All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
www.aicte-India.org

GUIDELINES
FOR INSTITUTES APPLIED FOR RUNNING VOCATIONAL COURSES

Reference

1. Chapter VI of the AICTE Approval Process Handbook 2020-21 (page no. 92-97)
2. SAMVAY document issued by MHRD accessible at :
   https://www.aicte-india.org/sites/default/files/ SAMVAY_1_.pdf

General instructions and Guidelines for seeking approval for introduction of Vocational Education programmes leading to Degree or Diploma in Vocational Education under National Skill Qualification Framework.

1. Only AICTE approved Technical Institutions which is, affiliated to respective State Technical Educational Boards and/ or Universities and has produced at least two batches, are eligible to apply.

2. Institution willing to run Vocational Education Courses i.e. B.Voc/D.Voc should have AICTE approval in relevant branch/ area (Allied domain).

3. Institute can apply, upto 120 seats of Vocational Courses, with a batch size of 30 each. Institute may choose one specialization with 04 batches OR 04 specializations with 01 batch of each specialization OR any other similar combination. The minimum numbers of students on roll should be at least 10 to start each vocational program.

4. Higher Education Institutions can apply for B.Voc/ D.Voc, whereas Polytechnic institutes can apply for D.Voc courses only.

5. **Available Courses**:

Courses	Eligibility	Duration	Awarding Body
Bachelor of Vocation (B.Voc)	Class XII Passed Students	03 years	University
Diploma of Vocation (D.Voc)	Class X Passed	03 years	Board of Technical Education

6. Institution will apply for VE programme on AICTE Portal and may either select the available Sectors/Specialization from Portal or **may opt for any other Technical Vocational Courses,** provided the curriculum of the same is approved by the concerned University and the relevant branch is approved by the Council.

   The list of available Vocational Courses/ Specializations are as under:

S.No	Specialization	Relevant Sector
	B.Voc / D.Voc	
1	Automotive Manufacturing Technology	Mechanical or any allied branches
2	Automobile Servicing	Mechanical or any allied branches
3	Production Technology	Mechanical or any allied branches
4	Industrial Tool Manufacturing (ITM)	Mechanical or any allied branches

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
www.aicte-India.org

5	Refrigeration and Air Conditioning	Electronics/ Mechanical or any allied branch
6	Software Development	Computer Science/ Information Technology/ MCA or any allied Branch
7	Graphics & Multimedia	Computer Science/ Information Technology/ MCA or any allied Branch
8	BFSI	MBA / PGDM or any allied Branch
9	Travel & Tourism	MBA/ Hotel Management or any allied Branch
10	Food Processing	Agriculture/ Hotel Management or any allied Branch
11	Electronic Manufacturing Services	Electronics/ Electrical or any allied Branch
12	Medical Image Technology	Pharmacy or any allied Branch
13	Printing & Packing Technology	Printing Technology or allied Branches
14	Interior Design	Architecture or any allied Branch
Only B.Voc Course		
15	Mobile Communication Only D.Voc.	Electronics/ Electronics and Telecommunication or any allied Branch

*   Allied Branches as prescribed by AICTE may be seen at Annexure 6 & 7 of the Approval Process Handbook 2020-21 (pg no. 267) uploaded at AICTE website:

https://www.aicte-india.org/sites/default/files/Approval%20Process%20Handbook%20-%20Revised.pdf

7. **Procedure for processing application:**

- This year, due to current pandemic of Covid-19, instead of conducting Regional Scrutiny, Council is conducting online scrutiny of applications submitted for Vocational Courses.

- Institutions applied for EoA, Increase/Decrease in approved intake of Vocational Courses, EoA will be granted for AY 2020-21 on receiving affidavit/ undertaking from institutes.

- Institutions applied for new Courses/ first time applying for Vocational Courses were requested to upload the required documents on AICTE portal as attachment for approval of Vocational Courses for the AY 2020-21.

- A nominated Scrutiny Expert shall verify the eligibility of Institution for the programme and give its recommendation for intake in applied sector and specialization based on the documents uploaded on Portal.

- Opportunity will be given for re-scrutiny, in case of deficiency noted by the scrutiny Committee.

- The Scrutiny Expert shall either be an academician or from Industrial Association.

- Scrutiny Reports will be compiled and placed before the Competent Authority for approval.

- The final approval of Council will be communicated along with the EOA for 2020-21.

- In case the applying institute is not granted EoA for AY 2020-21, the institute will not be considered for Vocational Courses.

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
www.aicte-India.org

- In case the institute is under a 'No admission' category, the approval to run the vocational course will be withheld until the same is resolved.

8. **Admission Procedure, Curriculum and Fees:**

- The Institution shall publish in their brochure & website the details of this scheme and the specialization offered along with the approved intake.

- The institute shall also display the tuition and other fees charged by the institute for these specializations on their brochure & website.

- The concerned state bodies/ Technical Boards/ Universities shall notify the tuition and other Fee for candidates to be admitted.

- The Institution can invite applications by giving advertisement in newspapers and publishing the same in the Institution's website.

