having facility for on line submission of assignments and evaluation (either open source or otherwise)	Essential
	f	Computerized Administrative office	Essential
	g	Well equipped studio for conduction, live streaming and recording of real time lecture sessions / webinars	Essential
	h	Facility for videoconferencing using a standard desktop/laptop or free mobile applications or tablet or Smartphone	Essential
	i	Facility of interactive tools to carry out question & answer sessions, voting, exit surveys etc.	Essential

Laboratory Equipments and Experiments

10.5		There should not be any deficiency in terms of Laboratories and lab equipment as per requirements mentioned for the corresponding Conventional Mode courses.
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Books, Journals and Library facilities

10.6		Description of requirement	Type
	a	Computerized Library Management System	Essential
	b	Facility for access to the on-line journals to the students of Blended Learning Mode (TE-BLM) Program	Essential
	c	Digital Library facility	Essential
	d	Document scanning facility	Essential
	e	Central Xeroxing facility for students	Essential
	f	Availability of NPTEL facility	Essential
	g	Sufficient number of CD/DVDs with digital content as required for self-study for the subjects.	Essential
	h	Facility for online request and delivery through courier for library materials (books, journals, CDs and DVDs)	Essential
	i	Computerized indexing with bar coded / RF tagged book handling	Desirable

Faculty Requirement

Faculty requirements and Qualifications

10.7	a	Faculty Qualifications shall be as per the All India Council for Technical Education (Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff In Technical Institutions (Degree) Regulations, 2010 , All India Council for Technical Education (Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff In Technical Institutions (Diploma) Regulations, 2010 and subsequent amendments in these Regulations issued by AICTE from time to time.
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	b	At least two Professors / Associate Professors / Assistant Professors per division of intake shall be appointed on full time basis. One amongst these will be designated and working as the Dean / Coordinator.
	c	Additional faculty shall be appointed as required.

Subscription of E-Journals

10.8	a	There should not be any deficiency in the number of Mandatory subscriptions for e-journals as mentioned in the requirements for Conventional mode programs.
	b	It is essential that all such e-journals shall be accessible to the students (under graduate and post-graduate) of courses in Blended Learning Mode (TE-BLM) from their residence or workplace.

11.0		Evaluation of application filed by non AICTE approved institutions by Expert Committee
	11.1	An Expert Committee shall visit the premises of the proposed Institution to verify the readiness of availability the requirements as mentioned in clause 10.0 and sub clause 11.8, 11.9, 11.10
	11.2	Expert committee shall also verify documents in original as in Appendix 1 and Video as in Appendix 1 with respect to actual infrastructure visited
	11.3	Expert Committee shall verify actual availability of equipments, computers, software, internet, printers, book titles, book volumes, subscription of National & International E-Journals required for conducting courses under TE-BLM. Mere presentation of purchase orders / payment records for subscription etc. without actual availability shall not be considered
	11.4	The applicant will arrange for, Video recording with date and time of the entire proceedings of the Expert Committee visit, which will form part of the Expert Committee report. Internet ready Laptop / desktop, scanner and printer.
	11.5	The Expert Committee shall Submit to the RO, Its report in the prescribed Format of the visit. Attested Copies of all documents as in Appendix 1 Video recording of Expert Committee visit. Attendance sheet duly signed / digitally authenticated by, the expert Committee members, and representatives of applicant Society/Trust present during the visit
	11.6	The Regional officer shall ensure and certify that all the fields of all Expert Visit Committee reports are filled completely and are in order.
	11.7	The scanning and uploading of the relevant documents will be done by the concerned Regional office of the council.

In addition to the above, the Expert Committee shall also inspect and submit a report on the requirements as mentioned below

11.8 Computers, Software, Internet and Printers exclusive for TE-BLM

		Number of PCs to students ratio (Min 20 PCs)	Legal System Software [@]	Legal Application Software*	LAN & Internet	Mail Server & Client
Engineering / Technology	Dip	1:6	03	20	All	Desired
	UG	1:4				
	PG	1:2				
Pharmacy	Dip	1:6	01	10	All	Desired
	UG	1:6				
	PG	1:6				
Architecture & Town Planning	Dip	1:6	01	10	All	Desired
	UG	1:5				
	PG	1:5				
Applied Arts & Crafts	Dip	1:5	01	10	All	Desired
	UG	1:5				
	PG	1:5				
HMCT	Dip	1:6	01	10	All	Desired
	UG	1:6				
Management	PG	1:2	01	10	All	Desired
MCA	PG	1:2	03	20	All	Desired

11.8	a	Utilization of Open Source Software may be encouraged
	b	Secured Wi Fi facility
	c	Purchase of most recent hardware is desired.
	d	Library, Administrative offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to students ratio.
	e	[@] Adequate number of software licenses is required
	f	[#] Central Xeroxing facility for students is preferred

11.9 Laboratory Equipments and Experiments

11.9	a	The laboratories shall have equipments as appropriate for experiments as stated / suitable for the requirements of the affiliating University / Board's curriculum. It is desired that number of experiment set up be so arranged that maximum four students shall work on one set.
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11.10 Books, Journals and Library facilities exclusive for TE_BLM

Program	Total number of Divisions	Titles	Volumes	National Journals	International Journals	E Journals	Reading Room seating
		Number					% of total students
Engineering / Technology(UG)	B	100	500xB	6xB	Desirable	As per Appendix 2	15% (Max 150)
		50 per course	250 per course - division				
Pharmacy(UG)	B	100	500xB	6xB			
		50	500xB				
Architecture & Town Planning (UG)	B	100	400xB	6xB			
		50	400xB				
Applied Arts & Crafts(UG)	B	100	500xB	6xB			
		50	500xB				
HMCT	B	100	500xB	6xB			
		50	500xB				
MBA / PGDM / MCA (PG)	B	100	500xB	12xB			
		50	500xB				
Engineering / Technology/ Pharmacy / Architecture & Town Planning / Applied Arts & Crafts (PG)	B	50	200	5xB			25% (Max 100)
		As Required	100				
Diploma in Engineering / Tech / Pharmacy / Architecture & Town Planning Applied Arts & Crafts, HMCT	B	Half the number as required for UG course in the same Program	Half the number as required for UG course in the same Program	Half the number as required for UG course in the same Program	-	-	15% (Max 150)

B=Number of divisions at 1st year (shift 1+2) + Number of 2nd year direct divisions (shift 1+2)

1	Book titles and volumes required at the time of starting new Institution.
2	Requirements of Book titles and volumes in Institutions started before 1950 shall be calculated considering starting year as 1950.
3	Yearly increment.
4	Component for additional division / course.
5	Hard Copy International Journals is desirable to procure. However subscription to E-Journals and National Journals as per Appendix-2 is essential.
6	Journals and Books may also include subjects of Science & Humanities.
7	Digital Library facility with multimedia facility is essential.
8	Reprographic facility in the library is essential.
9	Document scanning facility in the library is essential.

10	Document printing facility in the library is essential.
11	Library books/non books classification as per standard classification methods is essential.
12	Availability of NPTEL facility at the library is essential.
13	Computerized indexing with bar coded / RF tagged book handling is desired.

11.11 Norms for Space requirement for Technical Institution under TE-BLM

Level	Programs
Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)
Post / Advanced Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)
Degree	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)
Post Graduate Degree	Engineering Technology, Applied Arts & Crafts except MCA, Hotel Management and Catering Technology (HMCT)
Management PG	Management
MCA PG	MCA

11.11		Requirements
	a	Institute shall have no deficiency as per requirements of Conventional program.
	b	Number of Class rooms of 66 sqm each to be provided shall be half the number of divisions approved along with projecting media equipment and ICT enabled learning.
	c	Additional ICT enabled Reading room area of at least 200 sqm with a seating capacity of 60 shall be provided with complete infrastructure for access to online journals and to view / listen to the digital content specifically developed for the program.
	d	<p>The promoter society / trust / A company established under Section 25 of Companies Act 1956, of a new technical Education Institution shall have the land as required and prescribed in its lawful possession with clear title in the name of the promoter society / trust / A company established under Section 25 of Companies Act 1956, on or before the date of submission of application.</p> <p>Provided that it shall be open for the promoter society / trust / A company established under Section 25 of Companies Act 1956, proposed Institution to mortgage the building only after the receipt of letter of approval, only for raising the recourses for the purpose of development of the Technical Education Institute situated in the same building.</p>
	e	Building and built up area under consideration shall be on one plot having no obstacles like river, canals, rail tracks, highways, or any other such entity hampering continuity of land.
	f	Building plan of the Institution shall be prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government / UT.

12.0	12.1	The fund position of the applicant (Self financed Institutions, Private Universities) in the form of FDRs in the name of Society / Trust in Nationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India shall be as under on the date of Scrutiny.	
		Program proposed (Degree, Post Graduate Degree, Diploma and Post Diploma)	Total minimum funds required, Rupees in Lakhs as proof of operational expenses (at the time of Scrutiny) in the form of FDR in the name of Society / Trust
		a	Engineering & Technology 100
		b	Hotel Management & Catering Technology 50
		c	Applied Arts & Crafts 50
		d	MCA 50
		e	Management 50
	12.2	The applicants shall not use name the technical Institution in such a way that the abbreviated form of the name of the technical Institution becomes IIM or IIT or II Sc or NIT or AICTE or UGC or MHRD or GOI. The applicant shall also not use the word(s) Government, India, Indian, National, All India, All India council, Commission anywhere in the name of the technical Institution and other names as prohibited under the Emblems And Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the technical Institution is established by Government of India or its name is approved by the Government of India.	
	12.3	Name of the “Technical Institute” for which approval is accorded by the Council shall not be changed without the approval of the Council. The Council may permit the change of name as per laid down procedures as given in this handbook	
13		Evaluation of application by Regional Committee	
	13.1	The reports of Expert Visiting Committee will be made available to the Regional Committee / Regional subcommittee comprising of at least three members of the Regional Committee. Regional Committee / Regional subcommittee will consider these reports along with views of concerned State Government / UT and affiliating University / Board, if any, and recommend the application for further processing.	
	13.2	Applicants, whose applications are recommended for further processing after the decision of the Executive Committee, shall be informed for submission of a Money Deposit along with an affidavit ² . The Regional officer shall ensure and certify that all the fields of Regional Committee / Regional subcommittee, report are filled completely and are in order.	
	13.3	Applicants shall deposit the prescribed amount of Money in AICTE’s bank account for an amount as applicable to the category of the Institutions indicated in table 13.4 below (Government, Government Aided Institutions	

		and University Departments (Government) are exempted)																																		
13.4		Money deposit for Non AICTE Approved Institutions:																																		
		<table border="1"> <thead> <tr> <th rowspan="2">Per Program</th> <th colspan="2">Under Graduate</th> <th colspan="2">Post Graduate Degree and Post Graduate Diploma</th> <th colspan="2">Diploma and Post Diploma</th> </tr> <tr> <th>Minority / Women / Hilly Area in North Eastern States</th> <th>Others</th> <th>Minority / Women / Hilly Area in North Eastern States</th> <th>Others</th> <th>Minority / Women / Hilly Area in North Eastern States</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology, MCA</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="7" style="text-align: center;">Rs. In Lakhs</td> </tr> <tr> <td></td> <td>20</td> <td>25</td> <td>20</td> <td>25</td> <td>20</td> <td>25</td> </tr> </tbody> </table>	Per Program	Under Graduate		Post Graduate Degree and Post Graduate Diploma		Diploma and Post Diploma		Minority / Women / Hilly Area in North Eastern States	Others	Minority / Women / Hilly Area in North Eastern States	Others	Minority / Women / Hilly Area in North Eastern States	Others	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology, MCA							Rs. In Lakhs								20	25	20	25	20	25
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Rs. In Lakhs																																				
	20	25	20	25	20	25																														
13.5		<p>The amount deposited by the Institution shall remain with the Council for 10 years which may be extended as per the regulations.</p> <p>The interest accrued on this deposited amount shall be credited to the Council.</p>																																		
13.6		<p>The Principle amount shall be returned to the Society / Trust / A company established under Section 25 of Companies Act 1956, on expiry of the term. However, the term of the deposited amount could be extended for a further period as may be decided on case to case basis and / or forfeited in case of any violation of norms, conditions, and requirements and / or non-performance by the Institution and / or complaints against the Institution.</p>																																		
13.7		<p>Regional Officer concerned, while forwarding the recommendations of the Regional Committee / Regional subcommittee for further process of issuance of LOA or otherwise to AICTE headquarters, for placing before the Executive Committee shall verify that the processes and parameters prescribed under these regulations and approval process hand book are followed by the Scrutiny Committee and the Regional Committee / Regional subcommittee</p>																																		
13.8		<p>The bureau concerned at AICTE headquarters shall also verify that the processes and parameters prescribed under these regulations and approval process hand book are followed.</p> <p>The concerned officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.</p>																																		

14.0		Views of State Government and affiliating University
14.1		The State Government / UT and the affiliating University / Board will

		forward to the concerned Regional Office of the Council, their views on the applications received, with valid reasons or otherwise within a period of 15 days from the date of receipt of applications.
	14.2	<p>The views of the State Government / UT and the affiliating University / Board will be taken into account by the Regional Committee / Regional subcommittee while taking the decision whether the application is to be processed further or not.</p> <p>In the absence of receipt of views from the State Government / UT and / or the affiliating University / Board, the Council will proceed for completion of approval process.</p> <p>Professional bodies and societies shall obtain affiliation from the affiliating University before starting the course in TE-BLM.</p>

15.0		Grant of approval
	15.1	<p>The recommendations of the Regional Committee / Regional subcommittee for further process of issuance of LOA or otherwise shall be placed before the Executive Committee of AICTE.</p> <p>Executive Committee after considering the recommendations of the Regional Committee / Regional subcommittee, shall take a final decision at its meeting on grant of approval or otherwise.</p> <p>Further based on the decision of the Executive Committee, Letter of Approval or Letter of Rejection shall be issued by the Member Secretary or an officer authorized by him.</p> <p>Validity of the letter of approval, if issued, shall be for two academic years from date of issue of letter of approval for obtaining affiliation with respective University and fulfilling State Government requirements for admissions in the current session. If the Institution fails to admit the students in the current academic session due to non-affiliation by the University or non-fulfillment of State Government requirements, the approval of AICTE shall stand withdrawn and the Institution shall have to apply on line on AICTE web portal for seeking fresh approval in the next academic session.</p>

16.0		Appointment of Dean / Coordinator and teaching staff for courses in Blended Learning Mode (TE-BLM)
	16.1	<p>Institutions granted Letter of Approval for starting courses in Blended Learning Mode (TE-BLM) shall comply with appointment of exclusive teaching staff and Dean / Coordinator for course/s in Blended Learning Mode (TE-BLM) as the case may be, as per policy regarding minimum qualifications pay scale etc., and other technical supporting staff & administrative staff as per the schedule prescribed in the approval process hand book.</p> <p>Institutions shall appoint teaching staff / Dean / Co-ordinator and other supporting staff strictly in accordance with the methods and procedures of</p>

		<p>the concerned affiliating University, State Governments and Hon'ble Court directions if any, and as applicable in the case of selection procedures and selection committees.</p> <p>The information about these appointments of staff in the prescribed format shall also be uploaded on the Web-Portal of AICTE.</p> <p>In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Course/s in distance mode.</p>
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17		Appeal Procedure
		Procedure for submission of appeal and evaluation by the Standing Appeal Committee for applications rejected at Executive Committee.
	17.1	The Institution, if aggrieved by the decision of AICTE taken on their application seeking approval of starting Blended Learning Mode (TE-BLM) shall be given only one opportunity of an appeal on the date and time scheduled by AICTE.
	17.2	The Appeal of the Institution will be considered by the Standing Appeal Committee and for the purpose of consideration of the Appeal, the Standing Appeal Committee may devise its own procedure. The appeal schedule shall be notified on the web Portal.
	17.3	The report of the Standing Appeal Committee shall be communicated by uploading on the web-portal. The report of the Standing Appeal Committee shall be placed before the Council whose decision shall be final.
	17.4	<p>Applicants are advised to adhere to given Standing Appeal Committee schedule and not to remain absent for Appeal.</p> <p>If the applicant remains absent for Appeal, then in no circumstances what so ever, their applications / proposal shall be taken up by the Standing Appeal Committee and such Institutions if they so desire may apply afresh for the next academic session.</p> <p>Such Institutions remaining absent for any reason whatsoever shall not be entitled for any further appeal.</p>
	17.5	An officer of the Council shall place the records before the Standing Appeal Committee. A representative of the Institute shall be invited to place the point of view of the Institute before the Standing Appeal Committee for consideration.
	17.6	<p>The Standing Appeal Committee at its discretion may recommend Expert Visit for verification of the claims made by the applicant Society or Trust or A company established under Section 25 of Companies Act 1956 or may reject the appeal.</p> <p>The concern officer in Approval Bureau shall ensure and certify that all the</p>

		fields of all the reports are filled completely and are in order.
17.7		Applications which are found to be in order in all respects by the Expert Visit Committee will be processed further
17.8		The report of the Expert Visit Committee as applicable shall be placed along with the observations of the Approval Bureau, before the Standing Appeal Committee for review on the date and time scheduled by AICTE. The report of the Standing Appeal Committee shall be placed before the Council whose decision shall be final. The concern officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.
17.9		The decision of the Council shall be communicated to the applicant in form of Letter of Approval or Letter of Rejection or in the form of an appropriate communication.
17.10		The letter of rejection shall be issued by the Member Secretary or an officer authorised by him, AICTE.
17.11		In case of rejection of the proposal, it shall be open for the applicant to make a fresh application next year as stated in this handbook

18.0		Eligibility of the Candidate
18.1		Eligibility for admissions to any course at any level in Blended Learning Mode (TE-BLM) shall be subject to <ol style="list-style-type: none"> 1. Acquiring minimum qualification same as Conventional mode 2. Work experience in relevant area and 3. Passing the eligibility test for admissions conducted centrally by the agency authorised by the Council.
18.2		Jurisdiction of the admissions
		The jurisdiction of conducting course in Blended Learning Mode (TE-BLM) shall be the jurisdiction of the affiliating University/ Board for conducting courses in conventional mode.
		University will restrict admission to programs in blended learning mode to those candidates who have either permanent residence in the area of its jurisdiction or candidates who have been posted for their work in the area of its jurisdiction at the time of admission.

Level	Programs	Entry level Qualifications to be obtained in			National entrance Test (BLM - NET)	Work Experience in Years in relevant area
		Xth & XIIth std	Diploma	Degree		

Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	In regular mode	--	--	No	02
Post / Advanced Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	In regular mode	in distance mode	-	No	03
		In distance mode	In regular mode		Yes	
Degree	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	In regular mode	in distance mode	-	Yes	03
		In distance mode	In regular mode	-	No	
Post Graduate Degree	Engineering Technology, Applied Arts & Crafts except MCA, Hotel Management and Catering Technology (HMCT)	In regular mode	in distance mode	In regular mode	No	03
		In distance mode	In regular mode	In distance mode	Yes	
		In regular mode	In regular mode	In regular mode	No	
Management PG	Management	In regular mode	in distance mode	In regular mode	No	03
		In distance mode	In regular mode	In distance mode	Yes	

		In regular mode	In regular mode	In regular mode	No	
		In distance mode	in distance mode	In regular mode	No	
MCA PG	MCA	In regular mode	in distance mode	In regular mode	No	03
		In distance mode	In regular mode	In distance mode	Yes	
		In regular mode	In regular mode	In regular mode	No	
		In distance mode	in distance mode	In regular mode	No	

19.0		Duration of the course in Blended Learning Mode (TE-BLM) Program
	19.1	Duration of the program shall be flexible and as per rules and curriculum of the affiliating University / Board. However, total duration in terms of years/months/hrs/credits cannot be less than the corresponding duration for the program offered in Conventional mode.
	19.2	Academic Structure
		The syllabus (course work) shall be the same as that used for a Full Time conventional mode program and as prescribed by the affiliating University/ Board.
	19.3	Certificate awarded
	a	The qualifying degree / diploma certificate issued by the concerned University / Board should clearly mention that the qualification has been obtained in Blended Learning Mode (TE-BLM)
	19.4	Fees & Admissions
	a	The concerned State Government / UT shall notify the tuition and other fees for candidates to be admitted to Blended Learning Mode (TE-BLM) or the Institutions will have to get approval for the fees from the State level Fees Committee set up by the State Government.
	b	Admissions to these seats shall be done on merit basis through Centralized Admission process.

20.0		Time Schedule for processing of applications
	20.1	AICTE shall notify through a public notice published in the leading news papers and through the AICTE Web-Portal regarding cut off dates for various purposes including receipt of applications and processing thereof from time to time if so necessitated. The time schedule mentioned in the public notice shall be final and binding.

		<p>The last date of submission of application form shall mean submission of application on Portal and generation of paying slip not later than the last date as mentioned in the time schedule for this purpose and as notified in the public notice published in the leading news papers and through the AICTE Web-Portal.</p>
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Chapter II

1 Unapproved Institutions

1.1		<p>No Institution shall offer Technical program or course in any mode without approval of the Council.</p> <p>Provided further that any Institution offering Technical Program without approval of the Council, shall be termed as unapproved if</p>
	a	It is started without prior approval by the Council
	b	It is working in temporary location / at location not approved by the Council
	c	It is declared as “Unapproved” by the Council
2		<p>The Council shall maintain a list of un approved Institutions based on the information received by the Council and shall also inform the general public about the same from time to time</p> <p>Provided further that any Technical Institution, which has already started without following AICTE approval procedure, wishes to submit an application / proposal shall be considered as new Technical Institution. For such purpose, they shall apply as per the provisions in this Approval Process Handbook.</p> <p>Its legal date of starting will be from the date of issue of the Letter of Approval.</p> <p>Students, who are admitted prior to approval by the Council, will not have any right for re-admission and will have to fulfill all the requirements for admission as prescribed by the competent admission authority.</p>
3		<p>The Institutions conducting courses / Programs in technical education, in temporary location or at location not approved by the Council, shall be liable for action for closure and other appropriate action as per Regulations against defaulting Societies / Trusts / Companies/ associated Individuals as the case may be.</p>
4	a	<p>The Council shall inform respective State Governments UT administration to initiate appropriate penal, civil and / or criminal action against such defaulting Institutions / Societies / Trusts / Companies / Associated Individuals as the case may be.</p>
	b	<p>In case if such Institutions make a representation then hearing may be given to these Institutions and decision shall be taken as per the provisions in this Approval Process Handbook.</p>

Chapter III

1 Action in case of violation of Regulations

1.1	<p>An Institution running any Program / Course in Technical Education in any mode in violation of Regulations, shall be liable to appropriate initiation of Penal Civil action including withdrawal of approval, if any, and / or criminal action by the Council against defaulting Societies / Trusts / Companies / Associated Individuals and / or the Institution, as the case may be.</p>
1.2	<p>Provided that, if any Technical Institution contravenes any of the provisions of concerned regulations, the council after making such inquiry as it may consider appropriate and after giving Technical Institution concerned, an opportunity of being heard, under appropriate regulations, withdraw approval to the concerned Technical Institution / Program / Course.</p> <p>Provide further that in case of such a withdrawal, the operations of the said Technical Institution / Program / Course shall not be started again before completion of two academic years from the date of such a withdrawal.</p> <p>Provided further that, the students admitted to the Institute whose approval has been withdrawal, shall be redistributed to other Institutions in the jurisdiction of the affiliating University by the competent authority of the respective State Governments.</p>
2	<p>Non submission / Incomplete submission of application for approval</p> <p>The Technical Institutions shall submit the application for approval in the prescribed format along with the enclosures to the concerned Regional Office of AICTE each year for approval by the Council, even in cases where the approval to the Program / Course was granted for more than one year. The last date for receipt of such application with or without Late Fee shall be as mentioned in the schedule.</p> <p>Non submission / incomplete submission of application for approval shall invite appropriate penal action against the Institution. The Institution shall be liable to the following punitive action from any one or more of the following by the council.</p> <p>No admission status in one / more courses for one academic year in Conventional and or Blended Learning Mode (TE-BLM) Withdrawal of approval for Program / course in any mode. Withdrawal of approval of the Institution.</p>
3	<p>Excess admissions</p>
3.1	<p>Excess admissions over the sanctioned intake shall not be allowed under any circumstances. In case any excess admission is reported to / noted by the Council, appropriate penal action will be initiated against the Institution. The Institution shall be liable to following punitive action from any one or more of the following by the council.</p> <p>Excess admission fee amounting five times the total fees collected per student shall be levied against each excess admission.</p>

		No admission status in one / more courses for one academic year in Conventional / Blended Learning Mode (TE-BLM) Withdrawal of approval for Program / course in any mode. Withdrawal of approval of the Institution.
	3.2	Amount in respect of Excess admission fee shall be remitted to “Member Secretary, AICTE” as per instructions issued by the council.
4		Non fulfillment of requirement of qualified Principal / Director/Dean
	4.1	Institutions not having qualified Principal / Director/Dean for period, more than 18 months shall be liable to following punitive action by the council. No admission status for one academic year
5		Non fulfillment in Faculty: Student ratio, not adhering to pay-scales and/or qualifications prescribed for teaching staff
	5.1	Institutions not maintaining appointing prescribed Faculty, not adhering to Pay scales, or qualifications prescribed for teaching staff for more than 18 months, shall be liable to following punitive action by the council from any one or more of the following. No admission status in respective courses in Blended Learning Mode (TE-BLM) for one academic year Withdrawal of approval in the respective course in Blended Learning Mode (TE-BLM) Withdrawal of approval of the Institution
6		Non fulfillment in Computer, Software, Internet, Printers, Laboratory Equipments, Books, Journals, Library facilities requirements
	6.1	Institutions not maintaining prescribed Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities shall be liable to following punitive action from any one or more of the following by the council. No admission status in respective courses in Blended Learning Mode (TE-BLM) for one academic year Withdrawal of approval in the respective course in Blended Learning Mode (TE-BLM) Withdrawal of approval of the Institution
7		Refund cases Institutions not following guidelines issued by the Council regarding refund of fees on cancellations of admissions or delaying refunds shall be liable to following punitive action from any one or more of the following by the council. Fine for non compliance of refund of fees levied against each case shall be twice the total fees collected per student. No admission status in one / more courses in any Mode for one academic year Withdrawal of approval for Program / Course in any Mode
8		Amount in respect of Fine for non compliance of refund of fees shall be remitted to “Member Secretary, AICTE” as per instructions of the council.

