

## STEPS TO APPLY FOR HOSTEL FOR CAFES SCHEME

1. Kindly visit AICTE Web Portal and login through Institute's Login Credential (Username & Password).
2. Select the Scheme to apply i.e. CAFES scheme application.
3. To fill the application form, kindly refer the validating User Manual at AICTE website.
4. After completion, click on SUBMIT.
5. Verify that every page of the application form has signature and stamp of the Institute's Head.
6. After submitted the application form, click on reports.
7. In Run Report, select CAFES 2021-22 and submit (download the report).
8. Upload all the below mentioned essential documents along with the online application form:
  - a. Hostel Plan
  - b. Abstract of the estimates
  - c. PWD rate certificate
  - d. The enrolment figures given above are as per office record and depict actual physical strength of students in that particular year. (Proforma enclosed at Annexure A)
  - e. Two copies of the plan and detailed estimates duly signed by the Engineer/Architect and countersigned by the Principal.
  - f. Conformity with the norms as suggested by the AICTE and the rates are as per CSR of the region. The minimum carpet area should not be less than 1200 sqm. (Proforma enclosed at Annexure B)
  - g. A certificate from the college indicating the covered area in sq. meters, cost per sq. meter, basis of the estimates on the rates/schedule of rate, period for the completion of the project and likely date of starting the construction. (Proforma enclosed at Annexure C)
  - h. Land ownership and possession certificate from the concerned Tehsildar /SDM duly countersign by the Principal. Also, a certificate from the Principal to the effect that the land is free from any litigation, clear from Forest Dept. Norms and also whether the institute comes under Urban/Rural area. (Proforma enclosed at Annexure D)
  - i. Mode of construction viz. Contract/ Departmentally (at most competitive rates) or Deposit work by the PWD.
  - j. A certificate from the competent authority (concerned Secretary, State Government for Technical Education) that expenditure over and above

- AICTE grant, if any, will be met by the State Govt./ or the college and the construction will not be delayed for want of funds. (Proforma enclosed at Annexure E)
- k. A certificate from a competent structural engineer to certify the structural soundness of structure to bear the load of proposed building and soil test report etc. (Proforma enclosed at Annexure F)
9. Kindly ensure all the information is correct and then send the Application form along with all the essential documents through registered post/ speed post to:

**Dr. Neeraj Saxena, Advisor  
Institutional Development Cell  
All India Council for Technical Education,  
Nelson Mandela Marg, Vasant Kunj,  
New Delhi - 110070**



**Note: Only application received through registered post/ speed post will be considered, no applications will be entertained through e-mail.**