- These courses may be affiliated with existing University or any Skill University/ National University having jurisdiction for affiliation/ Board of Technical Education as the case may be.

- The Procedure, Rules and Regulations for admission shall be as prescribed by the affiliating University or Board of Technical Education.

- The Institution shall display information regarding admitted candidates in their website for information to the students and other stakeholders.

- Admission of students to these seats shall be done on merit basis as per the State Reservation Policy. Admissions will be done as per the academic calendar prescribed by AICTE in APH 2020- 21 (Refer to Appendix 19 of the AICTE Approval Process Handbook 2019-20 (pg no. 203).

- Reservation of Economically Backward Section is also to be considered as per the policy in vogue.

- The curriculum in each of the years of the Programme would be a suitable mix of general education and skill development components. The General Education Component shall have 40% of the total credits and balance 60% credits will be of Skill Component or as amended by the MHRD/ Ministry from time to time.

- Model Structure of the few Curriculum are available on AICTE Web-Portal. It shall be used as a guideline and the Institutions may adopt the same with suitable changes as approved by the affiliating bodies.

- Education component will be taught by the institute and the skill component will be covered by AICTE approved SKP/ Training Provider approved by NSDC or Govt. Agency.

- The SKP must be located near the vicinity of college.

- In case there is no AICTE approved SKP or Training Provider approved by NSDC or Govt. Agency near to the vicinity of college, the college can sign an MoU with any Training Partner/ Industry.

- The classes may be offered in flexi hours by the institute.

All India Council for Technical Education
(A Statutory body under Ministry of HRD, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
www.aicte-India.org

- On completion of D.Voc, student may take Lateral Entry in 2nd year of Engineering in the same or allied sector (Refer to Table 1.3 (pt. viii (e)) of the AICTE Approval Process Handbook 2020-21 (pg no. 122).

9. **Assessment and Certification:**

- University/Board will conduct examination for Education as per norms for University/ Collegiate Education.

- SKP/Training Provider/ Industry will do assessment for skill competency through certified skill assessors. (Refer SAMVAY document at AICTE website: https://www.aicte-india.org/sites/default/files/SAMVAY 1 .pdf).

- The SKP/Training Provider/ Industry will submit the Necessary skill credits of the students to the institute where student is registered.

- Both these credits will be transferred to the Technical Board or the University as the case may be, which compiles the Vocational Skill credits and the formal education credits and if all such credits are available as required by the certification level, then the Technical Board or the University shall award the certification of that level.

- Credit calculation and certification will be as per SAMVAY, the skill credit framework notified by MHRD.

10. **Norms for running Vocational Education Courses:**

- The existing resources of the Institution including Faculty, Library, Class Room, Computer Centre, etc. shall be used for running the Vocational Courses subject to the condition that AICTE approval had been granted for same or allied sector for regular Courses.

- All the requirement shall be met with existing infrastructure/ facilities in the Institution for conduct of Programmes under consideration.

- The Faculty student ratio shall be 1:30 or whatever application by the respective Board/ University.

- Industry experts or Guest Faculty may be called for supplementing the curriculum as required.

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

11. **Following annexures are required to be uploaded by the institute for the approval of Vocational Courses for the AY 2020-21 for Scrutiny Committee:**

1) Resolution of the Trust/ Society/ Company approving the Institution to start Diploma/ Degree in Vocational Courses, duly signed by the Chairman/ Secretary. *(as per the Format3 of APH).*

2) Details of applied courses along with the relevant stream and affiliating university/ Board, as per below format:

S. No.	Program	Level	Course	Relevant Branch/ Stream	Is the Relevant Branch/ Stream approved by AICTE	Affiliating University/ Board for Vocational Courses	Applied Intake 2019-20

3) Copy of NOC from Affiliating University/ DTE/ Board of Technical Education OR Acknowledgement receipt submitted to the University/ DTE/ Board of Technical Education requesting for approval *(as per Format2 of APH)*.

4) Copy of approval of Curriculum/ Syllabus approved by University/ Board?
(especially in case of other than 16 specializations offered by Council)

5) List of Faculty/Trainer identified for Vocational Course. Guest Faculties shall also be included in the applied stream *(in case of non-availability of regular faculty)* as per below format:

S.No	Specialization	Name	Department	Designation	Regular/ Part Time/ Guest Faculty	Highest Qualification	Total Experience

6) List of available equipment/instruments in the institute for the proposed Course.

S.No.	Proposed Specialization	Department/ Sector	Make	Name of Equipment	Quantity	Relevance

7) Copy of MoU with SKP/Training Partner/ Industry Partner OR copy of Expression of interest with the SKP/Training Partner/ Industry partner *(as per Format 4 of APH)*.

8) Details of MoU with Industry/ SKP /Technical Partner (TP)

S. No.	Name and Address of Industry/ Technical Partner (TP)/SKP	Distance from Institute to Industry/ Technical Partner (TP)/SKP	Vocational Course	Date of MoU	Purpose of MoU

All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
www.aicte-India.org