9		Procedure for restoration against punitive actions
	9.1	Applicant makes an application for restoration on the Web Portal along with the application for extension of approval of the next academic year.
	9.2	The restoration is subject to Expert visit
	9.3	The expert Visit Committee shall verify all the requirements as per the approval process hand book.
	9.4	Expert Visit Committee report shall be placed before Standing Complaint Committee.
	9.5	Recommendations of the Standing Complaint Committee shall be placed before Executive Committee for necessary Approval/ratification.
	9.6	The Institute may appeal as per the procedure of appeal in Chapter I if the status quo on punitive action is maintained.

Chapter IV

1 Norms & Requirements

1.1	Duration and Entry Level Qualifications for the Technical Programs	Refer to APH in force
1.2	Approved Nomenclature of Courses	Refer to APH in force
1.3	Grievance Redressal	Refer to APH in force
1.4	Structure of various Committees	Refer to APH in force
1.5	Cut off dates and Academic Calendar	Refer to APH in force
1.6	Abbreviations	Refer to APH in force
1.7	Documents to be submitted for: Approval for conducting Technical Program at Degree, Post Graduate Degree, Diploma and Post Diploma, Post Graduate Diploma Level in Blended Learning Mode	Appendix 1
1.8	Subscription of E-Journals	Appendix 2
1.9	Regional Offices of the Council	Appendix 3
1.9	Format for Detailed Project Report for establishment of a new technical Institution for conducting TE-BLM	Appendix 4
1.10	Norms for Essential and Desired requirements for Technical Institution (Marked as essential need to be made available at the time of the Expert committee visit)	Appendix 5

1.0 Appendix 1

1 Documents to be submitted for

1.0	1.1		<p>For non AICTE approved Institutions</p> <p>Applicant shall submit following supporting documents duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Regional Office</p> <p>Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution</p>
			Documents to be submitted along with the application to the Regional Office
		1	Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government / UT
		2	An affidavit ¹ , in a Format as prescribed on the Web-Portal , on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner
		3	Resolution by the applicant organisation in a Format ¹ as prescribed on the Web-Portal
		4	Certificate ¹ issued by an architect regarding approved building plans
		5	Certificate ² issued by an bank manager regarding financial status of applicant
		7	A print of the complete application as uploaded to the AICTE Web-Portal, printed there on.
		8	A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents.
		9	A receipt with official seal from the authorized signatory of the affiliating University as proof of submission of these documents
		10	Detailed Project Report (DPR) attached as a .pdf file.
		11	Registration document of the Society / Trust / A company established under Section 25 of Companies Act 1956 / PPP / BOT indicating its members, objectives and Memorandum of Associations and Rules, duly attested / certified by the concerned Authority
		12	Details of Board of Governors of the Institute
		13	Provided that in the case of a company established under Section 25 of Companies

		Act 1956, the MOA and Rules must contain a provision that the objective of the company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institute.
	15	Resolution by the applicant organisation, pertaining to starting the Technical Institute or adding new program and allocation of land / building / funds to proposed activities in the Format ¹ prescribed on the Web-Portal
	16	Documents showing ownership in the name of the applicant in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered) / Irrevocable Lease (for a minimum period of 30 years) by the concerned authority or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced.
	17	Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.
	18	Land Conversion Certificate permitting the land to be used for educational purpose to establish a college, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution
	19	Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
	21	Proof of working capital (funds) as stated in clause 12.1, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained by the applicant organization in a Nationalised Bank or Scheduled Commercial Bank recognised by Reserve Bank of India, along with a certificate issued by the Branch Manager of the Bank
	22	Audited statement of accounts of the applicant organization for last three years, as may be applicable
	23	Site Plan, Building Plan of proposed Technical Institute prepared by a an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority of the concerned State / UT administration
	24	Floor plans, sections and elevations of all proposed/existing buildings exclusively intended for use for the proposed Institute at the permanent site with a table clearly

		mentioning all rooms, with carpet area of each in sq. m., as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.
	26	Syllabus copy of affiliating University / Board related to the courses applied for
	27	Certificate regarding Minority Status, if applicable at the time of application. Any claim thereafter shall not be entertained
1.2		Documents to be submitted at the time of Expert Committee Applicant shall present following supporting documents in original along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Visiting Expert Committee
	1	Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director/Dean and faculty members
	2	Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other dead stock items.
	3	Proof of provision of Internet bandwidth in Mbps and contention ratio
	4	List giving titles of books and volumes of each purchased for Library
	5	Copy of Invoice / Cash Memo for equipments and Library Books
	6	Copy of Invoice / Cash Memo for equipments and Library Books
	7	Details of subscription of E-Journals as per Appendix 2
	10	Sanction of electrical load by electric supply provider company
	11	Details of provision of backup power supply
	12	A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
	13	Details and proof of telephone connections available at the proposed Technical Institute
	14	Details and proof about medical facility and counseling arrangements
	15	Details of reprographic facility available for students
	16	Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a

		member.
	17	Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.
	1.3	Documents to be submitted after the issuance of LOA
	1	Institutions granted Letter of Approval for conduct of Blended Learning Mode (TE-BLM) shall comply with appointment of teaching staff and Principal/Director/Dean/Coordinator as the case may be, as per policy regarding minimum qualifications pay scale etc, norms prescribed by the Council and other technical supporting staff & administrative staff.
	2	Institutions other than minority Institutions shall appoint teaching staff / Principal / Director/Dean and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University particularly in case of selection procedures and selection committees.
	3	The information about these appointments of staff in the prescribed Format shall be submitted to the concerned Regional Office.
	4	In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.
	5	Faculty and non teaching staff data shall be entered as per the prescribed Format.
2.0	2.1	For AICTE approved Institutions Applicant shall submit following supporting documents duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Regional Office

		Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution
		Documents to be submitted along with the application to the Regional Office
	1	Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government / UT
	2	An affidavit ¹ , in a Format as prescribed on the Web-Portal , on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner
	3	Resolution by the applicant organisation in a Format ¹ as prescribed on the Web-Portal
	4	Certificate ¹ issued by an architect regarding approved building plans
	7	A print of the complete application as uploaded to the AICTE Web-Portal, printed there on.
	8	A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents.
	9	A receipt with official seal from the authorized signatory of the affiliating University as proof of submission of these documents
	15	Resolution by the applicant organization, pertaining to conduct Blended Learning Mode (TE-BLM) and allocation of land / building / funds to proposed activities in the Format ¹ prescribed on the Web-Portal
	16	The Letter of Approval, initially given by the AICTE, at the time of establishment of the Institution approved by the AICTE;
	17	All subsequent Letter of Extension of Approval and/or letters indicating Variation in Intake.
	18	All accreditation letters
	19	Resolution by the applicant organisation, pertaining to starting additional courses / divisions in existing program and allocation of land / building / funds to proposed activities in the Format ¹ prescribed on the Web-Portal.
	20	Building plans approved by competent authority mentioning additional carpet area fulfillment for additional intake applied.
	21	Certificate from an architect registered with Council of architecture regarding

		additional built up area of the building and carpet area of each room.
	2.2	Documents to be submitted at the time of Expert Committee Applicant shall present following TE-BLM related supporting documents in original along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Visiting Expert Committee
	1	Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director/Dean and faculty members
	2	Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other dead stock items.
	3	Proof of provision of Internet bandwidth in Mbps and contention ratio
	4	List giving titles of books and volumes of each purchased for Library
	5	Copy of Invoice / Cash Memo for equipments and Library Books
	6	Copy of Invoice / Cash Memo for equipments and Library Books
	7	Details of subscription of E-Journals as per Appendix 2
	16	Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a member.
	17	Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.
	2.3	Documents to be submitted after the issuance of LOA

	1	Institutions granted Letter of Approval for conduct of Blended Learning Mode (TE-BLM) shall comply with appointment of teaching staff and Principal/Director as the case may be, as per policy regarding minimum qualifications pay scale etc, norms prescribed by the Council and other technical supporting staff & administrative staff.
	2	Institutions other than minority Institutions shall appoint teaching staff / Principal / Director/Dean and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University particularly in case of selection procedures and selection committees.
	3	The information about these appointments of staff in the prescribed Format shall be submitted to the concerned Regional Office.
	4	In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.
	5	Faculty and non teaching staff data shall be entered as per the prescribed Format.

Appendix 2

10.0 Subscription of E-Journals

A. Mandatory subscription of e-journal packages for all engineering institutions conducting UG/PG courses:

S. No		Publisher	Subject Areas
1.	a	IEEE	Computer Engineering + Computer Science + Electrical and Electronics Engineering + Telecommunications and related disciplines
2.	a	Springer	Electrical and Electronics and Computer Science Engineering
			OR
3.	a	Wiley-Blackwell	Computer Science + Data System+ Telecommunication and related Discipline
	a	ASME	Mechanical Engineering
			OR
	a	Springer	Mechanical Engineering
4.	a	Wiley-Blackwell	Mechanical, Electrical and Electronics Engineering
	a	ASCE	Civil Engineering
			OR
	a	Wiley-Blackwell	Civil Engineering
5.	a	McGraw Hill	General Engineering and Reference
6.	a	J-GATE	J-GATE Engineering and Technology (JET)

7.	a	ELSEVIER	Engineering + Computer Science (Electrical + Electronics + Mechanical + Civil and Structural + Aerospace + Biomedical + Industrial and Manufacturing + Ocean Engineering + Computational Mechanics and Safety Risk, Reliability and Quality + Computer Network and Communications, Artificial Intelligence, Computer Science, Computational Theory and Mathematics, Computer Graphics and Computer – Aided Design, Information Systems, Control and System Engineering and Software
8.	a	ASTM DIGITAL LIBRARY (DL) ONLINE VERSION	Online dictionary of Engineering Science and Technology Electrical & Electronics Engineering Mechanical Engineering, Civil, Metallurgical, Petroleum, Instrumentation

Note:

1. Institutions having only 1st and 2nd year UG students and institutions being established need to subscribe to IEEE, J-GATE and ASTM digital library packages only (at S.No.1, 6 and 8 above)
2. All institutions other than Note point no. 1 above shall subscribe to all the packages from S. No. 1 to 8 given above.
3. Institutions not offering Civil Engineering courses need not subscribe to Civil Engineering package (at S. No. 4).
4. Institutions not offering Mechanical Engineering courses need not subscribe to Mechanical Engineering package (at S No. 3).
5. Institutions who have already subscribed to IEL online, need not subscribe to IEEE-ASPP package, until the subscription of the same is valid.
6. Package at S No. 1 is also mandatory for institutes running MCA.

B. Mandatory subscription of e-journals for all institutions conducting programme in management:

S. No		Publisher	Subject Areas
1	a	J-Gate	Management sciences
2	a	Gale Cengage Learning	Business and company resource centre + Gale business insight global
	b	RMIT	Informit business collection
			OR
	b	Emerald	Emerald Management first database
3	a	EBSCO	Management
4	a	ProQuest	Management

Note:

1. S. No 1 is compulsory
2. From S No. 2/3/4 institutes can opt for any one along with S No.1

C. Mandatory subscription of e-journals for all pharmacy institutions conducting undergraduate / post graduate programme:

S. No	Publisher	Subject Areas
1	BENTHAM	Pharmacy

2	ELSEVIER	Pharmacy
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D. Mandatory subscription of e-journals for all architecture institutions conducting undergraduate /post graduate programme:

S. No	Publisher	Subject Areas
1	EBSCO	Architecture
2	Gale Cengage Learning	Architecture

E. Mandatory subscription of e-journals for all hotel management institutions conducting undergraduate / post graduate programme:

S. No	Publisher	Subject Areas
1.	EBSCO	Hotel Management
2.	Gale Cengage Learning	Hotel Management

Note:

1. Institutions running UG courses should subscribe to package at S No.1 only
2. Institutions running PG courses should subscribe to both the packages

F. Mandatory subscription of e-journals for all institutions conducting the following specialized postgraduate courses

S. No	Publisher	Subject Areas
1	ELSEVIER	Bio Technology
2	Nature publishing group	
3	ELSEVIER	Environmental Engineering
4	Gale Cengage Learning	
5	ELSEVIER	Chemical Engineering.
		Nano Technology
		Geo Technology

Note:

1. An institutions running programme/course in Engineering and Management should subscribe for Engineering as well as Management package. Similarly if the institution is running Management, Architecture, Pharmacy and Engineering then the institution should subscribe to all the packages of relevant discipline/s.

G. Optional package for institutions imparting post graduate engineering courses

ISO JTC 1collection: standards on Information Technology

S. No	Publisher	Subject Areas
1	ISO	ISO JTC 1 Information Technology, Electronics and Telecommunications

2.0 Appendix 3

2.0 Regional Offices of the Council

2.1 Region	Regional Offices	STD	Telephone & FAX	Jurisdiction
Eastern	College of Leather Technology, Campus, Block LB, Sector III, Salt Lake City, Kolkata - 700 091	033	23357459 23352445 23353089 23357312 23359546(F) 23356690(F)	Andaman & Nicobar, Sikkim, Orissa, Jharkhand, West Bengal
Northern	Government Polytechnic Campus, Adjoining Directorate of Technical Education, Vikas Nagar, Kanpur 208 024	0512	2585012 2585014 2585018 2582180(F)	Bihar, Uttar Pradesh, Uttarakhand
North-West	NWRO, Plot No.1, 5 th Floor, DTE Punjab Building, Sector 36 A, Chandigarh-160 036	0172	2613326 2661201 2660179(F)	Chandigarh, Haryana, Jammu & Kashmir, Delhi, Punjab, Rajasthan, Himachal Pradesh
Central	Tagore Hostel 2, Shamla Hills Bhopal-462 002	0755	2660061 2660065 2660062(F)	Madhya Pradesh, Gujarat & Chattisgarh
Western	Industrial Assurance Building 2 nd Floor, Nariman Road Mumbai - 400 020	022	22821093 22855412 22851551(F)	Goa, Maharashtra, Daman & Diu, Dadra and Nagar Haveli
South-West	Health Centre Building Bangalore University Campus Bangalore - 560 009	080	22205919 22205979 22208407 22253232(F)	Karnataka
Southern	Shastri Bhawan 26, Haddows Road, Nungambakkam,	044	28275650 28279998 28232754	Tamil Nadu, Puducherry

	Chennai - 600 006		28255863(F)	
South Central	First Floor, J N Technological University (JNTU) Campus, Masab Tank, Hyderabad-500076	040	23340113 23341036 23345071 23340113(F)	Andhra Pradesh
Guwahati Camp Office	AICTE Camp Office, Department of Electronics Science, Guwahati University, Gopinath Bordoloi Nagar, Guwahati, 781014, Assam	0361	2570104	Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh
Thiruvananthapuram Camp Office	Business Administration Building, CET Campus, College of Engineering, PO Thiruvananthapuram 695016	0471	2592323	Kerala, Lakhshadweep

Appendix 4

Format for Detailed Project Report (DPR) for establishment of a new Technical Institution for conducting TE-BLM

11.1		PREAMBLE
		This Chapter is expected to cover the genesis of the proposal with respect to the background of the technical education and industry scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the promoters for preparation of the DPR
	a	Introduction
	b	Background of the Consultants
	c	Technical Education & Industry Scenario
11.2		THE PROMOTING BODY
		This Chapter is expected to cover the status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz. Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, Educational activities along with a list of major activities undertaken to date, its mission and vision.

		a	Introduction to its Genesis including its Registration Status
		b	Details of its Promoters including their Background
		c	Activities of the Promoting Body including a listing of major educational
		d	Promotion activities undertaken by it in the past
		e	Mission of the Promoting Body
		f	Vision of the Promoting Body
	11.3		OBJECTIVES AND SCOPE OF THE PROPOSED INSTITUTION This Chapter is expected to cover the goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing technical education and industry scenario in the State, Availability of students for admission, particularly the number of students passing the qualifying examination viz.+2 Science in First Class and the number of seats already available in the particular course (B. E. / B. Pharm / B. Arch. / BHMCT / MBA / MCA etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available
		a	Objectives of the Institution
		b	General and Technical Education Scenario of the State
		c	Status at Entry Level
		d	Status of Technical Level manpower
		e	Industrial Scenario of the State
		f	Scope of the College vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.
	11.4		ACADEMIC PROGRAMS This Chapter is expected to cover the basic Academic Philosophy of the Institution and to list the identified Programs, targets, and various facilities
		a	Basic Academic Philosophy of the Institution
		b	Types of Programs
		c	Identified Programs
		d	Phase-wise Introduction of Programs & Intake
		e	Target Date for Start of Academic Programs
		f	Central Computing facility
		g	Central library
		h	Central Workshop
		i	Central Instrumentation Facility
		j	Affiliating Body
		k	Scholarships
	11.5		In case of PGDM Programs, comprehensive details in respect of admission procedure, Program structure, curriculum outline and contents, evaluation system etc. should necessarily be submitted. PGDM Programs shall be regulated as per Hon'ble Supreme courts directions

11.6		<p>SALIENT FEATURES OF ACADEMIC DIVISIONS</p> <p>This Chapter is expected to give phase-wise details of the Academic Programs / Divisions that the Proposed Institution desires to setup in consonance with its Academic Philosophy including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division</p>
	a	Classification of Academic Divisions i.e. Departments, Centres, Schools, Central Academic Facilities
	b	<p>Details of each Academic Department / Centre, like:</p> <ul style="list-style-type: none"> • Academic Objectives • Areas of Focus • Academic Program • Faculty Requirement & Phase-wise Recruitment • Requirement of Laboratories, Space and Equipment (cost) • Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office
11.7		<p>QUALITY AND HUMAN RESOURCE DEVELOPMENT</p> <p>This Chapter is expected to cover the Human Resource Developmental aspects of the proposed Institution including the Policies of the Management to promote excellence among Faculty & Staff, Strategies to attract and retain bright faculty and methodologies towards quality management and fostering of academic excellence</p>
	a	Academic Values
	b	Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder
	c	Policies for Teaching and Non-teaching Staff Development
	d	Permanent and Contract Services for Teaching, Non-teaching and other support Personnel
	e	Total Quality Management
	f	Overall Teaching and Non-teaching Staff Requirements
11.8		<p>LINKAGES IN TECHNICAL EDUCATION</p> <p>This Chapter is expected to elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for contribution of the Institutions to Society at large</p>
	a	Introduction
	b	Linkages with Industry
	c	Linkages with the Community
	d	Linkages with other Technical Institutions in the region
	e	Linkages with Institutions of excellence such as the IITs and IISc., Bangalore Linkages Abroad
	f	Linkages with R&D Laboratories
11.9		<p>GOVERNANCE, ACADEMIC and ADMINISTRATIVE MANAGEMENT</p>

			This Chapter is expected to cover the basic Philosophy of Governance and Administrative Management including the structure of its Board of Governors (BOG), the organizational chart for operational management along with responsibilities vested at various levels of Administrative hierarchy. It is expected that a well thought out method of Institutional Governance and Administration will be the key to its growth and success
		a	Philosophy of Governance
		b	Board of Governors
		c	Organizational Structure & Chart for day-to-day Operations & Management
		d	Role and Responsibilities of Key Senior Positions
		e	Methods / Style of Administration / Management
	11.10		CONCEPTUAL MASTER PLAN FOR MAIN CAMPUS DEVELOPMENT This Chapter is expected to cover the details of the Master Plan for Campus Development starting from the selection of site to the proposed land use pattern and the Phase-wise construction of various facilities / utilities to the level of landscaping. Institutional aspects of development is expected to be taken up in consonance with the Master plan keeping in view various aspects of convenience, safety and utility of the facilities
		a	The Site
		b	Proposed Land Use Pattern
		c	Design Concept
		d	Buildings and Facilities in the Campus
		e	External Services
		f	Construction Systems and Materials
		g	Landscape Proposal
	11.11		REQUIREMENT OF STAFF, SPACE and EQUIPMENT AND THEIR COST This Chapter is expected to make a consolidated estimate of Phase-wise requirements of the staff, building, equipment and their cost, along with strategies for the mobilization of funds required
		a	Introduction
		b	Faculty Requirements
		c	Non-teaching Staff Requirements
		d	Building Requirements: Area and Costs
		e	Estimated Cost of Equipment
		f	Phase-wise Financial Requirements
		g	Strategies for Financial Mobilization
	11.12		ACTION PLAN FOR IMPLEMENTATION This Chapter is expected to cover the Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation Strategy including financial out lay

		a	Activity Chart
		b	Constraints
		c	Financial Outlay
		d	Strategy for Implementation
	11.13		EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT This Chapter is expected to present a Summary of the DPR as per the following Format for ready reference
		a	Details about the Promoting Body
		b	Name and Address of the Promoting Body
		c	Date of Registration / Establishment of the Promoting Body
		d	Nature of the Promoting Body:
		e	Activities of the Promoting Body since inception
		f	Constitution of the Promoting Body

11.14 Faculty Data					
Name	Academic Qualification	Nature of Association with the Promoting Body	Experience in Academic Institutions (in Years)		
			Promotional	Management	Organisational
	Technical	Non Technical			

	11.15		Proposed Institution
		a	Details about the Proposed Institution
		b	Development Plan for the Proposed Institution
		c	Vision of the Promoting Body
		d	Mission of the Promoting Body
	11.16	a	Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment & for next 10 years at intervals of five years.
		b	Give a bar chart indicating the recruitment of faculty (separately for Lecturer, Assistant Professor, Professor) for the proposed project at the time of establishment & for next 10 years at intervals of five years
		c	Give a bar chart indicating creation of built up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment & for next 10 years at intervals of five years.
		d	Give a bar chart indicating investment on equipment and machinery for the proposed project at the time of establishment & for next 10 years at intervals of five years.
	11.17		Total Project cost (at the time of establishment and next five years)

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

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

Year	From Applicant	Donations	Grants from Government	Fees	Loan	Others

11.19	Recruitment of faculty (At the time of establishment and next five years)			
	Recruitment			
Year	Professor	Asst. Professor	Lecturer	Total

11.20	Recruitment of non-teaching staff (at the time of establishment and next five years)		
Year	Recruitment		Total
	Technical	Administrative	

11.21	Proposed structure of governing body
-------	--------------------------------------

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

11.22	Proposed structure of governing body

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

DECLARATION

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

Place:
Date:

(Authorized Signatory of the applicant)
Name
Designation

Appendix 5

Norms for Essential and Desired requirements for Technical Institution (Marked as essential need to be made available at the time of the Expert committee visit)

1.	Stand Alone Language Laboratory The Language Laboratory is used for language tutorials. These are attended by students who voluntarily opt for Remedial English classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. This especially benefits students who are deficient in English and also aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporaneous speaking, debates, skits etc.	Desirable
2.	Potable Water supply and outlets for drinking water at strategic locations	Essential
3.	Electric Supply	Essential
4.	Backup Electric Supply	Desirable
5.	Sewage Disposal	Essential
6.	Telephone and FAX	Essential
7.	Vehicle Parking	Essential
8.	Institution web site with Mandatory Disclosure	Essential
9.	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment, India.	Essential
10.	Safety provisions including fire and other calamities	Essential
11.	General Insurance provided for assets against fire, burglary and other calamities	Essential
12.	Road suitable for use by Motor vehicle- Motorised Road	Essential
13.	General Notice Board and Departmental Notice Boards	Essential
14.	First aid, Medical and Counseling Facilities	Essential
15.	Public announcement system at strategic locations for general announcements/paging and announcements in emergency.	Desirable
16.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	Desirable
17.	Transport	Desirable
18.	Post, Banking Facility / ATM	Desirable

19.	CCTV Security System	Desirable
20.	LCD (or similar) projectors in classrooms	Essential
21.	Group Insurance to be provided for the employees	Desirable
22.	Insurance for students	Desirable
23.	Staff Quarters	Desirable
24.	Establishment of Grievance Redressal Committee and Appointment of OMBUDSMAN in the Institute	Essential
25.	Display of Courses and approved Intake in the Institute at the entrance of the Institute.	Desirable

AFFIDAVIT¹

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of

Rs.100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner

/We, <name>, Chairman, <name of the Trust/Society>, son of, aged..... years and, resident of,

<name>, Secretary, <name of the Trust/Society>, son of, aged..... years and, resident of,

<name>, Principal / Director, <name of the Trust/Society>, son of, aged..... years and, resident of,

in connection with our application dated made to AICTE for, *(retain items in the list below as applicable)*

1. Setting up new Technical Institution offering Technical Program at Degree / Post Graduate Degree /Post Graduate Diploma / Diploma / Post Diploma Level in Blended Learning Mode (TE-BLM)
2. Starting course/s at Diploma, Degree, Post Diploma, Post Graduate Diploma, Post Graduate level in TE-Blended Learning Mode in existing program.

Hereby solemnly affirm and declare as under:

That I am <designation>, <applicant Institution>.

That the declaration, information and documents pertain to one location with building and infrastructure therein where the approval is sought.

That the information given by <name/s> in the application made to AICTE is true and complete. Nothing is false and nothing material has been concealed.

That if any of the information is found to be false, incomplete, misleading and / or that the <name/s> fail/s to disclose all the information and / or suppress any information and / or misrepresent the information, I/we shall be liable to be prosecuted by the Council.

That the Council shall also be free to take any action including withdrawal of approval and / or any other action as deemed necessary against the <name/s> and others as the case may be and / or the individuals associated with the Society / trust / A company established under Section 25 of Companies Act 1956, and/or the Institution.

That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

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

DEPONENT

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

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

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

DEPONENT

AFFIDAVIT²

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs.100/ duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner along with deposit of requisite amount

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

That in accordance with the norms, procedures and conditions prescribed by the AICTE, an amount of Rs. shall be required to be deposited by the <name of the Trust/Society> in AICTE's account, for a period of 10 years.

That the interest accrued on the deposit shall be retained by AICTE.

That the AICTE in its discretion may extend the term of the deposit for a further period and / or forfeit the amount for violation of norms, conditions and requirements prescribed by the AICTE and / or non-performance by the Institution and / or closure of the Institution due to withdrawal of AICTE approval or for any other reason. In an event of forfeiture, the proceeds of the fixed deposit shall be utilized for meeting the expenditure towards refunds to the students and others.

That all remaining requirements as mentioned under the regulations and the approval process hand book , applicable <name and address of proposed Institution>will be complied within one month from the date of issuance of the approval letter.

That the building land measuring sqm, in which <name of the proposed Institution>is located was not mortgaged for any purpose to any Institution on the date of filing the application and that status is continuing till date and will continue till the date of issuance of the letter of approval.

In the event of non-compliance by the <name of the Trust/Society>and / or<name of the proposed Institution>with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, the AICTE shall be free to take appropriate action including withdrawal of its approval without consideration of any related issues and that all liabilities arising out of such withdrawal shall solely be that of the (Society / Institute / College).

That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

Name of the authorized person executing the undertaking along with his / her official position)
with (SEAL)

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at <name of the place> on this the <date>.
(Name, Designation and Address of the Executants)
(seal)

DEPONENT

**CERTIFICATE¹
TO BE PRODUCED ON LETTERHEAD OF
ARCHITECT REGISTERED WITH COUNCIL FOR ARCHITECTURE**

The copies of approved site plan & building plans in respect of application submitted by <name & address of the applicant> who is an applicant for establishment of new technical

Institution under TE-BLM <name of the Institutions> at <address> were provided to me by <name & address of the applicant>for verification regarding their authenticity and appropriateness.

Details of Site Plan & Building Plans

Plans approved by	
Approval Number	
Date of Approval	

I hereby certify that:

The competent authority for approving the site plan and building plans of an educational Institute at the proposed site mentioned above is

I have verified the above-mentioned site plan & building plans from the office of <Competent Authority>.

The above-mentioned site plan & building plans have/have not been approved by the competent authority.

The above-mentioned site plan & building plans are /are not authentic.

Construction of building has been completed in all respects as per the approved building plan and Occupancy certificate from appropriate authority has been issued.

Signature of the Architect		Seal
Name of the Architect	
Registration No	
Date :	Place :

CERTIFICATE²
TO BE PRODUCED ON THE BANK LETTERHEAD DULY SIGNED BY THE
BANK MANAGER OF THE BRANCH
WHERE THE APPLICANT HAS BANK ACCOUNT

The copies documents pertaining to the funds position i.e. the bank statement and/or Fixed Deposit Receipts in respect of application submitted by <Name & address of the applicant> who is an applicant for establishment of new technical Institution under TE-BLM<Name of the Institution> at <address>) were provided to me by <name & address of the applicant>for verification regarding their authenticity and appropriateness.

A. Bank Statement

Name of the Account Holder	
Account Number	
Name & Address of the Bank	

It is certified that,

1. I verified the above-mentioned bank account from <name & address of bank>.
2. The above-mentioned bank account is in the name of
3. The above-mentioned bank account is /is not authentic.
4. The balance in the above-mentioned bank account as on today, i.e. <dd/mm/yyyy> is Rs.
.....

B. Fixed Deposits

Sr. No.	FDR Number	Date of Deposit	Date of Maturity	Amount	Name & Address of Bank
			Total Amount		

It is certified that,

1. I have verified the above-mentioned FDRs from our Branch / Bank.
2. The above-mentioned FDRs are / are not in the name of the applicant under reference mentioned above.
3. The above-mentioned FDRs are / are not authentic.

Signature of the BANK MANAGER		Seal	
Name of the BANK MANA GER		
Date	Plac e:

FORMAT¹

That the Trust / Society vide its executive meeting held onat vide item no. have resolved that,<name of the trust / society>shall allocate required funds for creation of additional carpet and built up area in <name of the Institution>at<address>,as required for <additional Program> / <additional course> / <additional intake in ... course> in <name of the Institution>,and shall allocate required funds for procurement of equipments, furniture and other required entities for smooth functioning of the same.

(Signature and name of Chairman / Secretary, Trust / Society),
(Designation), (Name of the organization)





ALL INDIA COUNCIL FOR TECHNICAL EDUCATION APPROVAL PROCESS HANDBOOK

Technical Education in **Blended Learning Mode (TE-BLM)** (2013 – 2014)



**ALL INDIA COUNCIL FOR
TECHNICAL EDUCATION
APPROVAL PROCESS HANDBOOK**

**Technical Education in
Blended Learning Mode (TE-BLM)
(2013 – 2014)**

FOREWORD

FOREWORD

The aim of any country's higher education system is sustainable development and achieving higher growth rates. It is enabled through creation, transmission and dissemination of knowledge. The All India Council for Technical Education (AICTE) has been in existence since November 1945 as a national level Apex Advisory Body with its mission of developing and promoting quality technical education in the country in a coordinated and integrated manner. The Council's constant endeavor is to encourage a meaningful association between the technical education system and research and development activities in a concerted effort aimed at nation-building.

Technical education at all levels in the country is witnessing a consistent growth pattern marked by the setting up of new Institutions and the improvement of the existing ones in tune with the quality assurance norms set by the accreditation agencies. The Council believes in providing a proper impetus to Institutions in generating competent engineers, pharmacists, managers, architects and scientists and encourages them to think beyond the curriculum while imparting training for the advancement of knowledge.

The Council has put in place several initiatives in the last three years to bring about changes in the Approval Process by introducing greater transparency and accountability through the e-governance. The emphasis this year is to put in place simplified procedures and greater ease in the approval process. "Access to Quality" and "Education to All" will be the slogans for the year 2013-14 to give more impetus to quality in technical education and to be the best in the world. In view of this policy, AICTE is now facilitating technical education through Blended Learning Mode (TE-BLM) to enable the working professional to enhance their knowledge and skill base. The role of AICTE as a regulator will be further geared up to weed out the Institutions not fulfilling the norms and standards.

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

In keeping with these objectives, AICTE would strive to be a true facilitator and enabler in addition to fulfilling the regulatory provisions. We hope this attempt of ours will prove endearing enough to all the stake holders.

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

Dr. S. S. Mantha
Chairman, AICTE

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1 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 II Sc. in Bangalore, Institution 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 programs 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 Institution 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 programs in Nutrition and Food Science, which started in the late fifties. The National Council of Hotel Management and Catering Technology were set up in 1982, to which all the Institutions of Hotel Management run by the Government are affiliated.

Education in other professional fields such as, Pharmacy, Applied Arts & Crafts has also undergone similar developments during the post-independence period. Programs 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 Program consisting of three major components that provided for M.E. / M. Tech and Ph. D Programs, Establishment of Curriculum Design and Development Cells, and Short Term Training Programs.

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.

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 Programs in consultation with the Agencies concerned.

1.4.4 10(n)	Clause	Take all necessary steps to prevent commercialization of Technical Education.
1.4.5 10(p)	Clause	Inspect or cause to inspect any technical Institution.
1.4.6 11(1)	Clause	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 11(2)	Clause	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 11(3)	Clause	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 11(4)	Clause	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 purposes of implementing any such recommendation as is referred to in sub-section (3).

1.5 AICTE Profile

1.5.1 Vision

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

1.5.2 Mission

Transparent governance and accountability in approach towards society
 Planned and coordinated development of Technical Education in the Country by ensuring world-class standards of Institutions through accreditation
 Facilitating world-class Technical Education through:

Development of high quality Institutions, academic excellence and innovative research and development programs;
 Networking of Institutions for optimum resource utilization;
 Dissemination of knowledge;
 Technology forecasting and global manpower planning;
 Promotion of industry-Institution 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
A vision of a forward-looking organization that has an efficient, flexible and empowered manpower, sensitive to stakeholder's expectations

1.5.3 Objectives

Promotion of Quality in Technical Education
Planning and Coordinated Development of Technical Education System
Provide regulations and maintenance of Norms and Standards.

1.5.4 Responsibilities

Promotion of Quality in Technical Education
Policy Directions
Review of Norms and Standards
Assessment of Manpower requirement
Liaison with Central Government, State Governments, Universities and other Statutory Bodies
Others as provided in the Act

1.5.5 Major Functions

Approval of Diploma / Degree / Post Graduate Degree / Post Graduation / Post Diploma / Post Graduate Diploma Level programs through both conventional and blended learning mode in Technical Institutions
Approval of variation / increase in intake, additional programs in technical Institutions
Quality Assurance through Accreditation
Participation in the process of granting Deemed University status by MHRD
Approval for Foreign Collaborations / Twinning Programs
Promotion of Industry-Institution Interaction
Development of Model Curricula through All India Boards of Studies
Research Promotion Schemes (RPS)
National Coordinated Project (NCP)
National Facilities in Engineering & Technology with Industrial Collaboration (NAFETIC)
Modernization and Removal of Obsolescence (MODROBS)
Entrepreneurship Development Cell (EDC)
Industry Institute Partnership Cell (IIPC)
Travel Grant (TG)
Seminar Grant (SG)
Faculty Development Program (FDP)
Emeritus Fellowship (EF)
Career Award for Young Teachers (CAYT)
Visiting Professorship (VP)
AICTE-INAE Distinguished visiting Professorship (DVP)
National Doctoral Fellowship (NDF)
Research Park (RP)
Innovation Promotion Scheme (IPS)
Post Graduate Grants and GATE Scholarship

AICTE – INAE – TRF (Teacher Research Fellowship)
 AICTE – INAE – TG (Travel Grant to Students)
 Winter and Summer Schools for the Faculty
 Finishing Schools for the Students
 Indian National Digital Library in Engineering Sciences and Technology (INDEST)
 Quality Improvement Program (QIP)
 NITTR Training Programs for Faculty
 Networking of Technical Institutions
 Assessment of National Technical Manpower
 Promotion of Autonomy in Technical Institutions
 Connecting Technical Institutions through EDUSAT Network-Live transmission of M.E. / M.
 Tech programs
 Steps for Stopping Commercialization of Technical Education

Definitions: Approval Process Hand Book

1	Definitions
1.1	“Architect” means an Architect registered with the Council of Architecture established under the Architect Act 1972.
1.2	“Autonomous Institution”, means an Institution, to which autonomy is granted and is designated to be so by the Statutes of affiliating University / Board.
1.3	“Bandwidth Contention” means the contention ratio, ratio of the potential maximum demand to the actual bandwidth.
1.4	“Build Operate Transfer” (BOT)” means a project financing, wherein a private entity receives a concession from the public sector to finance, design, construct, and operate a facility stated in the concession contract.
1.5	“Co-Ed Institute” means the Institute admitting male and female students.
1.6	“Commission” means University Grants Commission established under section 4 of the University Grants Commission Act, 1956
1.7	“Compliance Report” shall mean the report submitted by Technical Institution complying with requirements as set in this Approval Process handbook, Prevention and prohibition of ragging, in the Format prescribed by AICTE from time to time.
1.8	“Deemed University” means an Institution declared as deemed to be University under section 3 of the University Grants Commission Act, 1956.
1.9	“Foreign Student” means, the student who possesses a foreign passport.
1.10	“Fresher” means a student who has been admitted to an Institution and who is undergoing his/her first year of study in such Institution.
1.11	“Metro City” means a Metropolitan area as declared by Ministry of Urban Development, New Delhi or concerned State Government authority.
1.12	“Minority Educational Institution” or “Minority Institution” means a college or Institution established or maintained by a person or group of persons belonging to a minority, recognized as such by the concerned State Government/UT Administration.
1.13	“NBA” means National Board of Accreditation set up by AICTE, under Society Registration Act 1860.
1.14	“NBA Web-Portal” means a web site as defined by NBA.
1.15	“.pdf file” means document in Portable Document Format.

1.16	“Prescribed” means as prescribed under these Regulations.
1.17	“Public Private Partnership (PPP)” means a partnership based on a contract or concession agreement, between a Government or statutory entity on the one side and a private sector enterprise on the other side.
1.18	“Shift” means spell of time in which educational activities of the technical Institution are conducted.
1.19	“Single Shift working” means where, educational activities of the technical Institution are generally conducted between 9 am to 5 pm.
1.20	“State Level Fee Committee” means a Committee notified by the concerned State Government / UT Administration for regulation of fee to be charged by the technical Institutions
1.21	“Technical Campus” means a campus which offers education in one or more technical programs approved by the Council.
1.22	“Two Shift working” means where, educational activities of the technical Institution are conducted in two spells of time i.e., 1 st shift, generally, between 7 am to 3 pm and 2 nd shift, generally, between 1 pm to 9 pm.
1.23	“University Department” means a department established and maintained by the University.
1.24	“University” shall means a University defined under clause (f) of Section 2 of the University Grants Commission Act, 1956.
1.25	“Government Aided Institution” means technical Institution that meets 50% or more of its recurring expenditure out of the grant received from Government or Government organizations.
1.26	“Government Institution” means technical Institution established and / or maintained by the Government.
1.27	“Private-Self Financing Institution” means an Institution started by a Society/Trust/Company and does not received grant/fund from Central and/or State Government and/or Union Territory Administration for meeting its recurring expenditure.
1.28	“Second Shift” means shift generally from 1pm to 9pm in which educational activities of the technical Institution are conducted.
1.29	“Programs” means activities of delivering education and instructions to students through traditional setting of classroom and laboratories which require full time presence of students at the Institute.
1.30	“Part Time Programs” means activities conducted in evening time i.e. 5.30 pm to 9.30 pm (six days a week) wherever First / general shift working exits and are meant only for working professionals or professionals with at least two years of work experience.
1.31	“Blended Learning Mode (TE-BLM)” means activities of delivering part of classroom learning through distance Mode and Laboratory, Practical and workshop etc through conventional mode where presence of students at the Institute and giving examination is essential and are meant only for working professionals with certain minimum work experience.

Chapter I

Grant of Approval through Single Application form for the following.

Approval to conduct Technical Program at Degree, Post Graduate Degree, Diploma and Post Diploma, Post Graduate Diploma Level in Blended Learning Mode (TE-BLM)

1.0		Preamble
	1.1	Blended Learning Mode (TE-BLM) Programs are meant for working professionals or professional with at least three years of work experience who have to satisfy the requirements of curriculum by attending classes, conducting practical etc.
	1.2	The approved Technical Institutions may expand its activities by adding additional divisions, in the Blended Learning Mode (TE-BLM) in the existing Program
2.0		Objective
	2.1	To facilitate Technical and Management Institutions to respond to the felt need of providing Technical and Management education to working professionals who may, for some reason, cannot take up full time studies in conventional mode.
	2.2	To provide an opportunity to working professionals to enhance their qualifications, competence by enhanced skill formation
3.0		Need
	3.1	<ul style="list-style-type: none"> • Increased demand for technically skilled man power • Increase utilization of infrastructure available at the Technical Institutions • Facilitate cost effective education to masses through increased utilization of infrastructure available at the Technical Institutions • Enabling working professionals to enrol for qualification upgradation in technical education; by providing weekend learning sessions.

4.0		Introduction
	4.1	Any approved Technical Institute offering technical education in conventional mode shall not commence any course in Blended Learning Mode (TE-BLM) without prior approval of the Council
	4.2	Any course in Blended Learning Mode (TE-BLM) shall not be approved if the Institute has any deficiency to run existing courses in conventional mode.
	4.3	Any course in Blended Learning Mode (TE-BLM) shall be approved only if the course is accredited at respective level in the conventional mode on the date of application
	4.4	Admission authority / body / Institution shall not permit admissions of students to a Technical Program in conventional or Blended Learning Mode (TE-BLM) which is not approved by the Council.
	4.5	Technical Institution / Technical Campus offering technical education shall not continue technical courses or programs beyond the specified period of approval given by the Council in whichever mode they are conducted.
	4.6	Each Institution offering Post Graduate and / or Under Graduate Technical Program at Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level in Blended Learning Mode (TE-BLM) shall submit an application to the Council, every year, for extension of approval of courses

		<p>offered by the Institution</p> <p>It may be further noted that though extension of approval is granted, the Council shall monitor for fulfillment of all norms by the Institute and in the event of non-fulfillment, the Council shall initiate penal action as per regulations, framed by the Council.</p>
		<p>Students once admitted to a course in conventional mode or course in Blended Learning Mode shall have to complete the course in same mode. Migration from one mode of learning to other mode of learning for the same course shall not be permitted. However fresh admission can be sought to same course in different mode of learning.</p>

5.0		Submission of application												
5.1		<p>The Existing Institutions shall use the USER ID's already allotted to them.</p> <p>However, if the Institution has not obtained a USER ID / Password previously a unique USER ID shall be allotted to applications for further process on payment of Rs. 5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal www.aicte-india.org</p> <p>If the Institution has misplaced / forgotten the password, it will be sent to the user on payment of Rs. 5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal www.aicte-india.org</p> <p>For the purpose of applying for Grant of Approval the Institution shall submit an application on line on the AICTE Web-Portal www.aicte-india.org</p>												
5.2		<p>A unique identification number is allotted to each application for further reference. By using this number the applicant will be able to track the status of the application at various stages of processing of the application through the AICTE Web-Portal.</p>												
5.3		<p>The processing fee shall be paid through the AICTE payment gateway on the Portal, through Corporate Internet banking, failing which, the application shall not be considered.</p> <p>Applications shall be accepted subject to realization of the Payment</p>												
5.4		<p>Processing Fees in Rs. Lakhs for various applications in TE-BLM (Degree, Post Graduate Degree, Post Graduate Diploma, Diploma and Post Diploma Institutions) is as follows</p> <table border="1"> <thead> <tr> <th>Type of Institution</th> <th>Processing Fees in Lakh</th> </tr> </thead> <tbody> <tr> <td>Minority Institution</td> <td>3.00</td> </tr> <tr> <td>Institution set up in Hilly Area in North Eastern States</td> <td>3.00</td> </tr> <tr> <td>Institution set up exclusively for women</td> <td>3.00</td> </tr> <tr> <td>All other Institutions</td> <td>4.00</td> </tr> <tr> <td>Government / Government aided / Central University / State University (Govt.)</td> <td>Nil</td> </tr> </tbody> </table>	Type of Institution	Processing Fees in Lakh	Minority Institution	3.00	Institution set up in Hilly Area in North Eastern States	3.00	Institution set up exclusively for women	3.00	All other Institutions	4.00	Government / Government aided / Central University / State University (Govt.)	Nil
Type of Institution	Processing Fees in Lakh													
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Institution set up exclusively for women	3.00													
All other Institutions	4.00													
Government / Government aided / Central University / State University (Govt.)	Nil													
5.5		<p>Above fees is applicable irrespective of number of divisions / courses applied for.</p>												

5.6	The payment options available is only through Corporate Internet banking Applications shall be accepted subject to realization of the Payment
5.7	Submission of an application for Extension of Approval on Web-Portal on or before the last date as mentioned in the schedule is mandatory
5.8	A print of the complete application as uploaded on the AICTE Web-Portal, printed there on, along with the deficiency report generated through the Institute login, shall be submitted to Affiliating University / Board and Concerned State Government / UT, along with all enclosures as above, duly attested by a Gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner on or before the date as mentioned in the schedule. Subsequently a stamped receipt from an authorized signatory as proof of submission of these documents is to be collected.
5.9	A print of the complete application as uploaded on the AICTE Web-Portal, printed there on, along with the deficiency report generated through the Institute login, is to be submitted to the concerned Regional Officer (RO), along with enclosures as at Appendix 1 as applicable

6.0	Eligibility conditions under which Blended Learning Mode (TE-BLM) approvals can be given for AICTE approved Institutions
6.1	The Institute shall have zero deficiency in programs and courses conducted in conventional mode as per the report generated through Web Portal and Expert Visit Committee report conducted for compliance of requirements for conducting Blended Learning Mode (TE-BLM)
6.2	Any course at a certain level i.e., Diploma or Post Diploma or Degree or Post Graduate Degree or Post Graduate Diploma or any other, if applied for approvals in Blended Learning Mode (TE-BLM), shall have valid accreditation of the conventional mode course at the respective level on the date of application.
6.3	There should not be any deficiency in the number of mandatory subscriptions for e-journals as mentioned in the requirements for conventional mode programs.
6.4	The Institutions offering courses in Part Time and or in 2 nd shift in conventional mode will not be permitted to offer an course/program in TE-BLM.
6.5	Grant of approvals is based on the compliance of requirements for conducting courses under Blended Learning Mode (TE-BLM). However such requirements shall be inspected for their compliance before approvals are accorded. An affidavit sworn before First class Judicial Magistrate or Notary or an Oath Commissioner that the Institute has required facilities and infrastructure as per the provisions of the Approval Process Hand Book and in the absence of which the AICTE is liable to invoke the provisions, both civil and / or criminal as per the regulations in place is to be submitted.

7.0	Institutions fulfilling norms and standards as mentioned will be entitled to allotment as follows
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7.1	All AICTE approved existing Technical Institutions shall be eligible for a maximum one Division per accredited course at respective level within the definition of Division / Program / level at clause 2.11 of the (Grant of approvals for Technical Institutions, Regulations, 2012).																												
7.2	<p>Section 2(g) of AICTE act 1987, reads “Technical Education as Programs of education, research and training in engineering, technology, architecture, town planning, management, pharmacy and applied arts and crafts and such other program or areas as the central government may, in consultation with the council, by notification in the official gazette, declare” Based on the above section the following is defined.</p> <p>However, approval processes for Blended Learning Mode (TE-BLM) in Pharmacy and Architecture will be defined later.</p> <p>Existing Professional Societies & registered bodies, who follow the norms, rules and regulations as per this Approval Process Handbook shall be eligible for conducting courses with the approved intake as specified (subject to approval of concerned University) as below:</p> <table border="1" data-bbox="359 891 1380 1635"> <thead> <tr> <th>Level</th> <th>Programs</th> <th>No. of Divisions</th> <th>Intake / division</th> </tr> </thead> <tbody> <tr> <td>Diploma</td> <td>Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)</td> <td>02</td> <td>60</td> </tr> <tr> <td>Post Diploma / Advanced Diploma</td> <td>Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)</td> <td>02</td> <td>60</td> </tr> <tr> <td>Degree</td> <td>Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)</td> <td>02</td> <td>60</td> </tr> <tr> <td>Post Graduate Degree</td> <td>Engineering, Technology, Applied Arts & Crafts except MCA, Hotel Management and Catering Technology (HMCT)</td> <td>02</td> <td>30</td> </tr> <tr> <td>Management PG</td> <td>Management</td> <td>02</td> <td>60</td> </tr> <tr> <td>MCA PG</td> <td>MCA</td> <td>02</td> <td>60</td> </tr> </tbody> </table> <p>No Institute shall be eligible for any supernumerary seats in Blended Learning Mode (TE-BLM)</p>	Level	Programs	No. of Divisions	Intake / division	Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	02	60	Post Diploma / Advanced Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	02	60	Degree	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	02	60	Post Graduate Degree	Engineering, Technology, Applied Arts & Crafts except MCA, Hotel Management and Catering Technology (HMCT)	02	30	Management PG	Management	02	60	MCA PG	MCA	02	60
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MCA PG	MCA	02	60																										
7.3	Any Institution / Society / Trust / Section 25 company or a member belonging to these if charge-sheeted, shall not be considered for approval of courses under ODL mode unless they are acquitted.																												
7.4	No approval shall be granted for conduct of courses under Blended Learning Mode (TE-BLM) to Institutions where a FIR / CBI / CVC / any other investigation agency / Anti Ragging / Punitive action initiated by AICTE for any violation in the norms and standards where enquiries are pending.																												

8.0		Evaluation of application by Regional Officer
	8.1	The Regional Officer shall ensure that the hard copy of the application submitted by the Institute is in order and shall upload appropriate information on the portal. Applications complete in all respect and in order shall only be processed.
	8.2	Regional officer shall verify the documents submitted along with the printed application and enable appropriate flag on portal for: <ul style="list-style-type: none"> 1. Documents are in order, and form an Expert Visit Committee through portal in case of AICTE approved Institutes 2. Conducting Scrutiny of the application by Scrutiny committee, in case of, non AICTE approved Institutes
	8.3	The Expert Committee to verify the Physical and Infrastructural facilities available for the Blended Learning Mode (TE-BLM) education of the applicant Institute shall be constituted by the Regional Officer, by selection of members using automated selection process provided on the AICTE Web-Portal. However, if any member of expert Committee is unable to attend the scheduled visit or refuses or is incapacitated to take part in such scheduled visit, then Regional Officer with prior or post-facto approval of the Chairman Regional Committee may opt to choose any other expert from approved panel of the experts.
	8.4	Concerned Regional Officer or an Officer of the Council will assist the committee and make necessary arrangements for conduct of the Expert Committee Visit. However, the concerned regional officer shall not be part of the committee.

9		Evaluation of application by Scrutiny Committee
	9.1	The application shall be evaluated by a Scrutiny Committee constituted by the Regional Officer by selecting members using automated selection process provided on the AICTE Web-Portal.
	9.2	Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, RO or the officer concerned will not be a part of the committee
	9.3	The Scrutiny Committee will invite all applicants for presentation of their respective proposals. Applicants are advised to adhere to given Scrutiny schedule and not to remain absent for Scrutiny. If the applicant remains absent for a scrutiny, then in no circumstances what so ever, their applications proposal shall be taken up for a scrutiny. Applicants shall produce original documents along with attested copies at the time of scrutiny
	9.4	Based on the recommendations of the Scrutiny Committee, the deficiencies, if

		any, shall be communicated to the applicant Society / Trust / A company established under Section 25 of Companies Act 1956, through web portal.
9.5		Applicants who are communicated deficiencies or remain absent at the scrutiny shall be eligible for an appeal by way of re-scrutiny, which will be provided to them on the date and time scheduled by AICTE.
9.6		The Scrutiny Committee during re-scrutiny shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards.
9.7		Applications which are found to be in order in all respects by the Scrutiny Committee or Re-Scrutiny Committee will be processed further.
9.8		The attested copies of original documents shall be retained by the committee. These shall be scanned & uploaded to the Web-Portal along with the report of the committee. This scanning and uploading will be done by the Regional office of the council.
9.9		The Regional officer shall ensure and certify that all the fields of all scrutiny reports are filled completely and are in order.
9.10		All applicants recommended for Expert Committee Visit by the Scrutiny Committee, or Re-Scrutiny Committee shall be communicated the date of Expert Committee Visit through Web Portal.

10.0		Evaluation of application filed by AICTE approved institutions through Expert Committee Visit
	10.1	There should not be any deficiency as per requirements mentioned for Conventional Mode courses.
	10.2	Expert Visit Committee shall verify only the requirements of conducting course/s in Blended Learning Mode (TE-BLM).
	10.3	An Expert Committee shall visit the premises of the AICTE approved Institution to verify the readiness of availability of the following

Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments for conducting courses in Blended Learning Mode (TE-BLM)

10.4		Requirements for conducting courses in Blended Learning Mode (TE-BLM)	Type
	a	Computer Centre with minimum 40 Computers having latest configuration. (existing computer centre can also be shared for additional requirements as per need of the students in Blended Learning Mode (TE-BLM))	Essential
	b	Minimum 10 Mbps, 1:1 Internet connectivity	Essential
	c	Wi- Fi facility	Essential
	d	HD quality Video streaming facility (including equipments such as video camera/s, streaming server/s, application software, network and communication accessories etc.) with exclusive minimum bandwidth of 4 Mbps, for streaming of real time or DVD/ CD based offline-on-demand lecture	Essential

		sessions / webinars, to the students.	
	e	Learning Management System (CMS/LMS) application run through Institute website having facility for on line submission of assignments and evaluation (either open source or otherwise)	Essential
	f	Computerized Administrative office	Essential
	g	Well equipped studio for conduction, live streaming and recording of real time lecture sessions / webinars	Essential
	h	Facility for videoconferencing using a standard desktop/laptop or free mobile applications or tablet or Smartphone	Essential
	i	Facility of interactive tools to carry out question & answer sessions, voting, exit surveys etc.	Essential

Laboratory Equipments and Experiments

10.5		There should not be any deficiency in terms of Laboratories and lab equipment as per requirements mentioned for the corresponding Conventional Mode courses.
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Books, Journals and Library facilities

10.6		Description of requirement	Type
	a	Computerized Library Management System	Essential
	b	Facility for access to the on-line journals to the students of Blended Learning Mode (TE-BLM) Program	Essential
	c	Digital Library facility	Essential
	d	Document scanning facility	Essential
	e	Central Xeroxing facility for students	Essential
	f	Availability of NPTEL facility	Essential
	g	Sufficient number of CD/DVDs with digital content as required for self-study for the subjects.	Essential
	h	Facility for online request and delivery through courier for library materials (books, journals, CDs and DVDs)	Essential
	i	Computerized indexing with bar coded / RF tagged book handling	Desirable

Faculty Requirement

Faculty requirements and Qualifications

10.7	a	Faculty Qualifications shall be as per the All India Council for Technical Education (Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff In Technical Institutions (Degree) Regulations, 2010 , All India Council for Technical Education (Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff In Technical Institutions (Diploma) Regulations, 2010 and subsequent amendments in these Regulations issued by AICTE from time to time.
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	b	At least two Professors / Associate Professors / Assistant Professors per division of intake shall be appointed on full time basis. One amongst these will be designated and working as the Dean / Coordinator.
	c	Additional faculty shall be appointed as required.

Subscription of E-Journals

10.8	a	There should not be any deficiency in the number of Mandatory subscriptions for e-journals as mentioned in the requirements for Conventional mode programs.
	b	It is essential that all such e-journals shall be accessible to the students (under graduate and post-graduate) of courses in Blended Learning Mode (TE-BLM) from their residence or workplace.

11.0		Evaluation of application filed by non AICTE approved institutions by Expert Committee
	11.1	An Expert Committee shall visit the premises of the proposed Institution to verify the readiness of availability the requirements as mentioned in clause 10.0 and sub clause 11.8, 11.9, 11.10
	11.2	Expert committee shall also verify documents in original as in Appendix 1 and Video as in Appendix 1 with respect to actual infrastructure visited
	11.3	Expert Committee shall verify actual availability of equipments, computers, software, internet, printers, book titles, book volumes, subscription of National & International E-Journals required for conducting courses under TE-BLM. Mere presentation of purchase orders / payment records for subscription etc. without actual availability shall not be considered
	11.4	The applicant will arrange for, Video recording with date and time of the entire proceedings of the Expert Committee visit, which will form part of the Expert Committee report. Internet ready Laptop / desktop, scanner and printer.
	11.5	The Expert Committee shall Submit to the RO, Its report in the prescribed Format of the visit. Attested Copies of all documents as in Appendix 1 Video recording of Expert Committee visit. Attendance sheet duly signed / digitally authenticated by, the expert Committee members, and representatives of applicant Society/Trust present during the visit
	11.6	The Regional officer shall ensure and certify that all the fields of all Expert Visit Committee reports are filled completely and are in order.
	11.7	The scanning and uploading of the relevant documents will be done by the concerned Regional office of the council.

In addition to the above, the Expert Committee shall also inspect and submit a report on the requirements as mentioned below

11.8 Computers, Software, Internet and Printers exclusive for TE-BLM

		Number of PCs to students ratio (Min 20 PCs)	Legal System Software [@]	Legal Application Software*	LAN & Internet	Mail Server & Client
Engineering / Technology	Dip	1:6	03	20	All	Desired
	UG	1:4				
	PG	1:2				
Pharmacy	Dip	1:6	01	10	All	Desired
	UG	1:6				
	PG	1:6				
Architecture & Town Planning	Dip	1:6	01	10	All	Desired
	UG	1:5				
	PG	1:5				
Applied Arts & Crafts	Dip	1:5	01	10	All	Desired
	UG	1:5				
	PG	1:5				
HMCT	Dip	1:6	01	10	All	Desired
	UG	1:6				
Management	PG	1:2	01	10	All	Desired
MCA	PG	1:2	03	20	All	Desired

11.8	a	Utilization of Open Source Software may be encouraged
	b	Secured Wi Fi facility
	c	Purchase of most recent hardware is desired.
	d	Library, Administrative offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to students ratio.
	e	[@] Adequate number of software licenses is required
	f	[#] Central Xeroxing facility for students is preferred

11.9 Laboratory Equipments and Experiments

11.9	a	The laboratories shall have equipments as appropriate for experiments as stated / suitable for the requirements of the affiliating University / Board's curriculum. It is desired that number of experiment set up be so arranged that maximum four students shall work on one set.
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11.10 Books, Journals and Library facilities exclusive for TE_BLM

Program	Total number of Divisions	Titles	Volumes	National Journals	International Journals	E Journals	Reading Room seating
		Number					% of total students
Engineering / Technology(UG)	B	100	500xB	6xB	Desirable	As per Appendix 2	15% (Max 150)
		50 per course	250 per course - division				
Pharmacy(UG)	B	100	500xB	6xB			
		50	500xB				
Architecture & Town Planning (UG)	B	100	400xB	6xB			
		50	400xB				
Applied Arts & Crafts(UG)	B	100	500xB	6xB			
		50	500xB				
HMCT	B	100	500xB	6xB			
		50	500xB				
MBA / PGDM / MCA (PG)	B	100	500xB	12xB			
		50	500xB				
Engineering / Technology/ Pharmacy / Architecture & Town Planning / Applied Arts & Crafts (PG)	B	50	200	5xB			25% (Max 100)
		As Required	100				
Diploma in Engineering / Tech / Pharmacy / Architecture & Town Planning Applied Arts & Crafts, HMCT	B	Half the number as required for UG course in the same Program	Half the number as required for UG course in the same Program	Half the number as required for UG course in the same Program	-	-	15% (Max 150)

B=Number of divisions at 1st year (shift 1+2) + Number of 2nd year direct divisions (shift 1+2)

1	Book titles and volumes required at the time of starting new Institution.
2	Requirements of Book titles and volumes in Institutions started before 1950 shall be calculated considering starting year as 1950.
3	Yearly increment.
4	Component for additional division / course.
5	Hard Copy International Journals is desirable to procure. However subscription to E-Journals and National Journals as per Appendix-2 is essential.
6	Journals and Books may also include subjects of Science & Humanities.
7	Digital Library facility with multimedia facility is essential.
8	Reprographic facility in the library is essential.
9	Document scanning facility in the library is essential.

10	Document printing facility in the library is essential.
11	Library books/non books classification as per standard classification methods is essential.
12	Availability of NPTEL facility at the library is essential.
13	Computerized indexing with bar coded / RF tagged book handling is desired.

11.11 Norms for Space requirement for Technical Institution under TE-BLM

Level	Programs
Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)
Post / Advanced Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)
Degree	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)
Post Graduate Degree	Engineering Technology, Applied Arts & Crafts except MCA, Hotel Management and Catering Technology (HMCT)
Management PG	Management
MCA PG	MCA

11.11		Requirements
	a	Institute shall have no deficiency as per requirements of Conventional program.
	b	Number of Class rooms of 66 sqm each to be provided shall be half the number of divisions approved along with projecting media equipment and ICT enabled learning.
	c	Additional ICT enabled Reading room area of at least 200 sqm with a seating capacity of 60 shall be provided with complete infrastructure for access to online journals and to view / listen to the digital content specifically developed for the program.
	d	<p>The promoter society / trust / A company established under Section 25 of Companies Act 1956, of a new technical Education Institution shall have the land as required and prescribed in its lawful possession with clear title in the name of the promoter society / trust / A company established under Section 25 of Companies Act 1956, on or before the date of submission of application.</p> <p>Provided that it shall be open for the promoter society / trust / A company established under Section 25 of Companies Act 1956, proposed Institution to mortgage the building only after the receipt of letter of approval, only for raising the recourses for the purpose of development of the Technical Education Institute situated in the same building.</p>
	e	Building and built up area under consideration shall be on one plot having no obstacles like river, canals, rail tracks, highways, or any other such entity hampering continuity of land.
	f	Building plan of the Institution shall be prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government / UT.

12.0	12.1	The fund position of the applicant (Self financed Institutions, Private Universities) in the form of FDRs in the name of Society / Trust in Nationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India shall be as under on the date of Scrutiny.	
		Program proposed (Degree, Post Graduate Degree, Diploma and Post Diploma)	Total minimum funds required, Rupees in Lakhs as proof of operational expenses (at the time of Scrutiny) in the form of FDR in the name of Society / Trust
		a	Engineering & Technology 100
		b	Hotel Management & Catering Technology 50
		c	Applied Arts & Crafts 50
		d	MCA 50
		e	Management 50
	12.2	The applicants shall not use name the technical Institution in such a way that the abbreviated form of the name of the technical Institution becomes IIM or IIT or II Sc or NIT or AICTE or UGC or MHRD or GOI. The applicant shall also not use the word(s) Government, India, Indian, National, All India, All India council, Commission anywhere in the name of the technical Institution and other names as prohibited under the Emblems And Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the technical Institution is established by Government of India or its name is approved by the Government of India.	
	12.3	Name of the “Technical Institute” for which approval is accorded by the Council shall not be changed without the approval of the Council. The Council may permit the change of name as per laid down procedures as given in this handbook	
13		Evaluation of application by Regional Committee	
	13.1	The reports of Expert Visiting Committee will be made available to the Regional Committee / Regional subcommittee comprising of at least three members of the Regional Committee. Regional Committee / Regional subcommittee will consider these reports along with views of concerned State Government / UT and affiliating University / Board, if any, and recommend the application for further processing.	
	13.2	Applicants, whose applications are recommended for further processing after the decision of the Executive Committee, shall be informed for submission of a Money Deposit along with an affidavit ² . The Regional officer shall ensure and certify that all the fields of Regional Committee / Regional subcommittee, report are filled completely and are in order.	
	13.3	Applicants shall deposit the prescribed amount of Money in AICTE’s bank account for an amount as applicable to the category of the Institutions indicated in table 13.4 below (Government, Government Aided Institutions	

		and University Departments (Government) are exempted)																																		
13.4		Money deposit for Non AICTE Approved Institutions:																																		
		<table border="1"> <thead> <tr> <th rowspan="2">Per Program</th> <th colspan="2">Under Graduate</th> <th colspan="2">Post Graduate Degree and Post Graduate Diploma</th> <th colspan="2">Diploma and Post Diploma</th> </tr> <tr> <th>Minority / Women / Hilly Area in North Eastern States</th> <th>Others</th> <th>Minority / Women / Hilly Area in North Eastern States</th> <th>Others</th> <th>Minority / Women / Hilly Area in North Eastern States</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology, MCA</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="7" style="text-align: center;">Rs. In Lakhs</td> </tr> <tr> <td></td> <td>20</td> <td>25</td> <td>20</td> <td>25</td> <td>20</td> <td>25</td> </tr> </tbody> </table>	Per Program	Under Graduate		Post Graduate Degree and Post Graduate Diploma		Diploma and Post Diploma		Minority / Women / Hilly Area in North Eastern States	Others	Minority / Women / Hilly Area in North Eastern States	Others	Minority / Women / Hilly Area in North Eastern States	Others	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology, MCA							Rs. In Lakhs								20	25	20	25	20	25
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Rs. In Lakhs																																				
	20	25	20	25	20	25																														
13.5		<p>The amount deposited by the Institution shall remain with the Council for 10 years which may be extended as per the regulations.</p> <p>The interest accrued on this deposited amount shall be credited to the Council.</p>																																		
13.6		<p>The Principle amount shall be returned to the Society / Trust / A company established under Section 25 of Companies Act 1956, on expiry of the term. However, the term of the deposited amount could be extended for a further period as may be decided on case to case basis and / or forfeited in case of any violation of norms, conditions, and requirements and / or non-performance by the Institution and / or complaints against the Institution.</p>																																		
13.7		<p>Regional Officer concerned, while forwarding the recommendations of the Regional Committee / Regional subcommittee for further process of issuance of LOA or otherwise to AICTE headquarters, for placing before the Executive Committee shall verify that the processes and parameters prescribed under these regulations and approval process hand book are followed by the Scrutiny Committee and the Regional Committee / Regional subcommittee</p>																																		
13.8		<p>The bureau concerned at AICTE headquarters shall also verify that the processes and parameters prescribed under these regulations and approval process hand book are followed.</p> <p>The concerned officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.</p>																																		

14.0		Views of State Government and affiliating University
	14.1	The State Government / UT and the affiliating University / Board will

		forward to the concerned Regional Office of the Council, their views on the applications received, with valid reasons or otherwise within a period of 15 days from the date of receipt of applications.
	14.2	<p>The views of the State Government / UT and the affiliating University / Board will be taken into account by the Regional Committee / Regional subcommittee while taking the decision whether the application is to be processed further or not.</p> <p>In the absence of receipt of views from the State Government / UT and / or the affiliating University / Board, the Council will proceed for completion of approval process.</p> <p>Professional bodies and societies shall obtain affiliation from the affiliating University before starting the course in TE-BLM.</p>

15.0		Grant of approval
	15.1	<p>The recommendations of the Regional Committee / Regional subcommittee for further process of issuance of LOA or otherwise shall be placed before the Executive Committee of AICTE.</p> <p>Executive Committee after considering the recommendations of the Regional Committee / Regional subcommittee, shall take a final decision at its meeting on grant of approval or otherwise.</p> <p>Further based on the decision of the Executive Committee, Letter of Approval or Letter of Rejection shall be issued by the Member Secretary or an officer authorized by him.</p> <p>Validity of the letter of approval, if issued, shall be for two academic years from date of issue of letter of approval for obtaining affiliation with respective University and fulfilling State Government requirements for admissions in the current session. If the Institution fails to admit the students in the current academic session due to non-affiliation by the University or non-fulfillment of State Government requirements, the approval of AICTE shall stand withdrawn and the Institution shall have to apply on line on AICTE web portal for seeking fresh approval in the next academic session.</p>

16.0		Appointment of Dean / Coordinator and teaching staff for courses in Blended Learning Mode (TE-BLM)
	16.1	<p>Institutions granted Letter of Approval for starting courses in Blended Learning Mode (TE-BLM) shall comply with appointment of exclusive teaching staff and Dean / Coordinator for course/s in Blended Learning Mode (TE-BLM) as the case may be, as per policy regarding minimum qualifications pay scale etc., and other technical supporting staff & administrative staff as per the schedule prescribed in the approval process hand book.</p> <p>Institutions shall appoint teaching staff / Dean / Co-ordinator and other supporting staff strictly in accordance with the methods and procedures of</p>

		<p>the concerned affiliating University, State Governments and Hon'ble Court directions if any, and as applicable in the case of selection procedures and selection committees.</p> <p>The information about these appointments of staff in the prescribed format shall also be uploaded on the Web-Portal of AICTE.</p> <p>In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Course/s in distance mode.</p>
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17		Appeal Procedure
		Procedure for submission of appeal and evaluation by the Standing Appeal Committee for applications rejected at Executive Committee.
	17.1	The Institution, if aggrieved by the decision of AICTE taken on their application seeking approval of starting Blended Learning Mode (TE-BLM) shall be given only one opportunity of an appeal on the date and time scheduled by AICTE.
	17.2	The Appeal of the Institution will be considered by the Standing Appeal Committee and for the purpose of consideration of the Appeal, the Standing Appeal Committee may devise its own procedure. The appeal schedule shall be notified on the web Portal.
	17.3	The report of the Standing Appeal Committee shall be communicated by uploading on the web-portal. The report of the Standing Appeal Committee shall be placed before the Council whose decision shall be final.
	17.4	<p>Applicants are advised to adhere to given Standing Appeal Committee schedule and not to remain absent for Appeal.</p> <p>If the applicant remains absent for Appeal, then in no circumstances what so ever, their applications / proposal shall be taken up by the Standing Appeal Committee and such Institutions if they so desire may apply afresh for the next academic session.</p> <p>Such Institutions remaining absent for any reason whatsoever shall not be entitled for any further appeal.</p>
	17.5	An officer of the Council shall place the records before the Standing Appeal Committee. A representative of the Institute shall be invited to place the point of view of the Institute before the Standing Appeal Committee for consideration.
	17.6	<p>The Standing Appeal Committee at its discretion may recommend Expert Visit for verification of the claims made by the applicant Society or Trust or A company established under Section 25 of Companies Act 1956 or may reject the appeal.</p> <p>The concern officer in Approval Bureau shall ensure and certify that all the</p>

		fields of all the reports are filled completely and are in order.
17.7		Applications which are found to be in order in all respects by the Expert Visit Committee will be processed further
17.8		The report of the Expert Visit Committee as applicable shall be placed along with the observations of the Approval Bureau, before the Standing Appeal Committee for review on the date and time scheduled by AICTE. The report of the Standing Appeal Committee shall be placed before the Council whose decision shall be final. The concern officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.
17.9		The decision of the Council shall be communicated to the applicant in form of Letter of Approval or Letter of Rejection or in the form of an appropriate communication.
17.10		The letter of rejection shall be issued by the Member Secretary or an officer authorised by him, AICTE.
17.11		In case of rejection of the proposal, it shall be open for the applicant to make a fresh application next year as stated in this handbook

18.0		Eligibility of the Candidate
18.1		Eligibility for admissions to any course at any level in Blended Learning Mode (TE-BLM) shall be subject to 1. Acquiring minimum qualification same as Conventional mode 2. Work experience in relevant area and 3. Passing the eligibility test for admissions conducted centrally by the agency authorised by the Council.
18.2		Jurisdiction of the admissions
		The jurisdiction of conducting course in Blended Learning Mode (TE-BLM) shall be the jurisdiction of the affiliating University/ Board for conducting courses in conventional mode.
		University will restrict admission to programs in blended learning mode to those candidates who have either permanent residence in the area of its jurisdiction or candidates who have been posted for their work in the area of its jurisdiction at the time of admission.

Level	Programs	Entry level Qualifications to be obtained in			National entrance Test (BLM - NET)	Work Experience in Years in relevant area
		Xth & XIIth std	Diploma	Degree		

Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	In regular mode	--	--	No	02
Post / Advanced Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	In regular mode	in distance mode	-	No	03
		In distance mode	In regular mode		Yes	
Degree	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	In regular mode	in distance mode	-	Yes	03
		In distance mode	In regular mode	-	No	
Post Graduate Degree	Engineering Technology, Applied Arts & Crafts except MCA, Hotel Management and Catering Technology (HMCT)	In regular mode	in distance mode	In regular mode	No	03
		In distance mode	In regular mode	In distance mode	Yes	
		In regular mode	In regular mode	In regular mode	No	
Management PG	Management	In regular mode	in distance mode	In regular mode	No	03
		In distance mode	In regular mode	In distance mode	Yes	

		In regular mode	In regular mode	In regular mode	No	
		In distance mode	in distance mode	In regular mode	No	
MCA PG	MCA	In regular mode	in distance mode	In regular mode	No	03
		In distance mode	In regular mode	In distance mode	Yes	
		In regular mode	In regular mode	In regular mode	No	
		In distance mode	in distance mode	In regular mode	No	

19.0		Duration of the course in Blended Learning Mode (TE-BLM) Program
	19.1	Duration of the program shall be flexible and as per rules and curriculum of the affiliating University / Board. However, total duration in terms of years/months/hrs/credits cannot be less than the corresponding duration for the program offered in Conventional mode.
	19.2	Academic Structure
		The syllabus (course work) shall be the same as that used for a Full Time conventional mode program and as prescribed by the affiliating University/ Board.
	19.3	Certificate awarded
	a	The qualifying degree / diploma certificate issued by the concerned University / Board should clearly mention that the qualification has been obtained in Blended Learning Mode (TE-BLM)
	19.4	Fees & Admissions
	a	The concerned State Government / UT shall notify the tuition and other fees for candidates to be admitted to Blended Learning Mode (TE-BLM) or the Institutions will have to get approval for the fees from the State level Fees Committee set up by the State Government.
	b	Admissions to these seats shall be done on merit basis through Centralized Admission process.

20.0		Time Schedule for processing of applications
	20.1	AICTE shall notify through a public notice published in the leading news papers and through the AICTE Web-Portal regarding cut off dates for various purposes including receipt of applications and processing thereof from time to time if so necessitated. The time schedule mentioned in the public notice shall be final and binding.

		<p>The last date of submission of application form shall mean submission of application on Portal and generation of paying slip not later than the last date as mentioned in the time schedule for this purpose and as notified in the public notice published in the leading news papers and through the AICTE Web-Portal.</p>
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Chapter II

1 Unapproved Institutions

1.1		<p>No Institution shall offer Technical program or course in any mode without approval of the Council.</p> <p>Provided further that any Institution offering Technical Program without approval of the Council, shall be termed as unapproved if</p>
	a	It is started without prior approval by the Council
	b	It is working in temporary location / at location not approved by the Council
	c	It is declared as “Unapproved” by the Council
2		<p>The Council shall maintain a list of un approved Institutions based on the information received by the Council and shall also inform the general public about the same from time to time</p> <p>Provided further that any Technical Institution, which has already started without following AICTE approval procedure, wishes to submit an application / proposal shall be considered as new Technical Institution. For such purpose, they shall apply as per the provisions in this Approval Process Handbook.</p> <p>Its legal date of starting will be from the date of issue of the Letter of Approval.</p> <p>Students, who are admitted prior to approval by the Council, will not have any right for re-admission and will have to fulfill all the requirements for admission as prescribed by the competent admission authority.</p>
3		<p>The Institutions conducting courses / Programs in technical education, in temporary location or at location not approved by the Council, shall be liable for action for closure and other appropriate action as per Regulations against defaulting Societies / Trusts / Companies/ associated Individuals as the case may be.</p>
4	a	<p>The Council shall inform respective State Governments UT administration to initiate appropriate penal, civil and / or criminal action against such defaulting Institutions / Societies / Trusts / Companies / Associated Individuals as the case may be.</p>
	b	<p>In case if such Institutions make a representation then hearing may be given to these Institutions and decision shall be taken as per the provisions in this Approval Process Handbook.</p>

Chapter III

1 Action in case of violation of Regulations

1.1	<p>An Institution running any Program / Course in Technical Education in any mode in violation of Regulations, shall be liable to appropriate initiation of Penal Civil action including withdrawal of approval, if any, and / or criminal action by the Council against defaulting Societies / Trusts / Companies / Associated Individuals and / or the Institution, as the case may be.</p>
1.2	<p>Provided that, if any Technical Institution contravenes any of the provisions of concerned regulations, the council after making such inquiry as it may consider appropriate and after giving Technical Institution concerned, an opportunity of being heard, under appropriate regulations, withdraw approval to the concerned Technical Institution / Program / Course.</p> <p>Provide further that in case of such a withdrawal, the operations of the said Technical Institution / Program / Course shall not be started again before completion of two academic years from the date of such a withdrawal.</p> <p>Provided further that, the students admitted to the Institute whose approval has been withdrawal, shall be redistributed to other Institutions in the jurisdiction of the affiliating University by the competent authority of the respective State Governments.</p>
2	<p>Non submission / Incomplete submission of application for approval</p> <p>The Technical Institutions shall submit the application for approval in the prescribed format along with the enclosures to the concerned Regional Office of AICTE each year for approval by the Council, even in cases where the approval to the Program / Course was granted for more than one year. The last date for receipt of such application with or without Late Fee shall be as mentioned in the schedule.</p> <p>Non submission / incomplete submission of application for approval shall invite appropriate penal action against the Institution. The Institution shall be liable to the following punitive action from any one or more of the following by the council.</p> <p>No admission status in one / more courses for one academic year in Conventional and or Blended Learning Mode (TE-BLM) Withdrawal of approval for Program / course in any mode. Withdrawal of approval of the Institution.</p>
3	<p>Excess admissions</p>
3.1	<p>Excess admissions over the sanctioned intake shall not be allowed under any circumstances. In case any excess admission is reported to / noted by the Council, appropriate penal action will be initiated against the Institution. The Institution shall be liable to following punitive action from any one or more of the following by the council.</p> <p>Excess admission fee amounting five times the total fees collected per student shall be levied against each excess admission.</p>

		No admission status in one / more courses for one academic year in Conventional / Blended Learning Mode (TE-BLM) Withdrawal of approval for Program / course in any mode. Withdrawal of approval of the Institution.
	3.2	Amount in respect of Excess admission fee shall be remitted to “Member Secretary, AICTE” as per instructions issued by the council.
4		Non fulfillment of requirement of qualified Principal / Director/Dean
	4.1	Institutions not having qualified Principal / Director/Dean for period, more than 18 months shall be liable to following punitive action by the council. No admission status for one academic year
5		Non fulfillment in Faculty: Student ratio, not adhering to pay-scales and/or qualifications prescribed for teaching staff
	5.1	Institutions not maintaining appointing prescribed Faculty, not adhering to Pay scales, or qualifications prescribed for teaching staff for more than 18 months, shall be liable to following punitive action by the council from any one or more of the following. No admission status in respective courses in Blended Learning Mode (TE-BLM) for one academic year Withdrawal of approval in the respective course in Blended Learning Mode (TE-BLM) Withdrawal of approval of the Institution
6		Non fulfillment in Computer, Software, Internet, Printers, Laboratory Equipments, Books, Journals, Library facilities requirements
	6.1	Institutions not maintaining prescribed Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities shall be liable to following punitive action from any one or more of the following by the council. No admission status in respective courses in Blended Learning Mode (TE-BLM) for one academic year Withdrawal of approval in the respective course in Blended Learning Mode (TE-BLM) Withdrawal of approval of the Institution
7		Refund cases Institutions not following guidelines issued by the Council regarding refund of fees on cancellations of admissions or delaying refunds shall be liable to following punitive action from any one or more of the following by the council. Fine for non compliance of refund of fees levied against each case shall be twice the total fees collected per student. No admission status in one / more courses in any Mode for one academic year Withdrawal of approval for Program / Course in any Mode
8		Amount in respect of Fine for non compliance of refund of fees shall be remitted to “Member Secretary, AICTE” as per instructions of the council.

9		Procedure for restoration against punitive actions
	9.1	Applicant makes an application for restoration on the Web Portal along with the application for extension of approval of the next academic year.
	9.2	The restoration is subject to Expert visit
	9.3	The expert Visit Committee shall verify all the requirements as per the approval process hand book.
	9.4	Expert Visit Committee report shall be placed before Standing Complaint Committee.
	9.5	Recommendations of the Standing Complaint Committee shall be placed before Executive Committee for necessary Approval/ratification.
	9.6	The Institute may appeal as per the procedure of appeal in Chapter I if the status quo on punitive action is maintained.

Chapter IV

1 Norms & Requirements

1.1	Duration and Entry Level Qualifications for the Technical Programs	Refer to APH in force
1.2	Approved Nomenclature of Courses	Refer to APH in force
1.3	Grievance Redressal	Refer to APH in force
1.4	Structure of various Committees	Refer to APH in force
1.5	Cut off dates and Academic Calendar	Refer to APH in force
1.6	Abbreviations	Refer to APH in force
1.7	Documents to be submitted for: Approval for conducting Technical Program at Degree, Post Graduate Degree, Diploma and Post Diploma, Post Graduate Diploma Level in Blended Learning Mode	Appendix 1
1.8	Subscription of E-Journals	Appendix 2
1.9	Regional Offices of the Council	Appendix 3
1.9	Format for Detailed Project Report for establishment of a new technical Institution for conducting TE-BLM	Appendix 4
1.10	Norms for Essential and Desired requirements for Technical Institution (Marked as essential need to be made available at the time of the Expert committee visit)	Appendix 5

1.0 Appendix 1

1 Documents to be submitted for

1.0	1.1		<p>For non AICTE approved Institutions</p> <p>Applicant shall submit following supporting documents duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Regional Office</p> <p>Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution</p>
			Documents to be submitted along with the application to the Regional Office
		1	Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government / UT
		2	An affidavit ¹ , in a Format as prescribed on the Web-Portal , on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner
		3	Resolution by the applicant organisation in a Format ¹ as prescribed on the Web-Portal
		4	Certificate ¹ issued by an architect regarding approved building plans
		5	Certificate ² issued by an bank manager regarding financial status of applicant
		7	A print of the complete application as uploaded to the AICTE Web-Portal, printed there on.
		8	A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents.
		9	A receipt with official seal from the authorized signatory of the affiliating University as proof of submission of these documents
		10	Detailed Project Report (DPR) attached as a .pdf file.
		11	Registration document of the Society / Trust / A company established under Section 25 of Companies Act 1956 / PPP / BOT indicating its members, objectives and Memorandum of Associations and Rules, duly attested / certified by the concerned Authority
		12	Details of Board of Governors of the Institute
		13	Provided that in the case of a company established under Section 25 of Companies

		Act 1956, the MOA and Rules must contain a provision that the objective of the company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institute.
	15	Resolution by the applicant organisation, pertaining to starting the Technical Institute or adding new program and allocation of land / building / funds to proposed activities in the Format ¹ prescribed on the Web-Portal
	16	Documents showing ownership in the name of the applicant in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered) / Irrevocable Lease (for a minimum period of 30 years) by the concerned authority or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced.
	17	Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.
	18	Land Conversion Certificate permitting the land to be used for educational purpose to establish a college, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution
	19	Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
	21	Proof of working capital (funds) as stated in clause 12.1, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained by the applicant organization in a Nationalised Bank or Scheduled Commercial Bank recognised by Reserve Bank of India, along with a certificate issued by the Branch Manager of the Bank
	22	Audited statement of accounts of the applicant organization for last three years, as may be applicable
	23	Site Plan, Building Plan of proposed Technical Institute prepared by a an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority of the concerned State / UT administration
	24	Floor plans, sections and elevations of all proposed/existing buildings exclusively intended for use for the proposed Institute at the permanent site with a table clearly

		mentioning all rooms, with carpet area of each in sq. m., as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.
	26	Syllabus copy of affiliating University / Board related to the courses applied for
	27	Certificate regarding Minority Status, if applicable at the time of application. Any claim thereafter shall not be entertained
1.2		Documents to be submitted at the time of Expert Committee Applicant shall present following supporting documents in original along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Visiting Expert Committee
	1	Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director/Dean and faculty members
	2	Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other dead stock items.
	3	Proof of provision of Internet bandwidth in Mbps and contention ratio
	4	List giving titles of books and volumes of each purchased for Library
	5	Copy of Invoice / Cash Memo for equipments and Library Books
	6	Copy of Invoice / Cash Memo for equipments and Library Books
	7	Details of subscription of E-Journals as per Appendix 2
	10	Sanction of electrical load by electric supply provider company
	11	Details of provision of backup power supply
	12	A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
	13	Details and proof of telephone connections available at the proposed Technical Institute
	14	Details and proof about medical facility and counseling arrangements
	15	Details of reprographic facility available for students
	16	Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a

		member.
	17	Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.
	1.3	Documents to be submitted after the issuance of LOA
	1	Institutions granted Letter of Approval for conduct of Blended Learning Mode (TE-BLM) shall comply with appointment of teaching staff and Principal/Director/Dean/Coordinator as the case may be, as per policy regarding minimum qualifications pay scale etc, norms prescribed by the Council and other technical supporting staff & administrative staff.
	2	Institutions other than minority Institutions shall appoint teaching staff / Principal / Director/Dean and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University particularly in case of selection procedures and selection committees.
	3	The information about these appointments of staff in the prescribed Format shall be submitted to the concerned Regional Office.
	4	In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.
	5	Faculty and non teaching staff data shall be entered as per the prescribed Format.
2.0	2.1	For AICTE approved Institutions Applicant shall submit following supporting documents duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Regional Office

		Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution
		Documents to be submitted along with the application to the Regional Office
	1	Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government / UT
	2	An affidavit ¹ , in a Format as prescribed on the Web-Portal , on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner
	3	Resolution by the applicant organisation in a Format ¹ as prescribed on the Web-Portal
	4	Certificate ¹ issued by an architect regarding approved building plans
	7	A print of the complete application as uploaded to the AICTE Web-Portal, printed there on.
	8	A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents.
	9	A receipt with official seal from the authorized signatory of the affiliating University as proof of submission of these documents
	15	Resolution by the applicant organization, pertaining to conduct Blended Learning Mode (TE-BLM) and allocation of land / building / funds to proposed activities in the Format ¹ prescribed on the Web-Portal
	16	The Letter of Approval, initially given by the AICTE, at the time of establishment of the Institution approved by the AICTE;
	17	All subsequent Letter of Extension of Approval and/or letters indicating Variation in Intake.
	18	All accreditation letters
	19	Resolution by the applicant organisation, pertaining to starting additional courses / divisions in existing program and allocation of land / building / funds to proposed activities in the Format ¹ prescribed on the Web-Portal.
	20	Building plans approved by competent authority mentioning additional carpet area fulfillment for additional intake applied.
	21	Certificate from an architect registered with Council of architecture regarding

		additional built up area of the building and carpet area of each room.
	2.2	Documents to be submitted at the time of Expert Committee Applicant shall present following TE-BLM related supporting documents in original along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Visiting Expert Committee
	1	Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director/Dean and faculty members
	2	Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other dead stock items.
	3	Proof of provision of Internet bandwidth in Mbps and contention ratio
	4	List giving titles of books and volumes of each purchased for Library
	5	Copy of Invoice / Cash Memo for equipments and Library Books
	6	Copy of Invoice / Cash Memo for equipments and Library Books
	7	Details of subscription of E-Journals as per Appendix 2
	16	Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a member.
	17	Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.
	2.3	Documents to be submitted after the issuance of LOA

	1	Institutions granted Letter of Approval for conduct of Blended Learning Mode (TE-BLM) shall comply with appointment of teaching staff and Principal/Director as the case may be, as per policy regarding minimum qualifications pay scale etc, norms prescribed by the Council and other technical supporting staff & administrative staff.
	2	Institutions other than minority Institutions shall appoint teaching staff / Principal / Director/Dean and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University particularly in case of selection procedures and selection committees.
	3	The information about these appointments of staff in the prescribed Format shall be submitted to the concerned Regional Office.
	4	In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.
	5	Faculty and non teaching staff data shall be entered as per the prescribed Format.

Appendix 2

10.0 Subscription of E-Journals

A. Mandatory subscription of e-journal packages for all engineering institutions conducting UG/PG courses:

S. No		Publisher	Subject Areas
1.	a	IEEE	Computer Engineering + Computer Science + Electrical and Electronics Engineering + Telecommunications and related disciplines
2.	a	Springer	Electrical and Electronics and Computer Science Engineering
			OR
3.	a	Wiley-Blackwell	Computer Science + Data System+ Telecommunication and related Discipline
	a	ASME	Mechanical Engineering
			OR
	a	Springer	Mechanical Engineering
4.	a	Wiley-Blackwell	Mechanical, Electrical and Electronics Engineering
	a	ASCE	Civil Engineering
			OR
	a	Wiley-Blackwell	Civil Engineering
5.	a	McGraw Hill	General Engineering and Reference
6.	a	J-GATE	J-GATE Engineering and Technology (JET)

7.	a	ELSEVIER	Engineering + Computer Science (Electrical + Electronics + Mechanical + Civil and Structural + Aerospace + Biomedical + Industrial and Manufacturing + Ocean Engineering + Computational Mechanics and Safety Risk, Reliability and Quality + Computer Network and Communications, Artificial Intelligence, Computer Science, Computational Theory and Mathematics, Computer Graphics and Computer – Aided Design, Information Systems, Control and System Engineering and Software
8.	a	ASTM DIGITAL LIBRARY (DL) ONLINE VERSION	Online dictionary of Engineering Science and Technology Electrical & Electronics Engineering Mechanical Engineering, Civil, Metallurgical, Petroleum, Instrumentation

Note:

1. Institutions having only 1st and 2nd year UG students and institutions being established need to subscribe to IEEE, J-GATE and ASTM digital library packages only (at S.No.1, 6 and 8 above)
2. All institutions other than Note point no. 1 above shall subscribe to all the packages from S. No. 1 to 8 given above.
3. Institutions not offering Civil Engineering courses need not subscribe to Civil Engineering package (at S. No. 4).
4. Institutions not offering Mechanical Engineering courses need not subscribe to Mechanical Engineering package (at S No. 3).
5. Institutions who have already subscribed to IEL online, need not subscribe to IEEE-ASPP package, until the subscription of the same is valid.
6. Package at S No. 1 is also mandatory for institutes running MCA.

B. Mandatory subscription of e-journals for all institutions conducting programme in management:

S. No		Publisher	Subject Areas
1	a	J-Gate	Management sciences
2	a	Gale Cengage Learning	Business and company resource centre + Gale business insight global
	b	RMIT	Informit business collection
			OR
	b	Emerald	Emerald Management first database
3	a	EBSCO	Management
4	a	ProQuest	Management

Note:

1. S. No 1 is compulsory
2. From S No. 2/3/4 institutes can opt for any one along with S No.1

C. Mandatory subscription of e-journals for all pharmacy institutions conducting undergraduate / post graduate programme:

S. No	Publisher	Subject Areas
1	BENTHAM	Pharmacy

2	ELSEVIER	Pharmacy
---	----------	----------

D. Mandatory subscription of e-journals for all architecture institutions conducting undergraduate /post graduate programme:

S. No	Publisher	Subject Areas
1	EBSCO	Architecture
2	Gale Cengage Learning	Architecture

E. Mandatory subscription of e-journals for all hotel management institutions conducting undergraduate / post graduate programme:

S. No	Publisher	Subject Areas
1.	EBSCO	Hotel Management
2.	Gale Cengage Learning	Hotel Management

Note:

1. Institutions running UG courses should subscribe to package at S No.1 only
2. Institutions running PG courses should subscribe to both the packages

F. Mandatory subscription of e-journals for all institutions conducting the following specialized postgraduate courses

S. No	Publisher	Subject Areas
1	ELSEVIER	Bio Technology
2	Nature publishing group	
3	ELSEVIER	Environmental Engineering
4	Gale Cengage Learning	
5	ELSEVIER	Chemical Engineering.
		Nano Technology
		Geo Technology

Note:

1. An institutions running programme/course in Engineering and Management should subscribe for Engineering as well as Management package. Similarly if the institution is running Management, Architecture, Pharmacy and Engineering then the institution should subscribe to all the packages of relevant discipline/s.

G. Optional package for institutions imparting post graduate engineering courses

ISO JTC 1collection: standards on Information Technology

S. No	Publisher	Subject Areas
1	ISO	ISO JTC 1 Information Technology, Electronics and Telecommunications

2.0 Appendix 3

2.0 Regional Offices of the Council

2.1 Region	Regional Offices	STD	Telephone & FAX	Jurisdiction
Eastern	College of Leather Technology, Campus, Block LB, Sector III, Salt Lake City, Kolkata - 700 091	033	23357459 23352445 23353089 23357312 23359546(F) 23356690(F)	Andaman & Nicobar, Sikkim, Orissa, Jharkhand, West Bengal
Northern	Government Polytechnic Campus, Adjoining Directorate of Technical Education, Vikas Nagar, Kanpur 208 024	0512	2585012 2585014 2585018 2582180(F)	Bihar, Uttar Pradesh, Uttarakhand
North-West	NWRO, Plot No.1, 5 th Floor, DTE Punjab Building, Sector 36 A, Chandigarh-160 036	0172	2613326 2661201 2660179(F)	Chandigarh, Haryana, Jammu & Kashmir, Delhi, Punjab, Rajasthan, Himachal Pradesh
Central	Tagore Hostel 2, Shamla Hills Bhopal-462 002	0755	2660061 2660065 2660062(F)	Madhya Pradesh, Gujarat & Chattisgarh
Western	Industrial Assurance Building 2 nd Floor, Nariman Road Mumbai - 400 020	022	22821093 22855412 22851551(F)	Goa, Maharashtra, Daman & Diu, Dadra and Nagar Haveli
South-West	Health Centre Building Bangalore University Campus Bangalore - 560 009	080	22205919 22205979 22208407 22253232(F)	Karnataka
Southern	Shastri Bhawan 26, Haddows Road, Nungambakkam,	044	28275650 28279998 28232754	Tamil Nadu, Puducherry

	Chennai - 600 006		28255863(F)	
South Central	First Floor, J N Technological University (JNTU) Campus, Masab Tank, Hyderabad-500076	040	23340113 23341036 23345071 23340113(F)	Andhra Pradesh
Guwahati Camp Office	AICTE Camp Office, Department of Electronics Science, Guwahati University, Gopinath Bordoloi Nagar, Guwahati, 781014, Assam	0361	2570104	Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh
Thiruvananthapuram Camp Office	Business Administration Building, CET Campus, College of Engineering, PO Thiruvananthapuram 695016	0471	2592323	Kerala, Lakhshadweep

Appendix 4

Format for Detailed Project Report (DPR) for establishment of a new Technical Institution for conducting TE-BLM

11.1		PREAMBLE
		This Chapter is expected to cover the genesis of the proposal with respect to the background of the technical education and industry scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the promoters for preparation of the DPR
	a	Introduction
	b	Background of the Consultants
	c	Technical Education & Industry Scenario
11.2		THE PROMOTING BODY
		This Chapter is expected to cover the status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz. Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, Educational activities along with a list of major activities undertaken to date, its mission and vision.

		a	Introduction to its Genesis including its Registration Status
		b	Details of its Promoters including their Background
		c	Activities of the Promoting Body including a listing of major educational
		d	Promotion activities undertaken by it in the past
		e	Mission of the Promoting Body
		f	Vision of the Promoting Body
	11.3		OBJECTIVES AND SCOPE OF THE PROPOSED INSTITUTION This Chapter is expected to cover the goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing technical education and industry scenario in the State, Availability of students for admission, particularly the number of students passing the qualifying examination viz.+2 Science in First Class and the number of seats already available in the particular course (B. E. / B. Pharm / B. Arch. / BHMCT / MBA / MCA etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available
		a	Objectives of the Institution
		b	General and Technical Education Scenario of the State
		c	Status at Entry Level
		d	Status of Technical Level manpower
		e	Industrial Scenario of the State
		f	Scope of the College vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.
	11.4		ACADEMIC PROGRAMS This Chapter is expected to cover the basic Academic Philosophy of the Institution and to list the identified Programs, targets, and various facilities
		a	Basic Academic Philosophy of the Institution
		b	Types of Programs
		c	Identified Programs
		d	Phase-wise Introduction of Programs & Intake
		e	Target Date for Start of Academic Programs
		f	Central Computing facility
		g	Central library
		h	Central Workshop
		i	Central Instrumentation Facility
		j	Affiliating Body
		k	Scholarships
	11.5		In case of PGDM Programs, comprehensive details in respect of admission procedure, Program structure, curriculum outline and contents, evaluation system etc. should necessarily be submitted. PGDM Programs shall be regulated as per Hon'ble Supreme courts directions

11.6		<p>SALIENT FEATURES OF ACADEMIC DIVISIONS</p> <p>This Chapter is expected to give phase-wise details of the Academic Programs / Divisions that the Proposed Institution desires to setup in consonance with its Academic Philosophy including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division</p>
	a	Classification of Academic Divisions i.e. Departments, Centres, Schools, Central Academic Facilities
	b	<p>Details of each Academic Department / Centre, like:</p> <ul style="list-style-type: none"> • Academic Objectives • Areas of Focus • Academic Program • Faculty Requirement & Phase-wise Recruitment • Requirement of Laboratories, Space and Equipment (cost) • Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office
11.7		<p>QUALITY AND HUMAN RESOURCE DEVELOPMENT</p> <p>This Chapter is expected to cover the Human Resource Developmental aspects of the proposed Institution including the Policies of the Management to promote excellence among Faculty & Staff, Strategies to attract and retain bright faculty and methodologies towards quality management and fostering of academic excellence</p>
	a	Academic Values
	b	Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder
	c	Policies for Teaching and Non-teaching Staff Development
	d	Permanent and Contract Services for Teaching, Non-teaching and other support Personnel
	e	Total Quality Management
	f	Overall Teaching and Non-teaching Staff Requirements
11.8		<p>LINKAGES IN TECHNICAL EDUCATION</p> <p>This Chapter is expected to elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for contribution of the Institutions to Society at large</p>
	a	Introduction
	b	Linkages with Industry
	c	Linkages with the Community
	d	Linkages with other Technical Institutions in the region
	e	Linkages with Institutions of excellence such as the IITs and IISc., Bangalore Linkages Abroad
	f	Linkages with R&D Laboratories
11.9		<p>GOVERNANCE, ACADEMIC and ADMINISTRATIVE MANAGEMENT</p>

			This Chapter is expected to cover the basic Philosophy of Governance and Administrative Management including the structure of its Board of Governors (BOG), the organizational chart for operational management along with responsibilities vested at various levels of Administrative hierarchy. It is expected that a well thought out method of Institutional Governance and Administration will be the key to its growth and success
		a	Philosophy of Governance
		b	Board of Governors
		c	Organizational Structure & Chart for day-to-day Operations & Management
		d	Role and Responsibilities of Key Senior Positions
		e	Methods / Style of Administration / Management
	11.10		CONCEPTUAL MASTER PLAN FOR MAIN CAMPUS DEVELOPMENT This Chapter is expected to cover the details of the Master Plan for Campus Development starting from the selection of site to the proposed land use pattern and the Phase-wise construction of various facilities / utilities to the level of landscaping. Institutional aspects of development is expected to be taken up in consonance with the Master plan keeping in view various aspects of convenience, safety and utility of the facilities
		a	The Site
		b	Proposed Land Use Pattern
		c	Design Concept
		d	Buildings and Facilities in the Campus
		e	External Services
		f	Construction Systems and Materials
		g	Landscape Proposal
	11.11		REQUIREMENT OF STAFF, SPACE and EQUIPMENT AND THEIR COST This Chapter is expected to make a consolidated estimate of Phase-wise requirements of the staff, building, equipment and their cost, along with strategies for the mobilization of funds required
		a	Introduction
		b	Faculty Requirements
		c	Non-teaching Staff Requirements
		d	Building Requirements: Area and Costs
		e	Estimated Cost of Equipment
		f	Phase-wise Financial Requirements
		g	Strategies for Financial Mobilization
	11.12		ACTION PLAN FOR IMPLEMENTATION This Chapter is expected to cover the Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation Strategy including financial out lay

		a	Activity Chart
		b	Constraints
		c	Financial Outlay
		d	Strategy for Implementation
	11.13		EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT This Chapter is expected to present a Summary of the DPR as per the following Format for ready reference
		a	Details about the Promoting Body
		b	Name and Address of the Promoting Body
		c	Date of Registration / Establishment of the Promoting Body
		d	Nature of the Promoting Body:
		e	Activities of the Promoting Body since inception
		f	Constitution of the Promoting Body

11.14 Faculty Data					
Name	Academic Qualification	Nature of Association with the Promoting Body	Experience in Academic Institutions (in Years)		
			Promotional	Management	Organisational
	Technical	Non Technical			

	11.15		Proposed Institution
		a	Details about the Proposed Institution
		b	Development Plan for the Proposed Institution
		c	Vision of the Promoting Body
		d	Mission of the Promoting Body
	11.16	a	Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment & for next 10 years at intervals of five years.
		b	Give a bar chart indicating the recruitment of faculty (separately for Lecturer, Assistant Professor, Professor) for the proposed project at the time of establishment & for next 10 years at intervals of five years
		c	Give a bar chart indicating creation of built up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment & for next 10 years at intervals of five years.
		d	Give a bar chart indicating investment on equipment and machinery for the proposed project at the time of establishment & for next 10 years at intervals of five years.
	11.17		Total Project cost (at the time of establishment and next five years)

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

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

Year	From Applicant	Donations	Grants from Government	Fees	Loan	Others

11.19	Recruitment of faculty (At the time of establishment and next five years)			
	Recruitment			
Year	Professor	Asst. Professor	Lecturer	Total

11.20	Recruitment of non-teaching staff (at the time of establishment and next five years)		
Year	Recruitment		Total
	Technical	Administrative	

11.21	Proposed structure of governing body				
Sr.	Trust / Society Representative	Academic Background		Industry Rep.	Others
		Technical	Non Technical		

11.22	Proposed structure of governing body

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

DECLARATION

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

Place:
Date:

(Authorized Signatory of the applicant)
Name
Designation

Appendix 5

Norms for Essential and Desired requirements for Technical Institution (Marked as essential need to be made available at the time of the Expert committee visit)

1.	Stand Alone Language Laboratory The Language Laboratory is used for language tutorials. These are attended by students who voluntarily opt for Remedial English classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. This especially benefits students who are deficient in English and also aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skits etc.	Desirabl
2.	Potable Water supply and outlets for drinking water at strategic locations	Essentia
3.	Electric Supply	Essentia
4.	Backup Electric Supply	Desirabl
5.	Sewage Disposal	Essentia
6.	Telephone and FAX	Essentia
7.	Vehicle Parking	Essentia
8.	Institution web site with Mandatory Disclosure	Essentia
9.	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment, India.	Essentia
10.	Safety provisions including fire and other calamities	Essentia
11.	General Insurance provided for assets against fire, burglary and other calamities	Essentia
12.	Road suitable for use by Motor vehicle- Motorised Road	Essentia
13.	General Notice Board and Departmental Notice Boards	Essentia
14.	First aid, Medical and Counseling Facilities	Essentia
15.	Public announcement system at strategic locations for general announcements/paging and announcements in emergency.	Desirabl
16.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	Desirabl
17.	Transport	Desirabl
18.	Post, Banking Facility / ATM	Desirabl

19.	CCTV Security System	Desirable
20.	LCD (or similar) projectors in classrooms	Essential
21.	Group Insurance to be provided for the employees	Desirable
22.	Insurance for students	Desirable
23.	Staff Quarters	Desirable
24.	Establishment of Grievance Redressal Committee and Appointment of OMBUDSMAN in the Institute	Essential
25.	Display of Courses and approved Intake in the Institute at the entrance of the Institute.	Desirable

AFFIDAVIT¹

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of

Rs.100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner

/We, <name>, Chairman, <name of the Trust/Society>, son of, aged..... years and, resident of,

<name>, Secretary, <name of the Trust/Society>, son of, aged..... years and, resident of,

<name>, Principal / Director, <name of the Trust/Society>, son of, aged..... years and, resident of,

in connection with our application dated made to AICTE for, *(retain items in the list below as applicable)*

1. Setting up new Technical Institution offering Technical Program at Degree / Post Graduate Degree /Post Graduate Diploma / Diploma / Post Diploma Level in Blended Learning Mode (TE-BLM)
2. Starting course/s at Diploma, Degree, Post Diploma, Post Graduate Diploma, Post Graduate level in TE-Blended Learning Mode in existing program.

Hereby solemnly affirm and declare as under:

That I am <designation>, <applicant Institution>.

That the declaration, information and documents pertain to one location with building and infrastructure therein where the approval is sought.

That the information given by <name/s> in the application made to AICTE is true and complete. Nothing is false and nothing material has been concealed.

That if any of the information is found to be false, incomplete, misleading and / or that the <name/s> fail/s to disclose all the information and / or suppress any information and / or misrepresent the information, I/we shall be liable to be prosecuted by the Council.

That the Council shall also be free to take any action including withdrawal of approval and / or any other action as deemed necessary against the <name/s> and others as the case may be and / or the individuals associated with the Society / trust / A company established under Section 25 of Companies Act 1956, and/or the Institution.

That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

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

DEPONENT

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

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

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

DEPONENT

AFFIDAVIT²

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs.100/ duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner along with deposit of requisite amount

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

That in accordance with the norms, procedures and conditions prescribed by the AICTE, an amount of Rs. shall be required to be deposited by the <name of the Trust/Society> in AICTE's account, for a period of 10 years.

That the interest accrued on the deposit shall be retained by AICTE.

That the AICTE in its discretion may extend the term of the deposit for a further period and / or forfeit the amount for violation of norms, conditions and requirements prescribed by the AICTE and / or non-performance by the Institution and / or closure of the Institution due to withdrawal of AICTE approval or for any other reason. In an event of forfeiture, the proceeds of the fixed deposit shall be utilized for meeting the expenditure towards refunds to the students and others.

That all remaining requirements as mentioned under the regulations and the approval process hand book , applicable <name and address of proposed Institution>will be complied within one month from the date of issuance of the approval letter.

That the building land measuring sqm, in which <name of the proposed Institution>is located was not mortgaged for any purpose to any Institution on the date of filing the application and that status is continuing till date and will continue till the date of issuance of the letter of approval.

In the event of non-compliance by the <name of the Trust/Society>and / or<name of the proposed Institution>with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, the AICTE shall be free to take appropriate action including withdrawal of its approval without consideration of any related issues and that all liabilities arising out of such withdrawal shall solely be that of the (Society / Institute / College).

That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

Name of the authorized person executing the undertaking along with his / her official position)
with (SEAL)

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at <name of the place> on this the <date>.
(Name, Designation and Address of the Executants)
(seal)

DEPONENT

**CERTIFICATE¹
TO BE PRODUCED ON LETTERHEAD OF
ARCHITECT REGISTERED WITH COUNCIL FOR ARCHITECTURE**

The copies of approved site plan & building plans in respect of application submitted by <name & address of the applicant> who is an applicant for establishment of new technical

Institution under TE-BLM <name of the Institutions> at <address> were provided to me by <name & address of the applicant>for verification regarding their authenticity and appropriateness.

Details of Site Plan & Building Plans

Plans approved by	
Approval Number	
Date of Approval	

I hereby certify that:

The competent authority for approving the site plan and building plans of an educational Institute at the proposed site mentioned above is

I have verified the above-mentioned site plan & building plans from the office of <Competent Authority>.

The above-mentioned site plan & building plans have/have not been approved by the competent authority.

The above-mentioned site plan & building plans are /are not authentic.

Construction of building has been completed in all respects as per the approved building plan and Occupancy certificate from appropriate authority has been issued.

Signature of the Architect		Seal
Name of the Architect	
Registration No	
Date :	Place :

CERTIFICATE²
TO BE PRODUCED ON THE BANK LETTERHEAD DULY SIGNED BY THE
BANK MANAGER OF THE BRANCH
WHERE THE APPLICANT HAS BANK ACCOUNT

The copies documents pertaining to the funds position i.e. the bank statement and/or Fixed Deposit Receipts in respect of application submitted by <Name & address of the applicant> who is an applicant for establishment of new technical Institution under TE-BLM<Name of the Institution> at <address>) were provided to me by <name & address of the applicant>for verification regarding their authenticity and appropriateness.

A. Bank Statement

Name of the Account Holder	
Account Number	
Name & Address of the Bank	

It is certified that,

1. I verified the above-mentioned bank account from <name & address of bank>.
2. The above-mentioned bank account is in the name of
3. The above-mentioned bank account is /is not authentic.
4. The balance in the above-mentioned bank account as on today, i.e. <dd/mm/yyyy> is Rs.
.....

B. Fixed Deposits

Sr. No.	FDR Number	Date of Deposit	Date of Maturity	Amount	Name & Address of Bank
			Total Amount		

It is certified that,

1. I have verified the above-mentioned FDRs from our Branch / Bank.
2. The above-mentioned FDRs are / are not in the name of the applicant under reference mentioned above.
3. The above-mentioned FDRs are / are not authentic.

Signature of the BANK MANAGER		Seal	
Name of the BANK MANA GER		
Date	Plac e:

FORMAT¹

That the Trust / Society vide its executive meeting held onat vide item no. have resolved that,<name of the trust / society>shall allocate required funds for creation of additional carpet and built up area in <name of the Institution>at<address>,as required for <additional Program> / <additional course> / <additional intake in ... course> in <name of the Institution>,and shall allocate required funds for procurement of equipments, furniture and other required entities for smooth functioning of the same.

(Signature and name of Chairman / Secretary, Trust / Society),
(Designation), (Name of the organization)





ALL INDIA COUNCIL FOR TECHNICAL EDUCATION APPROVAL PROCESS HANDBOOK

Technical Education in Blended Learning Mode (TE-BLM) (2013 – 2014)

The aim of any country's higher education system is sustainable development and achieving higher growth rates. It is enabled through creation, transmission and dissemination of knowledge. The All India Council for Technical Education (AICTE) has been in existence since November 1945 as a national level Apex Advisory Body with its mission of developing and promoting quality technical education in the country in a coordinated and integrated manner. The Council's constant endeavor is to encourage a meaningful association between the technical education system and research and development activities in a concerted effort aimed at nation-building.

Technical education at all levels in the country is witnessing a consistent growth pattern marked by the setting up of new Institutions and the improvement of the existing ones in tune with the quality assurance norms set by the accreditation agencies. The Council believes in providing a proper impetus to Institutions in generating competent engineers, pharmacists, managers, architects and scientists and encourages them to think beyond the curriculum while imparting training for the advancement of knowledge.

The Council has put in place several initiatives in the last three years to bring about changes in the Approval Process by introducing greater transparency and accountability through the e-governance. The emphasis this year is to put in place simplified procedures and greater ease in the approval process. "Access to Quality" and "Education to All" will be the slogans for the year 2013-14 to give more impetus to quality in technical education and to be the best in the world. In view of this policy, AICTE is now facilitating technical education through Blended Learning Mode (TE-BLM) to enable the working professional to enhance their knowledge and skill base. The role of AICTE as a regulator will be further geared up to weed out the Institutions not fulfilling the norms and standards.

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

In keeping with these objectives, AICTE would strive to be a true facilitator and enabler in addition to fulfilling the regulatory provisions. We hope this attempt of ours will prove endearing enough to all the stake holders.

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

Dr. S. S. Mantha
Chairman, AICTE

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1 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 II Sc. in Bangalore, Institution 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 programs 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 Institution 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 programs in Nutrition and Food Science, which started in the late fifties. The National Council of Hotel Management and Catering Technology were set up in 1982, to which all the Institutions of Hotel Management run by the Government are affiliated.

Education in other professional fields such as, Pharmacy, Applied Arts & Crafts has also undergone similar developments during the post-independence period. Programs 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 Program consisting of three major components that provided for M.E. / M. Tech and Ph. D Programs, Establishment of Curriculum Design and Development Cells, and Short Term Training Programs.

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.

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	Evolve suitable performance appraisal system for Technical Institutions and Universities imparting Technical Education, incorporating Norms and
10(g)		

		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 Programs 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 purposes of implementing any such recommendation as is referred to in sub-section (3).

1.5 AICTE Profile

1.5.1 Vision

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

1.5.2 Mission

Transparent governance and accountability in approach towards society
Planned and coordinated development of Technical Education in the Country by ensuring world-class standards of Institutions through accreditation
Facilitating world-class Technical Education through:

Development of high quality Institutions, academic excellence and innovative research and development programs;
Networking of Institutions for optimum resource utilization;
Dissemination of knowledge;
Technology forecasting and global manpower planning;
Promotion of industry-Institution 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
A vision of a forward-looking organization that has an efficient, flexible and empowered manpower, sensitive to stakeholder's expectations

1.5.3 Objectives

Promotion of Quality in Technical Education
Planning and Coordinated Development of Technical Education System
Provide regulations and maintenance of Norms and Standards.

1.5.4 Responsibilities

Promotion of Quality in Technical Education
Policy Directions
Review of Norms and Standards
Assessment of Manpower requirement
Liaison with Central Government, State Governments, Universities and other Statutory Bodies
Others as provided in the Act

Approval of Diploma / Degree / Post Graduate Degree / Post Graduation / Post Diploma / Post Graduate Diploma Level programs through both conventional and blended learning mode in Technical Institutions

Approval of variation / increase in intake, additional programs in technical Institutions

Quality Assurance through Accreditation

Participation in the process of granting Deemed University status by MHRD

Approval for Foreign Collaborations / Twinning Programs

Promotion of Industry-Institution Interaction

Development of Model Curricula through All India Boards of Studies

Research Promotion Schemes (RPS)

National Coordinated Project (NCP)

National Facilities in Engineering & Technology with Industrial Collaboration (NAFETIC)

Modernization and Removal of Obsolescence (MODROBS)

Entrepreneurship Development Cell (EDC)

Industry Institute Partnership Cell (IIPC)

Travel Grant (TG)

Seminar Grant (SG)

Faculty Development Program (FDP)

Emeritus Fellowship (EF)

Career Award for Young Teachers (CAYT)

Visiting Professorship (VP)

AICTE-INAE Distinguished visiting Professorship (DVP)

National Doctoral Fellowship (NDF)

Research Park (RP)

Innovation Promotion Scheme (IPS)

Post Graduate Grants and GATE Scholarship

AICTE – INAE – TRF (Teacher Research Fellowship)

AICTE – INAE – TG (Travel Grant to Students)

Winter and Summer Schools for the Faculty

Finishing Schools for the Students

Indian National Digital Library in Engineering Sciences and Technology (INDEST)

Quality Improvement Program (QIP)

NITTR Training Programs for Faculty

Networking of Technical Institutions

Assessment of National Technical Manpower

Promotion of Autonomy in Technical Institutions

Connecting Technical Institutions through EDUSAT Network-Live transmission of M.E. / M. Tech programs

Steps for Stopping Commercialization of Technical Education

1	Definitions
1.1	“Architect” means an Architect registered with the Council of Architecture established under the Architect Act 1972.
1.2	“Autonomous Institution”, means an Institution, to which autonomy is granted and is designated to be so by the Statutes of affiliating University / Board.
1.3	“Bandwidth Contention” means the contention ratio, ratio of the potential maximum demand to the actual bandwidth.
1.4	“Build Operate Transfer” (BOT)” means a project financing, wherein a private entity receives a concession from the public sector to finance, design, construct, and operate a facility stated in the concession contract.
1.5	“Co-Ed Institute” means the Institute admitting male and female students.
1.6	“Commission” means University Grants Commission established under section 4 of the University Grants Commission Act, 1956
1.7	“Compliance Report” shall mean the report submitted by Technical Institution complying with requirements as set in this Approval Process handbook, Prevention and prohibition of ragging, in the Format prescribed by AICTE from time to time.
1.8	“Deemed University” means an Institution declared as deemed to be University under section 3 of the University Grants Commission Act, 1956.
1.9	“Foreign Student” means, the student who possesses a foreign passport.
1.10	“Fresher” means a student who has been admitted to an Institution and who is undergoing his/her first year of study in such Institution.
1.11	“Metro City” means a Metropolitan area as declared by Ministry of Urban Development, New Delhi or concerned State Government authority.
1.12	“Minority Educational Institution” or “Minority Institution” means a college or Institution established or maintained by a person or group of persons belonging to a minority, recognized as such by the concerned State Government/UT Administration.
1.13	“NBA” means National Board of Accreditation set up by AICTE, under Society Registration Act 1860.
1.14	“NBA Web-Portal” means a web site as defined by NBA.
1.15	“.pdf file” means document in Portable Document Format.
1.16	“Prescribed” means as prescribed under these Regulations.
1.17	“Public Private Partnership (PPP)” means a partnership based on a contract or concession agreement, between a Government or statutory entity on the one side and a private sector enterprise on the other side.
1.18	“Shift” means spell of time in which educational activities of the technical Institution are conducted.
1.19	“Single Shift working” means where, educational activities of the technical Institution are generally conducted between 9 am to 5 pm.
1.20	“State Level Fee Committee” means a Committee notified by the concerned State Government / UT Administration for regulation of fee to be charged by the

	technical Institutions
1.21	“Technical Campus” means a campus which offers education in one or more technical programs approved by the Council.
1.22	“Two Shift working” means where, educational activities of the technical Institution are conducted in two spells of time i.e., 1 st shift, generally, between 7 am to 3 pm and 2 nd shift, generally, between 1 pm to 9 pm.
1.23	“University Department” means a department established and maintained by the University.
1.24	“University” shall means a University defined under clause (f) of Section 2 of the University Grants Commission Act, 1956.
1.25	“Government Aided Institution” means technical Institution that meets 50% or more of its recurring expenditure out of the grant received from Government or Government organizations.
1.26	“Government Institution” means technical Institution established and / or maintained by the Government.
1.27	“Private-Self Financing Institution” means an Institution started by a Society/Trust/Company and does not received grant/fund from Central and/or State Government and/or Union Territory Administration for meeting its recurring expenditure.
1.28	“Second Shift” means shift generally from 1pm to 9pm in which educational activities of the technical Institution are conducted.
1.29	“Programs” means activities of delivering education and instructions to students through traditional setting of classroom and laboratories which require full time presence of students at the Institute.
1.30	“Part Time Programs” means activities conducted in evening time i.e. 5.30 pm to 9.30 pm (six days a week) wherever First / general shift working exits and are meant only for working professionals or professionals with at least two years of work experience.
1.31	“Blended Learning Mode (TE-BLM)” means activities of delivering part of classroom learning through distance Mode and Laboratory, Practical and workshop etc through conventional mode where presence of students at the Institute and giving examination is essential and are meant only for working professionals with certain minimum work experience.

Grant of Approval through Single Application form for the following.

Approval to conduct Technical Program at Degree, Post Graduate Degree, Diploma and Post Diploma, Post Graduate Diploma Level in Blended Learning Mode (TE-BLM)

1.0		Preamble
	1.1	Blended Learning Mode (TE-BLM) Programs are meant for working professionals or professional with at least three years of work experience who have to satisfy the requirements of curriculum by attending classes, conducting practical etc.
	1.2	The approved Technical Institutions may expand its activities by adding additional divisions, in the Blended Learning Mode (TE-BLM) in the existing Program
2.0		Objective
	2.1	To facilitate Technical and Management Institutions to respond to the felt need of providing Technical and Management education to working professionals who may, for some reason, cannot take up full time studies in conventional mode.
	2.2	To provide an opportunity to working professionals to enhance their qualifications, competence by enhanced skill formation
3.0		Need
	3.1	<ul style="list-style-type: none"> • Increased demand for technically skilled man power • Increase utilization of infrastructure available at the Technical Institutions • Facilitate cost effective education to masses through increased utilization of infrastructure available at the Technical Institutions • Enabling working professionals to enrol for qualification upgradation in technical education; by providing weekend learning sessions.
4.0		Introduction
	4.1	Any approved Technical Institute offering technical education in conventional mode shall not commence any course in Blended Learning Mode (TE-BLM) without prior approval of the Council
	4.2	Any course in Blended Learning Mode (TE-BLM) shall not be approved if the Institute has any deficiency to run existing courses in conventional mode.
	4.3	Any course in Blended Learning Mode (TE-BLM) shall be approved only if the course is accredited at respective level in the conventional mode on the date of application
	4.4	Admission authority / body / Institution shall not permit admissions of students to a Technical Program in conventional or Blended Learning Mode (TE-BLM) which is not approved by the Council.

4.5	Technical Institution / Technical Campus offering technical education shall not continue technical courses or programs beyond the specified period of approval given by the Council in whichever mode they are conducted.
4.6	Each Institution offering Post Graduate and / or Under Graduate Technical Program at Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level in Blended Learning Mode (TE-BLM) shall submit an application to the Council, every year, for extension of approval of courses offered by the Institution It may be further noted that though extension of approval is granted, the Council shall monitor for fulfillment of all norms by the Institute and in the event of non-fulfillment, the Council shall initiate penal action as per regulations, framed by the Council.
	Students once admitted to a course in conventional mode or course in Blended Learning Mode shall have to complete the course in same mode. Migration from one mode of learning to other mode of learning for the same course shall not be permitted. However fresh admission can be sought to same course in different mode of learning.

5.0	Submission of application
5.1	The Existing Institutions shall use the USER ID's already allotted to them. However, if the Institution has not obtained a USER ID / Password previously a unique USER ID shall be allotted to applications for further process on payment of Rs. 5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal www.aicte-india.org If the Institution has misplaced / forgotten the password, it will be sent to the user on payment of Rs. 5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal www.aicte-india.org For the purpose of applying for Grant of Approval the Institution shall submit an application on line on the AICTE Web-Portal www.aicte-india.org
5.2	A unique identification number is allotted to each application for further reference. By using this number the applicant will be able to track the status of the application at various stages of processing of the application through the AICTE Web-Portal.
5.3	The processing fee shall be paid through the AICTE payment gateway on the Portal, through Corporate Internet banking, failing which, the application shall not be considered. Applications shall be accepted subject to realization of the Payment
5.4	Processing Fees in Rs. Lakhs for various applications in TE-BLM (Degree, Post Graduate Degree, Post Graduate Diploma, Diploma and Post Diploma Institutions) is as follows

		Type of Institution	Processing Fees in Lakh
		Minority Institution	3.00
		Institution set up in Hilly Area in North Eastern States	3.00
		Institution set up exclusively for women	3.00
		All other Institutions	4.00
		Government / Government aided / Central University / State University (Govt.)	Nil
	5.5	Above fees is applicable irrespective of number of divisions / courses applied for.	
	5.6	The payment options available is only through Corporate Internet banking Applications shall be accepted subject to realization of the Payment	
	5.7	Submission of an application for Extension of Approval on Web-Portal on or before the last date as mentioned in the schedule is mandatory	
	5.8	A print of the complete application as uploaded on the AICTE Web-Portal, printed there on, along with the deficiency report generated through the Institute login, shall be submitted to Affiliating University / Board and Concerned State Government / UT, along with all enclosures as above, duly attested by a Gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner on or before the date as mentioned in the schedule. Subsequently a stamped receipt from an authorized signatory as proof of submission of these documents is to be collected.	
	5.9	A print of the complete application as uploaded on the AICTE Web-Portal, printed there on, along with the deficiency report generated through the Institute login, is to be submitted to the concerned Regional Officer (RO), along with enclosures as at Appendix 1 as applicable	
6.0		Eligibility conditions under which Blended Learning Mode (TE-BLM) approvals can be given for AICTE approved Institutions	
	6.1	The Institute shall have zero deficiency in programs and courses conducted in conventional mode as per the report generated through Web Portal and Expert Visit Committee report conducted for compliance of requirements for conducting Blended Learning Mode (TE-BLM)	
	6.2	Any course at a certain level i.e., Diploma or Post Diploma or Degree or Post Graduate Degree or Post Graduate Diploma or any other, if applied for approvals in Blended Learning Mode (TE-BLM), shall have valid accreditation of the conventional mode course at the respective level on the date of application.	
	6.3	There should not be any deficiency in the number of mandatory subscriptions for e-journals as mentioned in the requirements for conventional mode programs.	
	6.4	The Institutions offering courses in Part Time and or in 2 nd shift in conventional	

		mode will not be permitted to offer an course/program in TE-BLM.
6.5		<p>Grant of approvals is based on the compliance of requirements for conducting courses under Blended Learning Mode (TE-BLM). However such requirements shall be inspected for their compliance before approvals are accorded.</p> <p>An affidavit sworn before First class Judicial Magistrate or Notary or an Oath Commissioner that the Institute has required facilities and infrastructure as per the provisions of the Approval Process Hand Book and in the absence of which the AICTE is liable to invoke the provisions, both civil and / or criminal as per the regulations in place is to be submitted.</p>

7.0		Institutions fulfilling norms and standards as mentioned will be entitled to allotment as follows																
7.1		All AICTE approved existing Technical Institutions shall be eligible for a maximum one Division per accredited course at respective level within the definition of Division / Program / level at clause 2.11 of the (Grant of approvals for Technical Institutions, Regulations, 2012).																
7.2		<p>Section 2(g) of AICTE act 1987, reads “Technical Education as Programs of education, research and training in engineering, technology, architecture, town planning, management, pharmacy and applied arts and crafts and such other program or areas as the central government may, in consultation with the council, by notification in the official gazette, declare” Based on the above section the following is defined.</p> <p>However, approval processes for Blended Learning Mode (TE-BLM) in Pharmacy and Architecture will be defined later.</p> <p>Existing Professional Societies & registered bodies, who follow the norms, rules and regulations as per this Approval Process Handbook shall be eligible for conducting courses with the approved intake as specified (subject to approval of concerned University) as below:</p> <table border="1"> <thead> <tr> <th>Level</th> <th>Programs</th> <th>No. of Divisions</th> <th>Intake / division</th> </tr> </thead> <tbody> <tr> <td>Diploma</td> <td>Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)</td> <td>02</td> <td>60</td> </tr> <tr> <td>Post Diploma / Advanced Diploma</td> <td>Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)</td> <td>02</td> <td>60</td> </tr> <tr> <td>Degree</td> <td>Engineering, Technology, Management, Applied Arts &</td> <td>02</td> <td>60</td> </tr> </tbody> </table>	Level	Programs	No. of Divisions	Intake / division	Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	02	60	Post Diploma / Advanced Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	02	60	Degree	Engineering, Technology, Management, Applied Arts &	02	60
Level	Programs	No. of Divisions	Intake / division															
Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	02	60															
Post Diploma / Advanced Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	02	60															
Degree	Engineering, Technology, Management, Applied Arts &	02	60															

			Crafts, Hotel Management and Catering Technology (HMCT)		
		Post Graduate Degree	Engineering, Technology, Applied Arts & Crafts except MCA, Hotel Management and Catering Technology (HMCT)	02	30
		Management PG	Management	02	60
		MCA PG	MCA	02	60
		No Institute shall be eligible for any supernumerary seats in Blended Learning Mode (TE-BLM)			
	7.3	Any Institution / Society / Trust / Section 25 company or a member belonging to these if charge-sheeted, shall not be considered for approval of courses under ODL mode unless they are acquitted.			
	7.4	No approval shall be granted for conduct of courses under Blended Learning Mode (TE-BLM) to Institutions where a FIR / CBI / CVC / any other investigation agency / Anti Ragging / Punitive action initiated by AICTE for any violation in the norms and standards where enquiries are pending.			

8.0		Evaluation of application by Regional Officer			
	8.1	The Regional Officer shall ensure that the hard copy of the application submitted by the Institute is in order and shall upload appropriate information on the portal. Applications complete in all respect and in order shall only be processed.			
	8.2	Regional officer shall verify the documents submitted along with the printed application and enable appropriate flag on portal for: <ul style="list-style-type: none"> 3. Documents are in order, and form an Expert Visit Committee through portal in case of AICTE approved Institutes 4. Conducting Scrutiny of the application by Scrutiny committee, in case of, non AICTE approved Institutes 			
	8.3	The Expert Committee to verify the Physical and Infrastructural facilities available for the Blended Learning Mode (TE-BLM) education of the applicant Institute shall be constituted by the Regional Officer, by selection of members using automated selection process provided on the AICTE Web-Portal. However, if any member of expert Committee is unable to attend the scheduled visit or refuses or is incapacitated to take part in such scheduled visit, then Regional Officer with prior or post-facto approval of the Chairman Regional Committee may opt to choose any other expert from approved panel of the experts.			
	8.4	Concerned Regional Officer or an Officer of the Council will assist the committee and make necessary arrangements for conduct of the Expert Committee Visit. However, the concerned regional officer shall not be part of			

		the committee.
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9		Evaluation of application by Scrutiny Committee
9.1		The application shall be evaluated by a Scrutiny Committee constituted by the Regional Officer by selecting members using automated selection process provided on the AICTE Web-Portal.
9.2		Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, RO or the officer concerned will not be a part of the committee
9.3		The Scrutiny Committee will invite all applicants for presentation of their respective proposals. Applicants are advised to adhere to given Scrutiny schedule and not to remain absent for Scrutiny. If the applicant remains absent for a scrutiny, then in no circumstances what so ever, their applications proposal shall be taken up for a scrutiny. Applicants shall produce original documents along with attested copies at the time of scrutiny
9.4		Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the applicant Society / Trust / A company established under Section 25 of Companies Act 1956, through web portal.
9.5		Applicants who are communicated deficiencies or remain absent at the scrutiny shall be eligible for an appeal by way of re-scrutiny, which will be provided to them on the date and time scheduled by AICTE.
9.6		The Scrutiny Committee during re-scrutiny shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards.
9.7		Applications which are found to be in order in all respects by the Scrutiny Committee or Re-Scrutiny Committee will be processed further.
9.8		The attested copies of original documents shall be retained by the committee. These shall be scanned & uploaded to the Web-Portal along with the report of the committee. This scanning and uploading will be done by the Regional office of the council.
9.9		The Regional officer shall ensure and certify that all the fields of all scrutiny reports are filled completely and are in order.
9.10		All applicants recommended for Expert Committee Visit by the Scrutiny Committee, or Re-Scrutiny Committee shall be communicated the date of Expert Committee Visit through Web Portal.

10.0		Evaluation of application filed by AICTE approved institutions through Expert Committee Visit
	10.1	There should not be any deficiency as per requirements mentioned for Conventional Mode courses.
	10.2	Expert Visit Committee shall verify only the requirements of conducting course/s in Blended Learning Mode (TE-BLM).
	10.3	An Expert Committee shall visit the premises of the AICTE approved Institution to verify the readiness of availability of the following

Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments for conducting courses in Blended Learning Mode (TE-BLM)

10.4		Requirements for conducting courses in Blended Learning Mode (TE-BLM)	Type
	a	Computer Centre with minimum 40 Computers having latest configuration. (existing computer centre can also be shared for additional requirements as per need of the students in Blended Learning Mode (TE-BLM))	Essential
	b	Minimum 10 Mbps, 1:1 Internet connectivity	Essential
	c	Wi- Fi facility	Essential
	d	HD quality Video streaming facility (including equipments such as video camera/s, streaming server/s, application software, network and communication accessories etc.) with exclusive minimum bandwidth of 4 Mbps, for streaming of real time or DVD/ CD based offline-on-demand lecture sessions / webinars, to the students.	Essential
	e	Learning Management System (CMS/LMS) application run through Institute website having facility for on line submission of assignments and evaluation (either open source or otherwise)	Essential
	f	Computerized Administrative office	Essential
	g	Well equipped studio for conduction, live streaming and recording of real time lecture sessions / webinars	Essential
	h	Facility for videoconferencing using a standard desktop/laptop or free mobile applications or tablet or Smartphone	Essential
	i	Facility of interactive tools to carry out question & answer sessions, voting, exit surveys etc.	Essential

Laboratory Equipments and Experiments

10.5		There should not be any deficiency in terms of Laboratories and lab equipment as per requirements mentioned for the corresponding
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		Conventional Mode courses.
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Books, Journals and Library facilities

10.6		Description of requirement	Type
	a	Computerized Library Management System	Essential
	b	Facility for access to the on-line journals to the students of Blended Learning Mode (TE-BLM) Program	Essential
	c	Digital Library facility	Essential
	d	Document scanning facility	Essential
	e	Central Xeroxing facility for students	Essential
	f	Availability of NPTEL facility	Essential
	g	Sufficient number of CD/DVDs with digital content as required for self-study for the subjects.	Essential
	h	Facility for online request and delivery through courier for library materials (books, journals, CDs and DVDs)	Essential
	i	Computerized indexing with bar coded / RF tagged book handling	Desirable

Faculty Requirement

Faculty requirements and Qualifications

10.7	a	Faculty Qualifications shall be as per the All India Council for Technical Education (Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff In Technical Institutions (Degree) Regulations, 2010 , All India Council for Technical Education (Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff In Technical Institutions (Diploma) Regulations, 2010 and subsequent amendments in these Regulations issued by AICTE from time to time.
	b	At least two Professors / Associate Professors / Assistant Professors per division of intake shall be appointed on full time basis. One amongst these will be designated and working as the Dean / Coordinator.
	c	Additional faculty shall be appointed as required.

Subscription of E-Journals

10.8	a	There should not be any deficiency in the number of Mandatory subscriptions for e-journals as mentioned in the requirements for Conventional mode programs.
	b	It is essential that all such e-journals shall be accessible to the students (under graduate and post-graduate) of courses in Blended Learning Mode (TE-BLM) from their residence or workplace.

11.0		Evaluation of application filed by non AICTE approved institutions by Expert Committee
	11.1	An Expert Committee shall visit the premises of the proposed Institution to verify the readiness of availability the requirements as mentioned in clause 10.0 and sub clause 11.8, 11.9, 11.10
	11.2	Expert committee shall also verify documents in original as in Appendix 1 and Video as in Appendix 1 with respect to actual infrastructure visited
	11.3	Expert Committee shall verify actual availability of equipments, computers, software, internet, printers, book titles, book volumes, subscription of National & International E-Journals required for conducting courses under TE-BLM. Mere presentation of purchase orders / payment records for subscription etc. without actual availability shall not be considered
	11.4	The applicant will arrange for, Video recording with date and time of the entire proceedings of the Expert Committee visit, which will form part of the Expert Committee report. Internet ready Laptop / desktop, scanner and printer.
	11.5	The Expert Committee shall Submit to the RO, Its report in the prescribed Format of the visit. Attested Copies of all documents as in Appendix 1 Video recording of Expert Committee visit. Attendance sheet duly signed / digitally authenticated by, the expert Committee members, and representatives of applicant Society/Trust present during the visit
	11.6	The Regional officer shall ensure and certify that all the fields of all Expert Visit Committee reports are filled completely and are in order.
	11.7	The scanning and uploading of the relevant documents will be done by the concerned Regional office of the council.

In addition to the above, the Expert Committee shall also inspect and submit a report on the requirements as mentioned below

11.8 Computers, Software, Internet and Printers exclusive for TE-BLM

		Number of PCs to students ratio (Min 20 PCs)	Legal System Software@	Legal Application Software*	LAN & Internet	Mail Server & Client
Engineering / Technology	Dip	1:6	03	20	All	Desired
	UG	1:4				
	PG	1:2				
Pharmacy	Dip	1:6	01	10	All	Desired

	UG	1:6				
	PG	1:6				
Architecture & Town Planning	Dip	1:6	01	10	All	Desired
	UG	1:5				
	PG	1:5				
Applied Arts & Crafts	Dip	1:5	01	10	All	Desired
	UG	1:5				
	PG	1:5				
HMCT	Dip	1:6	01	10	All	Desired
	UG	1:6				
Management	PG	1:2	01	10	All	Desired
MCA	PG	1:2	03	20	All	Desired

11.8	a	Utilization of Open Source Software may be encouraged
	b	Secured Wi Fi facility
	c	Purchase of most recent hardware is desired.
	d	Library, Administrative offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to students ratio.
	e	@Adequate number of software licenses is required
	f	#Central Xeroxing facility for students is preferred

11.9 Laboratory Equipments and Experiments

11.9	a	The laboratories shall have equipments as appropriate for experiments as stated / suitable for the requirements of the affiliating University / Board's curriculum. It is desired that number of experiment set up be so arranged that maximum four students shall work on one set.
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11.10 Books, Journals and Library facilities exclusive for TE_BLM

Program	Total number of Divisions	Titles	Volumes	National Journals	International Journals	E Journals	Reading Room seating
		Number					% of total students
Engineering / Technology(UG)	B	100	500xB	6xB	Desirable	As per Appendix 2	15 % (Max 150)
		50 per course	250 per course - division				
Pharmacy(UG)	B	100	500xB	6xB			
		50	500xB				
Architecture & Town Planning (UG)	B	100	400xB	6xB			
		50	400xB				
Applied Arts & Crafts(UG)	B	100	500xB	6xB			
		50	500xB				
HMCT	B	100	500xB	6xB			
		50	500xB				
MBA / PGDM / MCA (PG)	B	100	500xB	12xB			
		50	500xB				
Engineering / Technology/ Pharmacy / Architecture & Town Planning / Applied Arts & Crafts (PG)	B	50	200	5xB			25 % (Max 100)
		As Required	100				
Diploma in Engineering / Tech / Pharmacy / Architecture & Town Planning Applied Arts & Crafts, HMCT	B	Half the number as required for UG course in the same Program	Half the number as required for UG course in the same Program	Half the number as required for UG course in the same Program			15 % (Max 150)

B=Number of divisions at 1st year (shift 1+2) + Number of 2nd year direct divisions (shift 1+2)

1	Book titles and volumes required at the time of starting new Institution.
2	Requirements of Book titles and volumes in Institutions started before 1950 shall be calculated considering starting year as 1950.
3	Yearly increment.
4	Component for additional division / course.
5	Hard Copy International Journals is desirable to procure. However subscription to E-Journals and National Journals as per Appendix-2 is essential.
6	Journals and Books may also include subjects of Science & Humanities.
7	Digital Library facility with multimedia facility is essential.
8	Reprographic facility in the library is essential.
9	Document scanning facility in the library is essential.
10	Document printing facility in the library is essential.
11	Library books/non books classification as per standard classification methods is essential.
12	Availability of NPTEL facility at the library is essential.
13	Computerized indexing with bar coded / RF tagged book handling is desired.

11.11 Norms for Space requirement for Technical Institution under TE-BLM

Level	Programs
Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)
Post / Advanced Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)
Degree	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)
Post Graduate Degree	Engineering Technology, Applied Arts & Crafts except MCA, Hotel Management and Catering Technology (HMCT)
Management PG	Management
MCA PG	MCA

11.11	Requirements
a	Institute shall have no deficiency as per requirements of Conventional program.
b	Number of Class rooms of 66 sqm each to be provided shall be half the number of divisions approved along with projecting media equipment and ICT enabled learning.
c	Additional ICT enabled Reading room area of at least 200 sqm with a seating capacity of 60 shall be provided with complete infrastructure for access to online journals and to view / listen to the digital content specifically developed for the program.

	d	<p>The promoter society / trust / A company established under Section 25 of Companies Act 1956, of a new technical Education Institution shall have the land as required and prescribed in its lawful possession with clear title in the name of the promoter society / trust / A company established under Section 25 of Companies Act 1956, on or before the date of submission of application.</p> <p>Provided that it shall be open for the promoter society / trust / A company established under Section 25 of Companies Act 1956, proposed Institution to mortgage the building only after the receipt of letter of approval, only for raising the recourses for the purpose of development of the Technical Education Institute situated in the same building.</p>
	e	Building and built up area under consideration shall be on one plot having no obstacles like river, canals, rail tracks, highways, or any other such entity hampering continuity of land.
	f	Building plan of the Institution shall be prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government / UT.

12.0	12.1	The fund position of the applicant (Self financed Institutions, Private Universities) in the form of FDRs in the name of Society / Trust in Nationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India shall be as under on the date of Scrutiny.	
		Program proposed (Degree, Post Graduate Degree, Diploma and Post Diploma)	Total minimum funds required, Rupees in Lakhs as proof of operational expenses (at the time of Scrutiny) in the form of FDR in the name of Society / Trust
	a	Engineering & Technology	100
	b	Hotel Management & Catering Technology	50
	c	Applied Arts & Crafts	50
	d	MCA	50
	e	Management	50
	12.2	<p>The applicants shall not use name the technical Institution in such a way that the abbreviated form of the name of the technical Institution becomes IIM or IIT or II Sc or NIT or AICTE or UGC or MHRD or GOI. The applicant shall also not use the word(s) Government, India, Indian, National, All India, All India council, Commission anywhere in the name of the technical Institution and other names as prohibited under the Emblems And Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the technical Institution is established by Government of India or its name is approved by the Government of India.</p>	

	12.3	Name of the “Technical Institute” for which approval is accorded by the Council shall not be changed without the approval of the Council. The Council may permit the change of name as per laid down procedures as given in this handbook
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13		Evaluation of application by Regional Committee						
	13.1	The reports of Expert Visiting Committee will be made available to the Regional Committee / Regional subcommittee comprising of at least three members of the Regional Committee. Regional Committee / Regional subcommittee will consider these reports along with views of concerned State Government / UT and affiliating University / Board, if any, and recommend the application for further processing.						
	13.2	Applicants, whose applications are recommended for further processing after the decision of the Executive Committee, shall be informed for submission of a Money Deposit along with an affidavit ² . The Regional officer shall ensure and certify that all the fields of Regional Committee / Regional subcommittee, report are filled completely and are in order.						
	13.3	Applicants shall deposit the prescribed amount of Money in AICTE’s bank account for an amount as applicable to the category of the Institutions indicated in table 13.4 below (Government, Government Aided Institutions and University Departments (Government) are exempted)						
	13.4	Money deposit for Non AICTE Approved Institutions:						
		Per Program	Under Graduate		Post Graduate Degree and Post Graduate Diploma		Diploma and Post Diploma	
		Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology	Minority / Women / Hilly Area in North Eastern States	Others	Minority / Women / Hilly Area in North Eastern States	Others	Minority / Women / Hilly Area in North Eastern States	Others

		gy, MCA					
Rs. In Lakhs							
			20	25	20	25	20
	13.5	<p>The amount deposited by the Institution shall remain with the Council for 10 years which may be extended as per the regulations.</p> <p>The interest accrued on this deposited amount shall be credited to the Council.</p>					
	13.6	<p>The Principle amount shall be returned to the Society / Trust / A company established under Section 25 of Companies Act 1956, on expiry of the term. However, the term of the deposited amount could be extended for a further period as may be decided on case to case basis and / or forfeited in case of any violation of norms, conditions, and requirements and / or non-performance by the Institution and / or complaints against the Institution.</p>					
	13.7	<p>Regional Officer concerned, while forwarding the recommendations of the Regional Committee / Regional subcommittee for further process of issuance of LOA or otherwise to AICTE headquarters, for placing before the Executive Committee shall verify that the processes and parameters prescribed under these regulations and approval process hand book are followed by the Scrutiny Committee and the Regional Committee / Regional subcommittee</p>					
	13.8	<p>The bureau concerned at AICTE headquarters shall also verify that the processes and parameters prescribed under these regulations and approval process hand book are followed.</p> <p>The concerned officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.</p>					
14.0		Views of State Government and affiliating University					
	14.1	<p>The State Government / UT and the affiliating University / Board will forward to the concerned Regional Office of the Council, their views on the applications received, with valid reasons or otherwise within a period of 15 days from the date of receipt of applications.</p>					
	14.2	<p>The views of the State Government / UT and the affiliating University / Board will be taken into account by the Regional Committee / Regional subcommittee while taking the decision whether the application is to be processed further or not.</p> <p>In the absence of receipt of views from the State Government / UT and / or the affiliating University / Board, the Council will proceed for completion of approval process.</p> <p>Professional bodies and societies shall obtain affiliation from the affiliating</p>					

		University before starting the course in TE-BLM.
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15.0		Grant of approval
	15.1	<p>The recommendations of the Regional Committee / Regional subcommittee for further process of issuance of LOA or otherwise shall be placed before the Executive Committee of AICTE.</p> <p>Executive Committee after considering the recommendations of the Regional Committee / Regional subcommittee, shall take a final decision at its meeting on grant of approval or otherwise.</p> <p>Further based on the decision of the Executive Committee, Letter of Approval or Letter of Rejection shall be issued by the Member Secretary or an officer authorized by him.</p> <p>Validity of the letter of approval, if issued, shall be for two academic years from date of issue of letter of approval for obtaining affiliation with respective University and fulfilling State Government requirements for admissions in the current session. If the Institution fails to admit the students in the current academic session due to non-affiliation by the University or non-fulfillment of State Government requirements, the approval of AICTE shall stand withdrawn and the Institution shall have to apply on line on AICTE web portal for seeking fresh approval in the next academic session.</p>

16.0		Appointment of Dean / Coordinator and teaching staff for courses in Blended Learning Mode (TE-BLM)
	16.1	<p>Institutions granted Letter of Approval for starting courses in Blended Learning Mode (TE-BLM) shall comply with appointment of exclusive teaching staff and Dean / Coordinator for course/s in Blended Learning Mode (TE-BLM) as the case may be, as per policy regarding minimum qualifications pay scale etc., and other technical supporting staff & administrative staff as per the schedule prescribed in the approval process hand book.</p> <p>Institutions shall appoint teaching staff / Dean / Co-ordinator and other supporting staff strictly in accordance with the methods and procedures of the concerned affiliating University, State Governments and Hon'ble Court directions if any, and as applicable in the case of selection procedures and selection committees.</p> <p>The information about these appointments of staff in the prescribed format shall also be uploaded on the Web-Portal of AICTE.</p> <p>In no circumstances unless the appointment of all teaching and other staff is</p>

		in place, the Institutes shall start the approved Technical Course/s in distance mode.
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17		Appeal Procedure
		Procedure for submission of appeal and evaluation by the Standing Appeal Committee for applications rejected at Executive Committee.
	17.1	The Institution, if aggrieved by the decision of AICTE taken on their application seeking approval of starting Blended Learning Mode (TE-BLM) shall be given only one opportunity of an appeal on the date and time scheduled by AICTE.
	17.2	The Appeal of the Institution will be considered by the Standing Appeal Committee and for the purpose of consideration of the Appeal, the Standing Appeal Committee may devise its own procedure. The appeal schedule shall be notified on the web Portal.
	17.3	The report of the Standing Appeal Committee shall be communicated by uploading on the web-portal. The report of the Standing Appeal Committee shall be placed before the Council whose decision shall be final.
	17.4	Applicants are advised to adhere to given Standing Appeal Committee schedule and not to remain absent for Appeal. If the applicant remains absent for Appeal, then in no circumstances what so ever, their applications / proposal shall be taken up by the Standing Appeal Committee and such Institutions if they so desire may apply afresh for the next academic session. Such Institutions remaining absent for any reason whatsoever shall not be entitled for any further appeal.
	17.5	An officer of the Council shall place the records before the Standing Appeal Committee. A representative of the Institute shall be invited to place the point of view of the Institute before the Standing Appeal Committee for consideration.
	17.6	The Standing Appeal Committee at its discretion may recommend Expert Visit for verification of the claims made by the applicant Society or Trust or A company established under Section 25 of Companies Act 1956 or may reject the appeal. The concern officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.
	17.7	Applications which are found to be in order in all respects by the Expert Visit Committee will be processed further

17.8	The report of the Expert Visit Committee as applicable shall be placed along with the observations of the Approval Bureau, before the Standing Appeal Committee for review on the date and time scheduled by AICTE. The report of the Standing Appeal Committee shall be placed before the Council whose decision shall be final. The concern officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.
17.9	The decision of the Council shall be communicated to the applicant in form of Letter of Approval or Letter of Rejection or in the form of an appropriate communication.
17.10	The letter of rejection shall be issued by the Member Secretary or an officer authorised by him, AICTE.
17.11	In case of rejection of the proposal, it shall be open for the applicant to make a fresh application next year as stated in this handbook

18.0	Eligibility of the Candidate
18.1	Eligibility for admissions to any course at any level in Blended Learning Mode (TE-BLM) shall be subject to 4. Acquiring minimum qualification same as Conventional mode 5. Work experience in relevant area and 6. Passing the eligibility test for admissions conducted centrally by the agency authorised by the Council.
18.2	Jurisdiction of the admissions
	The jurisdiction of conducting course in Blended Learning Mode (TE-BLM) shall be the jurisdiction of the affiliating University/ Board for conducting courses in conventional mode.
	University will restrict admission to programs in blended learning mode to those candidates who have either permanent residence in the area of its jurisdiction or candidates who have been posted for their work in the area of its jurisdiction at the time of admission.

Level	Programs	Entry level Qualifications to be obtained in			National entrance Test (BLM - NET)	Work Experience in Years in relevant area
		Xth & XIIth std	Diploma	Degree		

Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	In regular mode	--	--	No	02
Post / Advanced Diploma	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	In regular mode	in distance mode	-	No	03
		In distance mode	In regular mode		Yes	
Degree	Engineering, Technology, Management, Applied Arts & Crafts, Hotel Management and Catering Technology (HMCT)	In regular mode	in distance mode	-	Yes	03
		In distance mode	In regular mode	-	No	
Post Graduate Degree	Engineering Technology, Applied Arts & Crafts except MCA, Hotel Management and Catering Technology (HMCT)	In regular mode	in distance mode	In regular mode	No	03
		In distance mode	In regular mode	In distance mode	Yes	
		In regular mode	In regular mode	In regular mode	No	
Management PG	Management	In regular	in distance	In regular	No	03

		mode	mode	mode		
		In distance mode	In regular mode	In distance mode	Yes	
		In regular mode	In regular mode	In regular mode	No	
		In distance mode	in distance mode	In regular mode	No	
MCA PG	MCA	In regular mode	in distance mode	In regular mode	No	03
		In distance mode	In regular mode	In distance mode	Yes	
		In regular mode	In regular mode	In regular mode	No	
		In distance mode	in distance mode	In regular mode	No	

19.0		Duration of the course in Blended Learning Mode (TE-BLM) Program
	19.1	Duration of the program shall be flexible and as per rules and curriculum of the affiliating University / Board. However, total duration in terms of years/months/hrs/credits cannot be less than the corresponding duration for the program offered in Conventional mode.
	19.2	Academic Structure
		The syllabus (course work) shall be the same as that used for a Full Time conventional mode program and as prescribed by the affiliating University/ Board.
	19.3	Certificate awarded
	a	The qualifying degree / diploma certificate issued by the concerned University / Board should clearly mention that the qualification has been obtained in Blended Learning Mode (TE-BLM)
	19.4	Fees & Admissions
	a	The concerned State Government / UT shall notify the tuition and other fees for candidates to be admitted to Blended Learning Mode (TE-BLM) or the Institutions will have to get approval for the fees from the State level Fees Committee set up by the State Government.
	b	Admissions to these seats shall be done on merit basis through Centralized

		Admission process.
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20.0		Time Schedule for processing of applications
	20.1	<p>AICTE shall notify through a public notice published in the leading news papers and through the AICTE Web-Portal regarding cut off dates for various purposes including receipt of applications and processing thereof from time to time if so necessitated. The time schedule mentioned in the public notice shall be final and binding.</p> <p>The last date of submission of application form shall mean submission of application on Portal and generation of paying slip not later than the last date as mentioned in the time schedule for this purpose and as notified in the public notice published in the leading news papers and through the AICTE Web-Portal.</p>

Chapter II

1 Unapproved Institutions

	1.1	<p>No Institution shall offer Technical program or course in any mode without approval of the Council.</p> <p>Provided further that any Institution offering Technical Program without approval of the Council, shall be termed as unapproved if</p>
	a	It is started without prior approval by the Council
	b	It is working in temporary location / at location not approved by the Council
	c	It is declared as “Unapproved” by the Council
2		<p>The Council shall maintain a list of un approved Institutions based on the information received by the Council and shall also inform the general public about the same from time to time</p> <p>Provided further that any Technical Institution, which has already started without following AICTE approval procedure, wishes to submit an application / proposal shall be considered as new Technical Institution. For such purpose, they shall apply as per the provisions in this Approval Process Handbook.</p> <p>Its legal date of starting will be from the date of issue of the Letter of Approval.</p> <p>Students, who are admitted prior to approval by the Council, will not have any right for re-admission and will have to fulfill all the requirements for admission as prescribed by the competent admission authority.</p>
3		<p>The Institutions conducting courses / Programs in technical education, in temporary location or at location not approved by the Council, shall be liable for action for closure and other appropriate action as per Regulations against defaulting Societies / Trusts / Companies/ associated Individuals as the case may be.</p>
4	a	<p>The Council shall inform respective State Governments UT administration to initiate appropriate penal, civil and / or criminal action against such defaulting Institutions / Societies / Trusts / Companies / Associated Individuals as the case may be.</p>
	b	<p>In case if such Institutions make a representation then hearing may be given to these Institutions and decision shall be taken as per the provisions in this Approval Process Handbook.</p>

Chapter III

1 Action in case of violation of Regulations

1.1	<p>An Institution running any Program / Course in Technical Education in any mode in violation of Regulations, shall be liable to appropriate initiation of Penal Civil action including withdrawal of approval, if any, and / or criminal action by the Council against defaulting Societies / Trusts / Companies / Associated Individuals and / or the Institution, as the case may be.</p>
1.2	<p>Provided that, if any Technical Institution contravenes any of the provisions of concerned regulations, the council after making such inquiry as it may consider appropriate and after giving Technical Institution concerned, an opportunity of being heard, under appropriate regulations, withdraw approval to the concerned Technical Institution / Program / Course.</p> <p>Provide further that in case of such a withdrawal, the operations of the said Technical Institution / Program / Course shall not be started again before completion of two academic years from the date of such a withdrawal.</p> <p>Provided further that, the students admitted to the Institute whose approval has been withdrawal, shall be redistributed to other Institutions in the jurisdiction of the affiliating University by the competent authority of the respective State Governments.</p>
2	<p>Non submission / Incomplete submission of application for approval</p> <p>The Technical Institutions shall submit the application for approval in the prescribed format along with the enclosures to the concerned Regional Office of AICTE each year for approval by the Council, even in cases where the approval to the Program / Course was granted for more than one year. The last date for receipt of such application with or without Late Fee shall be as mentioned in the schedule.</p> <p>Non submission / incomplete submission of application for approval shall invite appropriate penal action against the Institution. The Institution shall be liable to the following punitive action from any one or more of the following by the council.</p> <p>No admission status in one / more courses for one academic year in Conventional and or Blended Learning Mode (TE-BLM) Withdrawal of approval for Program / course in any mode. Withdrawal of approval of the Institution.</p>
3	<p>Excess admissions</p>
3.1	<p>Excess admissions over the sanctioned intake shall not be allowed under any circumstances. In case any excess admission is reported to / noted by the Council, appropriate penal action will be initiated against the Institution. The Institution shall be liable to following punitive action from any one or more of the following</p>

		<p>by the council.</p> <p>Excess admission fee amounting five times the total fees collected per student shall be levied against each excess admission.</p> <p>No admission status in one / more courses for one academic year in Conventional / Blended Learning Mode (TE-BLM)</p> <p>Withdrawal of approval for Program / course in any mode.</p> <p>Withdrawal of approval of the Institution.</p>
	3.2	Amount in respect of Excess admission fee shall be remitted to “Member Secretary, AICTE” as per instructions issued by the council.
4		Non fulfillment of requirement of qualified Principal / Director/Dean
	4.1	<p>Institutions not having qualified Principal / Director/Dean for period, more than 18 months shall be liable to following punitive action by the council.</p> <p>No admission status for one academic year</p>
5		Non fulfillment in Faculty: Student ratio, not adhering to pay-scales and/or qualifications prescribed for teaching staff
	5.1	<p>Institutions not maintaining appointing prescribed Faculty, not adhering to Pay scales, or qualifications prescribed for teaching staff for more than 18 months, shall be liable to following punitive action by the council from any one or more of the following.</p> <p>No admission status in respective courses in Blended Learning Mode (TE-BLM) for one academic year</p> <p>Withdrawal of approval in the respective course in Blended Learning Mode (TE-BLM)</p> <p>Withdrawal of approval of the Institution</p>
6		Non fulfillment in Computer, Software, Internet, Printers, Laboratory Equipments, Books, Journals, Library facilities requirements
	6.1	<p>Institutions not maintaining prescribed Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities shall be liable to following punitive action from any one or more of the following by the council.</p> <p>No admission status in respective courses in Blended Learning Mode (TE-BLM) for one academic year</p> <p>Withdrawal of approval in the respective course in Blended Learning Mode (TE-BLM)</p> <p>Withdrawal of approval of the Institution</p>
7		<p>Refund cases</p> <p>Institutions not following guidelines issued by the Council regarding refund of fees on cancellations of admissions or delaying refunds shall be liable to following punitive action from any one or more of the following by the council.</p>

		<p>Fine for non compliance of refund of fees levied against each case shall be twice the total fees collected per student.</p> <p>No admission status in one / more courses in any Mode for one academic year</p> <p>Withdrawal of approval for Program / Course in any Mode</p>
8		Amount in respect of Fine for non compliance of refund of fees shall be remitted to “Member Secretary, AICTE” as per instructions of the council.
9		Procedure for restoration against punitive actions
	9.1	Applicant makes an application for restoration on the Web Portal along with the application for extension of approval of the next academic year.
	9.2	The restoration is subject to Expert visit
	9.3	The expert Visit Committee shall verify all the requirements as per the approval process hand book.
	9.4	Expert Visit Committee report shall be placed before Standing Complaint Committee.
	9.5	Recommendations of the Standing Complaint Committee shall be placed before Executive Committee for necessary Approval/ratification.
	9.6	The Institute may appeal as per the procedure of appeal in Chapter I if the status quo on punitive action is maintained.

Chapter IV

1 Norms & Requirements

1.1	Duration and Entry Level Qualifications for the Technical Programs	Refer to APH in force
1.2	Approved Nomenclature of Courses	Refer to APH in force
1.3	Grievance Redressal	Refer to APH in force
1.4	Structure of various Committees	Refer to APH in force
1.5	Cut off dates and Academic Calendar	Refer to APH in force
1.6	Abbreviations	Refer to APH in force
1.7	Documents to be submitted for: Approval for conducting Technical Program at Degree, Post Graduate Degree, Diploma and Post Diploma, Post Graduate Diploma Level in Blended Learning Mode	Appendix 1
1.8	Subscription of E-Journals	Appendix 2
1.9	Regional Offices of the Council	Appendix 3
1.9	Format for Detailed Project Report for establishment of a new technical Institution for conducting TE-BLM	Appendix 4
1.10	Norms for Essential and Desired requirements for Technical Institution (Marked as essential need to be made available at the time of the Expert committee visit)	Appendix 5

1.0 Appendix 1

1 Documents to be submitted for

Approval for conducting Technical Program at Degree, Post Graduate Degree, Diploma and Post Diploma, Post Graduate Diploma Level in Blended Learning Mode (TE-BLM)

1.0	1.1		<p>For non AICTE approved Institutions</p> <p>Applicant shall submit following supporting documents duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Regional Office</p> <p>Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution</p>
			Documents to be submitted along with the application to the Regional Office
		1	Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government / UT
		2	An affidavit ¹ , in a Format as prescribed on the Web-Portal , on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner
		3	Resolution by the applicant organisation in a Format ¹ as prescribed on the Web-Portal
		4	Certificate ¹ issued by an architect regarding approved building plans
		5	Certificate ² issued by an bank manager regarding financial status of applicant
		7	A print of the complete application as uploaded to the AICTE Web-Portal, printed there on.
		8	A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents.
		9	A receipt with official seal from the authorized signatory of the affiliating University as proof of submission of these documents
		10	Detailed Project Report (DPR) attached as a .pdf file.

	11	Registration document of the Society / Trust / A company established under Section 25 of Companies Act 1956 / PPP / BOT indicating its members, objectives and Memorandum of Associations and Rules, duly attested / certified by the concerned Authority
	12	Details of Board of Governors of the Institute
	13	Provided that in the case of a company established under Section 25 of Companies Act 1956, the MOA and Rules must contain a provision that the objective of the company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institute.
	15	Resolution by the applicant organisation, pertaining to starting the Technical Institute or adding new program and allocation of land / building / funds to proposed activities in the Format ¹ prescribed on the Web-Portal
	16	Documents showing ownership in the name of the applicant in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered) / Irrevocable Lease (for a minimum period of 30 years) by the concerned authority or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced.
	17	Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.
	18	Land Conversion Certificate permitting the land to be used for educational purpose to establish a college, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution
	19	Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
	21	Proof of working capital (funds) as stated in clause 12.1, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained by the applicant organization in a Nationalised Bank or Scheduled Commercial Bank recognised by Reserve Bank of India, along with a certificate issued by the Branch

		Manager of the Bank
	22	Audited statement of accounts of the applicant organization for last three years, as may be applicable
	23	Site Plan, Building Plan of proposed Technical Institute prepared by a an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority of the concerned State / UT administration
	24	Floor plans, sections and elevations of all proposed/existing buildings exclusively intended for use for the proposed Institute at the permanent site with a table clearly mentioning all rooms, with carpet area of each in sq. m., as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.
	26	Syllabus copy of affiliating University / Board related to the courses applied for
	27	Certificate regarding Minority Status, if applicable at the time of application. Any claim thereafter shall not be entertained
1.2		Documents to be submitted at the time of Expert Committee Applicant shall present following supporting documents in original along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Visiting Expert Committee
	1	Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director/Dean and faculty members
	2	Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other dead stock items.
	3	Proof of provision of Internet bandwidth in Mbps and contention ratio
	4	List giving titles of books and volumes of each purchased for Library
	5	Copy of Invoice / Cash Memo for equipments and Library Books
	6	Copy of Invoice / Cash Memo for equipments and Library Books
	7	Details of subscription of E-Journals as per Appendix 2

	10	Sanction of electrical load by electric supply provider company
	11	Details of provision of backup power supply
	12	A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
	13	Details and proof of telephone connections available at the proposed Technical Institute
	14	Details and proof about medical facility and counseling arrangements
	15	Details of reprographic facility available for students
	16	Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a member.
	17	Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.
1.3		Documents to be submitted after the issuance of LOA
	1	Institutions granted Letter of Approval for conduct of Blended Learning Mode (TE-BLM) shall comply with appointment of teaching staff and Principal/Director/Dean/Coordinator as the case may be, as per policy regarding minimum qualifications pay scale etc, norms prescribed by the Council and other

			technical supporting staff & administrative staff.
		2	Institutions other than minority Institutions shall appoint teaching staff / Principal / Director/Dean and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University particularly in case of selection procedures and selection committees.
		3	The information about these appointments of staff in the prescribed Format shall be submitted to the concerned Regional Office.
		4	In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.
		5	Faculty and non teaching staff data shall be entered as per the prescribed Format.

2.0	2.1		<p>For AICTE approved Institutions</p> <p>Applicant shall submit following supporting documents duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Regional Office</p> <p>Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution</p>
			Documents to be submitted along with the application to the Regional Office
		1	Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government / UT
		2	An affidavit ¹ , in a Format as prescribed on the Web-Portal , on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner
		3	Resolution by the applicant organisation in a Format ¹ as prescribed on the Web-Portal
		4	Certificate ¹ issued by an architect regarding approved building plans
		7	A print of the complete application as uploaded to the AICTE Web-Portal, printed there on.
		8	A receipt with official seal from the authorized signatory of the State Government as

		proof of submission of these documents.
	9	A receipt with official seal from the authorized signatory of the affiliating University as proof of submission of these documents
	15	Resolution by the applicant organization, pertaining to conduct Blended Learning Mode (TE-BLM) and allocation of land / building / funds to proposed activities in the Format ¹ prescribed on the Web-Portal
	16	The Letter of Approval, initially given by the AICTE, at the time of establishment of the Institution approved by the AICTE;
	17	All subsequent Letter of Extension of Approval and/or letters indicating Variation in Intake.
	18	All accreditation letters
	19	Resolution by the applicant organization, pertaining to starting additional courses / divisions in existing program and allocation of land / building / funds to proposed activities in the Format ¹ prescribed on the Web-Portal.
	20	Building plans approved by competent authority mentioning additional carpet area fulfillment for additional intake applied.
	21	Certificate from an architect registered with Council of architecture regarding additional built up area of the building and carpet area of each room.
	2.2	Documents to be submitted at the time of Expert Committee Applicant shall present following TE-BLM related supporting documents in original along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Visiting Expert Committee
	1	Copy of the advertisement in at least one National Daily, for recruitment of Principal / Director/Dean and faculty members
	2	Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other dead stock items.
	3	Proof of provision of Internet bandwidth in Mbps and contention ratio
	4	List giving titles of books and volumes of each purchased for Library
	5	Copy of Invoice / Cash Memo for equipments and Library Books

	6	Copy of Invoice / Cash Memo for equipments and Library Books
	7	Details of subscription of E-Journals as per Appendix 2
	16	Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a member.
	17	Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.
2.3		Documents to be submitted after the issuance of LOA
	1	Institutions granted Letter of Approval for conduct of Blended Learning Mode (TE-BLM) shall comply with appointment of teaching staff and Principal/Director as the case may be, as per policy regarding minimum qualifications pay scale etc, norms prescribed by the Council and other technical supporting staff & administrative staff.
	2	Institutions other than minority Institutions shall appoint teaching staff / Principal / Director/Dean and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University particularly in case of selection procedures and selection committees.
	3	The information about these appointments of staff in the prescribed Format shall be submitted to the concerned Regional Office.

	4	In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.
	5	Faculty and non teaching staff data shall be entered as per the prescribed Format.



10.0 Subscription of E-Journals

H. Mandatory subscription of e-journal packages for all engineering institutions conducting UG/PG courses:

S. No		Publisher	Subject Areas
1.	a	IEEE	Computer Engineering + Computer Science + Electrical and Electronics Engineering + Telecommunications and related disciplines
2.	a	Springer	Electrical and Electronics and Computer Science Engineering
			OR
	a	Wiley-Blackwell	Computer Science + Data System+ Telecommunication and related Discipline
3.	a	ASME	Mechanical Engineering
			OR
	a	Springer	Mechanical Engineering
			OR
	a	Wiley-Blackwell	Mechanical, Electrical and Electronics Engineering
4.	a	ASCE	Civil Engineering
			OR
	a	Wiley-Blackwell	Civil Engineering
5.	a	McGraw Hill	General Engineering and Reference
6.	a	J-GATE	J-GATE Engineering and Technology (JET)
7.	a	ELSEVIER	Engineering + Computer Science (Electrical + Electronics + Mechanical + Civil and Structural + Aerospace + Biomedical + Industrial and Manufacturing + Ocean Engineering + Computational Mechanics and Safety Risk, Reliability and Quality + Computer Network and Communications, Artificial Intelligence, Computer Science, Computational Theory and Mathematics, Computer Graphics and Computer – Aided Design, Information Systems, Control and System Engineering and Software
8.	a	ASTM DIGITAL LIBRARY (DL)	Online dictionary of Engineering Science and Technology
		ONLINE VERSION	Electrical & Electronics Engineering Mechanical Engineering, Civil, Metallurgical, Petroleum, Instrumentation

Note:

7. Institutions having only 1st and 2nd year UG students and institutions being established need to subscribe to IEEE, J-GATE and ASTM digital library packages only (at S.No.1, 6 and 8 above)
8. All institutions other than Note point no. 1 above shall subscribe to all the packages from S. No. 1 to 8 given above.

9. Institutions not offering Civil Engineering courses need not subscribe to Civil Engineering package (at S. No. 4).
10. Institutions not offering Mechanical Engineering courses need not subscribe to Mechanical Engineering package (at S No. 3).
11. Institutions who have already subscribed to IEL online, need not subscribe to IEEE-ASPP package, until the subscription of the same is valid.
12. Package at S No. 1 is also mandatory for institutes running MCA.

I. Mandatory subscription of e-journals for all institutions conducting programme in management:

S. No		Publisher	Subject Areas
1	a	J-Gate	Management sciences
2	a	Gale Cengage Learning	Business and company resource centre + Gale business insight global
	b	RMIT	Informit business collection
			OR
	b	Emerald	Emerald Management first database
3	a	EBSCO	Management
4	a	ProQuest	Management

Note:

3. S. No 1 is compulsory
4. From S No. 2/3/4 institutes can opt for any one along with S No.1

J. Mandatory subscription of e-journals for all pharmacy institutions conducting undergraduate / post graduate programme:

S. No	Publisher	Subject Areas
1	BENTHAM	Pharmacy
2	ELSEVIER	Pharmacy

K. Mandatory subscription of e-journals for all architecture institutions conducting undergraduate /post graduate programme:

S. No	Publisher	Subject Areas
1	EBSCO	Architecture
2	Gale Cengage Learning	Architecture

L. Mandatory subscription of e-journals for all hotel management institutions conducting undergraduate / post graduate programme:

S. No	Publisher	Subject Areas
1.	EBSCO	Hotel Management
2.	Gale Cengage Learning	Hotel Management

Note:

3. Institutions running UG courses should subscribe to package at S No.1 only
4. Institutions running PG courses should subscribe to both the packages

M. Mandatory subscription of e-journals for all institutions conducting the following specialized postgraduate courses

S. No	Publisher	Subject Areas
1	ELSEVIER	Bio Technology
2	Nature publishing group	
3	ELSEVIER	Environmental Engineering
4	Gale Cengage Learning	
5	ELSEVIER	Chemical Engineering.
		Nano Technology
		Geo Technology

Note:

2. An institutions running programme/course in Engineering and Management should subscribe for Engineering as well as Management package. Similarly if the institution is running Management, Architecture, Pharmacy and Engineering then the institution should subscribe to all the packages of relevant discipline/s.

N. Optional package for institutions imparting post graduate engineering courses

ISO JTC 1 collection: standards on Information Technology

S. No	Publisher	Subject Areas
1	ISO	ISO JTC 1 Information Technology, Electronics and Telecommunications

2.1 Region	Regional Offices	ST D	Telephone & FAX	Jurisdiction
Eastern	College of Leather Technology, Campus, Block LB, Sector III, Salt Lake City, Kolkata - 700 091	033	23357459 23352445 23353089 23357312 23359546(F)) 23356690(F))	Andaman & Nicobar, Sikkim, Orissa, Jharkhand, West Bengal
Northern	Government Polytechnic Campus, Adjoining Directorate of Technical Education, Vikas Nagar, Kanpur 208 024	051 2	2585012 2585014 2585018 2582180(F)	Bihar, Uttar Pradesh, Uttarakhand
North-West	NWRO, Plot No.1, 5 th Floor, DTE Punjab Building, Sector 36 A, Chandigarh-160 036	017 2	2613326 2661201 2660 179(F)	Chandigarh, Haryana, Jammu & Kashmir, Delhi, Punjab, Rajasthan, Himachal Pradesh
Central	Tagore Hostel 2, Shamla Hills Bhopal-462 002	075 5	2660061 2660065 2660062(F)	Madhya Pradesh, Gujarat & Chattisgarh
Western	Industrial Assurance Building 2 nd Floor, Nariman Road Mumbai - 400 020	022	22821093 22855412 2285 1551(F)	Goa, Maharashtra, Daman & Diu, Dadra and Nagar Haveli
South-West	Health Centre Building Bangalore University Campus Bangalore - 560 009	080	22205919 22205979 22208407 2225 3232(F)	Karnataka
Southern	Shastri Bhawan 26, Haddows Road, Nungambakkam, Chennai - 600 006	044	28275650 28279998 28232754 28255863(F))	Tamil Nadu, Puducherry
South Central	First Floor, J N Technological University (JNTU) Campus, Masab Tank,	040	23340113 23341036 23345071	Andhra Pradesh

	Hyderabad-500076		23340113(F)	
Guwahati Camp Office	AICTE Camp Office, Department of Electronics Science, Guwahati University, Gopinath Bordoloi Nagar, Guwahati, 781014, Assam	0361	2570104	Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh
Thiruvananthapuram Camp Office	Business Administration Building, CET Campus, College of Engineering, PO Thiruvananthapuram 695016	0471	2592323	Kerala, Lakhshadweep



Format for Detailed Project Report (DPR) for establishment of a new Technical Institution for conducting TE-BLM

11.1		PREAMBLE
		This Chapter is expected to cover the genesis of the proposal with respect to the background of the technical education and industry scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the promoters for preparation of the DPR
	a	Introduction
	b	Background of the Consultants
	c	Technical Education & Industry Scenario
11.2		THE PROMOTING BODY This Chapter is expected to cover the status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz. Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, Educational activities along with a list of major activities undertaken to date, its mission and vision.
	a	Introduction to its Genesis including its Registration Status
	b	Details of its Promoters including their Background
	c	Activities of the Promoting Body including a listing of major educational
	d	Promotion activities undertaken by it in the past
	e	Mission of the Promoting Body
	f	Vision of the Promoting Body
11.3		OBJECTIVES AND SCOPE OF THE PROPOSED INSTITUTION This Chapter is expected to cover the goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing technical education and industry scenario in the State, Availability of students for admission, particularly the number of students passing the qualifying examination viz.+2 Science in First Class and the number of seats already available in the particular course (B. E. / B. Pharm / B. Arch. / BHMCT / MBA / MCA etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available
	a	Objectives of the Institution
	b	General and Technical Education Scenario of the State
	c	Status at Entry Level

		d	Status of Technical Level manpower
		e	Industrial Scenario of the State
		f	Scope of the College vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.

	11.4		ACADEMIC PROGRAMS This Chapter is expected to cover the basic Academic Philosophy of the Institution and to list the identified Programs, targets, and various facilities
		a	Basic Academic Philosophy of the Institution
		b	Types of Programs
		c	Identified Programs
		d	Phase-wise Introduction of Programs & Intake
		e	Target Date for Start of Academic Programs
		f	Central Computing facility
		g	Central library
		h	Central Workshop
		i	Central Instrumentation Facility
		j	Affiliating Body
		k	Scholarships
	11.5		In case of PGDM Programs, comprehensive details in respect of admission procedure, Program structure, curriculum outline and contents, evaluation system etc. should necessarily be submitted. PGDM Programs shall be regulated as per Hon'ble Supreme courts directions
	11.6		SALIENT FEATURES OF ACADEMIC DIVISIONS This Chapter is expected to give phase-wise details of the Academic Programs / Divisions that the Proposed Institution desires to setup in consonance with its Academic Philosophy including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division
		a	Classification of Academic Divisions i.e. Departments, Centres, Schools, Central Academic Facilities

		b	<p>Details of each Academic Department / Centre, like:</p> <ul style="list-style-type: none"> • Academic Objectives • Areas of Focus • Academic Program • Faculty Requirement & Phase-wise Recruitment • Requirement of Laboratories, Space and Equipment (cost) • Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office
	11.7		<p>QUALITY AND HUMAN RESOURCE DEVELOPMENT</p> <p>This Chapter is expected to cover the Human Resource Developmental aspects of the proposed Institution including the Policies of the Management to promote excellence among Faculty & Staff, Strategies to attract and retain bright faculty and methodologies towards quality management and fostering of academic excellence</p>
		a	Academic Values
		b	Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder
		c	Policies for Teaching and Non-teaching Staff Development
		d	Permanent and Contract Services for Teaching, Non-teaching and other support Personnel
		e	Total Quality Management
		f	Overall Teaching and Non-teaching Staff Requirements
	11.8		<p>LINKAGES IN TECHNICAL EDUCATION</p> <p>This Chapter is expected to elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for contribution of the Institutions to Society at large</p>
		a	Introduction
		b	Linkages with Industry
		c	Linkages with the Community
		d	Linkages with other Technical Institutions in the region
		e	Linkages with Institutions of excellence such as the IITs and IISc., Bangalore Linkages Abroad
		f	Linkages with R&D Laboratories
	11.9		<p>GOVERNANCE, ACADEMIC and ADMINISTRATIVE MANAGEMENT</p> <p>This Chapter is expected to cover the basic Philosophy of Governance and Administrative Management including the structure of its Board of Governors (BOG), the organizational chart for operational management along with responsibilities vested at various levels of Administrative hierarchy. It is</p>

		expected that a well thought out method of Institutional Governance and Administration will be the key to its growth and success
	a	Philosophy of Governance
	b	Board of Governors
	c	Organizational Structure & Chart for day-to-day Operations & Management
	d	Role and Responsibilities of Key Senior Positions
	e	Methods / Style of Administration / Management
11.10		CONCEPTUAL MASTER PLAN FOR MAIN CAMPUS DEVELOPMENT This Chapter is expected to cover the details of the Master Plan for Campus Development starting from the selection of site to the proposed land use pattern and the Phase-wise construction of various facilities / utilities to the level of landscaping. Institutional aspects of development is expected to be taken up in consonance with the Master plan keeping in view various aspects of convenience, safety and utility of the facilities
	a	The Site
	b	Proposed Land Use Pattern
	c	Design Concept
	d	Buildings and Facilities in the Campus
	e	External Services
	f	Construction Systems and Materials
	g	Landscape Proposal
11.11		REQUIREMENT OF STAFF, SPACE and EQUIPMENT AND THEIR COST This Chapter is expected to make a consolidated estimate of Phase-wise requirements of the staff, building, equipment and their cost, along with strategies for the mobilization of funds required
	a	Introduction
	b	Faculty Requirements
	c	Non-teaching Staff Requirements
	d	Building Requirements: Area and Costs
	e	Estimated Cost of Equipment
	f	Phase-wise Financial Requirements
	g	Strategies for Financial Mobilization
11.12		ACTION PLAN FOR IMPLEMENTATION This Chapter is expected to cover the Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation Strategy including financial out

			lay
		a	Activity Chart
		b	Constraints
		c	Financial Outlay
		d	Strategy for Implementation
	11.13		EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT This Chapter is expected to present a Summary of the DPR as per the following Format for ready reference
		a	Details about the Promoting Body
		b	Name and Address of the Promoting Body
		c	Date of Registration / Establishment of the Promoting Body
		d	Nature of the Promoting Body:
		e	Activities of the Promoting Body since inception
		f	Constitution of the Promoting Body

11.14 Faculty Data					
Name	Academic Qualification	Nature of Association with the Promoting Body	Experience in Academic Institutions (in Years)		
			Promotional	Management	Organisational
	Technical	Non Technical			

	11.15		Proposed Institution
		a	Details about the Proposed Institution
		b	Development Plan for the Proposed Institution
		c	Vision of the Promoting Body
		d	Mission of the Promoting Body
	11.16	a	Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment & for next 10 years at intervals of five years.
		b	Give a bar chart indicating the recruitment of faculty (separately for Lecturer, Assistant Professor, Professor) for the proposed project at the time of establishment & for next 10 years at intervals of five years
		c	Give a bar chart indicating creation of built up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment & for next 10 years at intervals of five years.
		d	Give a bar chart indicating investment on equipment and machinery for the proposed project at the time of establishment & for next 10 years at intervals of five years.

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

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

Year	From Applicant	Donations	Grants from Government	Fees	Loan	Others

11.19	Recruitment of faculty (At the time of establishment and next five years)			
	Recruitment			
Year	Professor	Asst. Professor	Lecturer	Total

11.20	Recruitment of non-teaching staff (at the time of establishment and next five years)		
Year	Recruitment		Total
	Technical	Administrative	

11.21	Proposed structure of governing body
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Sr.	Trust / Representative	Society	Academic Background		Industry Rep.	Others
			Technical	Non Technical		

	11.22	Proposed structure of governing body

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

DECLARATION

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

(Authorized Signatory of the applicant)

Place:

Name

Date:

Designation

Appendix 5

Norms for Essential and Desired requirements for Technical Institution (Marked as essential need to be made available at the time of the Expert committee visit)

26.	Stand Alone Language Laboratory The Language Laboratory is used for language tutorials. These are attended by students who voluntarily opt for Remedial English classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. This especially benefits students who are deficient in English and also aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skits etc.	Desirable
27.	Potable Water supply and outlets for drinking water at strategic locations	Essential
28.	Electric Supply	Essential
29.	Backup Electric Supply	Desirable
30.	Sewage Disposal	Essential
31.	Telephone and FAX	Essential
32.	Vehicle Parking	Essential
33.	Institution web site with Mandatory Disclosure	Essential
34.	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment, India.	Essential
35.	Safety provisions including fire and other calamities	Essential
36.	General Insurance provided for assets against fire, burglary and other calamities	Essential
37.	Road suitable for use by Motor vehicle- Motorised Road	Essential
38.	General Notice Board and Departmental Notice Boards	Essential
39.	First aid, Medical and Counseling Facilities	Essential
40.	Public announcement system at strategic locations for general announcements/paging and announcements in emergency.	Desirable
41.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	Desirable
42.	Transport	Desirable
43.	Post, Banking Facility / ATM	Desirable
44.	CCTV Security System	Desirable
45.	LCD (or similar) projectors in classrooms	Essential
46.	Group Insurance to be provided for the employees	Desirable
47.	Insurance for students	Desirable
48.	Staff Quarters	Desirable
49.	Establishment of Grievance Redressal Committee and Appointment of OMBUDSMAN in the Institute	Essential
50.	Display of Courses and approved Intake in the Institute at the entrance of the Institute.	Desirable

AFFIDAVIT¹

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of

Rs.100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner

<name>, Chairman, <name of the Trust/Society>, son of /We,, aged years and, resident of,

<name>, Secretary, <name of the Trust/Society>, son of, aged years and, resident of,

<name>, Principal / Director, <name of the Trust/Society>, son of, aged years and, resident of,

in connection with our application dated made to AICTE for, (*retain items in the list below as applicable*)

3. Setting up new Technical Institution offering Technical Program at Degree / Post Graduate Degree / Post Graduate Diploma / Diploma / Post Diploma Level in Blended Learning Mode (TE-BLM)
4. Starting course/s at Diploma, Degree, Post Diploma, Post Graduate Diploma, Post Graduate level in TE-Blended Learning Mode in existing program.

Hereby solemnly affirm and declare as under:

That I am <designation>, <applicant Institution>.

That the declaration, information and documents pertain to one location with building and infrastructure therein where the approval is sought.

That the information given by <name/s> in the application made to AICTE is true and complete. Nothing is false and nothing material has been concealed.

That if any of the information is found to be false, incomplete, misleading and / or that the <name/s> fail/s to disclose all the information and / or suppress any information and / or misrepresent the information, I/we shall be liable to be prosecuted by the Council.

That the Council shall also be free to take any action including withdrawal of approval and / or any other action as deemed necessary against the <name/s>and others as the case may be and / or the individuals associated with the Society / trust / A company established under Section 25 of Companies Act 1956, and/or the Institution.

That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

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

DEPONENT

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

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

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

DEPONENT

AFFIDAVIT²

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs.100/ duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner along with deposit of requisite amount

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

That in accordance with the norms, procedures and conditions prescribed by the AICTE, an amount of Rs. shall be required to be deposited by the <name of the Trust/Society> in AICTE's account, for a period of 10 years.

That the interest accrued on the deposit shall be retained by AICTE.

That the AICTE in its discretion may extend the term of the deposit for a further period and / or forfeit the amount for violation of norms, conditions and requirements prescribed by the AICTE and / or non-performance by the Institution and / or closure of the Institution due to withdrawal of AICTE approval or for any other reason. In an event of forfeiture, the proceeds of the fixed deposit shall be utilized for meeting the expenditure towards refunds to the students and others.

That all remaining requirements as mentioned under the regulations and the approval process hand book , applicable <name and address of proposed Institution>will be complied within one month from the date of issuance of the approval letter.

That the building land measuring sqm, in which <name of the proposed Institution>is located was not mortgaged for any purpose to any Institution on the date of filing the application and that status is continuing till date and will continue till the date of issuance of the letter of approval.

In the event of non-compliance by the <name of the Trust/Society>and / or<name of the proposed Institution>with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, the AICTE shall be free to take appropriate action including withdrawal of its approval without consideration of any related issues and that all liabilities arising out of such withdrawal shall solely be that of the (Society / Institute / College).

That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

Name of the authorized person executing the undertaking along with his / her official position) with (SEAL)

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at <name of the place> on this the <date>.
(Name, Designation and Address of the Executants)
(seal)

DEPONENT



CERTIFICATE¹
 TO BE PRODUCED ON LETTERHEAD OF
 ARCHITECT REGISTERED WITH COUNCIL FOR ARCHITECTURE

The copies of approved site plan & building plans in respect of application submitted by <name & address of the applicant> who is an applicant for establishment of new technical Institution under TE-BLM <name of the Institutions> at <address> were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness.

Details of Site Plan & Building Plans

Plans approved by	
Approval Number	
Date of Approval	

I hereby certify that:

The competent authority for approving the site plan and building plans of an educational Institute at the proposed site mentioned above is

I have verified the above-mentioned site plan & building plans from the office of <Competent Authority>.

The above-mentioned site plan & building plans have/have not been approved by the competent authority.

The above-mentioned site plan & building plans are /are not authentic.

Construction of building has been completed in all respects as per the approved building plan and Occupancy certificate from appropriate authority has been issued.

Signature of the Architect		Seal
Name of the Architect	
Registration No	
Date :	Place :

CERTIFICATE²
TO BE PRODUCED ON THE BANK LETTERHEAD DULY SIGNED BY THE
BANK MANAGER OF THE BRANCH
WHERE THE APPLICANT HAS BANK ACCOUNT

The copies documents pertaining to the funds position i.e. the bank statement and/or Fixed Deposit Receipts in respect of application submitted by <Name & address of the applicant> who is an applicant for establishment of new technical Institution under TE-BLM<Name of the Institution> at <address>) were provided to me by <name & address of the applicant>for verification regarding their authenticity and appropriateness.

A. Bank Statement

Name of the Account Holder	
Account Number	
Name & Address of the Bank	

It is certified that,

5. I verified the above-mentioned bank account from <name & address of bank>.
6. The above-mentioned bank account is in the name of
7. The above-mentioned bank account is /is not authentic.
8. The balance in the above-mentioned bank account as on today, i.e. <dd/mm/yyyy> is Rs.

B. Fixed Deposits

Sr. No.	FDR Number	Date of Deposit	Date of Maturity	Amount	Name & Address of Bank
			Total Amount		

It is certified that,

4. I have verified the above-mentioned FDRs from our Branch / Bank.
5. The above-mentioned FDRs are / are not in the name of the applicant under reference mentioned above.
6. The above-mentioned FDRs are / are not authentic.

<i>Signature of the BANK MANAGER</i>	Seal
Name of the BANK MANAGER
Date Place:

FORMAT¹

That the Trust / Society vide its executive meeting held onat vide item no. have resolved that,<name of the trust / society>shall allocate required funds for creation of additional carpet and built up area in <name of the Institution>at<address>,as required for <additional Program> / <additional course> / <additional intake in ... course> in <name of the Institution>,and shall allocate required funds for procurement of equipments, furniture and other required entities for smooth functioning of the same.

(Signature and name of Chairman / Secretary, Trust / Society),
(Designation), (Name of the organization)