

Changes in Approval Process Handbook 2017-2018





Chapter I

APH 2016-17

This Hand Book is a Legal Document as per All India Council for Technical Education Act, 1987 (52 of 1987) and Section (4.3) of Gazette Policy Regulation No. F. No: 37-3/Legal/AICTE/2012 of AICTE dated September 27, 2012 Notified on September 27, 2012 in the Gazette of India, Extraordinary, Part-III, Section-4.

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This Handbook is a Legal Document as per All India Council for Technical Education Act, 1987 (52 of 1987) and Section (4.11) of Gazette Policy Regulation No. F.No: AB/ AICTE/ REG/ 2016 of AICTE dated November 30, 2016 Notified on November 30, 2016 in the Gazette of India, Extraordinary, Part-III, Section-4.

New INSTITUTIONS

“Co-Ed Institution” means the Institution admitting male, female and transgender students.

Clause 1.6 (New)

The Institutions approved by the Council of Architecture in the previous academic years, seeking approval for the first time from AICTE shall submit an application as a new Technical Institution.

Clause 3.5 (New)

Applications for the cases listed in Clauses 3.1 (a) and (e) are not eligible to apply for NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries and Twinning/ Fellowship Programmes. However, the Institutions shall be eligible for the same after one batch of students pass out.

Removed

2.8	New Technical Institute offering Engineering and Technology Program shall necessarily opt for Courses from group 'C' of Courses. Minimum number of Courses to be selected from group 'C' with respect to total number of Courses opted by new Institution is given in following table.		
	Total number of Courses opted by New Technical Institute	Number of Courses to be selected from group 'C'	Courses listed in group 'C'
	5	3 or more	<ul style="list-style-type: none"> • Applied Electronics and Instrumentation • Chemical Engineering / Technology • Civil Engineering / Technology, Construction Engineering / Technology • Computer Science, Computer Science and Engineering, Computer Science and Information Technology, Computer Technology • Electrical Engineering or Electrical and Electronics Engineering • Electronics and Communication Engineering • Information Technology • Instrumentation and Control Engineering • Mechanical Engineering • Production Engineering

Clause 3.16 (New)

In case of non-Technical Institutions seeking approval for conducting MCA/ MBA and University Departments/ Constituent Colleges seeking approval for conducting MCA/ MBA/ M.Pharma./ M.Tech. Programmes apart from their existing Courses, separate building and Principal are not required. However, in such cases all other norms (as per Approval Process Handbook 2017-18) such as Head of the Departments, faculty, infrastructure etc. should be fulfilled.

3.2 Details of Processing Fee

a For Setting up new Technical Institute offering Technical Program at Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma Level

	Type of Institution applied for	Processing Fees Rs. in Lakhs
i	Minority Institution	5.0
ii	Institution set up exclusively for women	5.0
iii	Institution set up in North Eastern States	5.0
iv	All other Institutions	7.0
v	Government / Government aided / Central University / State University	NIL

4.2 Details of Processing Fee

a For Setting up new Technical Institution offering Technical Programme at Diploma/ Post Diploma/ Degree/ Post Graduate Degree and Post Graduate Diploma :

	Type of Institution applied for	Processing Fee ₹ in Lakh
i	Minority Institution	5.0
ii	Institution set up in J&K , North Eastern States other than Government / Government aided / Central University / State University	5.0
iii	Institution set up exclusively for women other than Government / Government aided / Central University / State University	5.0
iv	All other Institutions	7.0
v	ALL the Institutions (including (i) to (iv) above whose application was rejected and issued Final LoR in the preceding one year i.e. 2016-17	3.0
vi	Institutions approved by Council of Architecture in the previous Academic Years and seeking approval for the first time from AICTE	3.0
vii	Government / Government aided / Central University / State University	Nil

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b Change of Site / Location, Closure of Institute and conversion of Women only Institute to Co-Ed Institute and vice-versa

	Type of Institution	Change in Site /Location (Rupees in Lakhs)	Closure of Institute (Rupees in Lakhs)	Conversion of Women only Institute to Co-Ed Institute and vice-versa (Rupees in Lakhs)
i	Minority Institution	2.0	0.25	2.0
ii	Institution set up in North Eastern States other than Government / Government aided / Central University / State University	2.0	0.25	2.0
iii	Institution set up exclusively for women other than Government / Government aided / Central University / State University	2.0	0.25	2.0
iv	All other Institutions except Government / Government aided / Central University / State University	3.0	0.50	3.0
v	Government / Government aided / Central University / State University	Nil	Nil	Nil

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b For Change of Site/ Location, Closure of Institution, Conversion of Women's Institution to Co-Ed Institution and vice-versa, and **Conversion of Diploma Level into Degree Level and vice-versa.**

	Type of Institution	Change in Site /Location (₹ in Lakh)	Closure of Institution (₹ in Lakh)	Conversion of Women's Institution to Co-Ed Institution and vice-versa (₹ in Lakh)	Conversion of Diploma Level into Degree Level and vice-versa (₹ in Lakh)
i	Minority Institution	2.0	0.25	2.0	5.0
ii	Institution set up in J&K, North Eastern States other than Government / Government aided / Central University / State University	2.0	0.25	2.0	5.0
iii	Institution set up exclusively for women other than Government / Government aided / Central University / State University	2.0	0.25	2.0	5.0
iv	All other Institutions except Government / Government aided / Central University / State University	3.0	0.50	3.0	7.0
v	Government / Government aided / Central University / State University	Nil	Nil	Nil	Nil

c **In extraordinary circumstances, if additional Scrutiny/ EVC has to be conducted, the applicant has to remit ₹2.0 Lakh through online.**

3.3 Views of State Government and affiliating University

a The State Government / UT and the affiliating University / Board shall 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.

b The views of the State Government / UT and the affiliating University / Board will be taken into account by the Regional Committee while taking the decision whether the application is to be processed further or not.

4.5 Views of State Government and Affiliating University/ Board

a The State Government/ UT and the Affiliating University/ Board shall forward to the concerned Regional Office of the Council, their views on the application received **by them, within a period of 21 days from the date of receipt of the application of an Institution, with valid reasons or otherwise along with the perspective plan of the Concerned State and in any case, not later than the last date of submission of application as per the prescribed schedule of AICTE.**

b The views of the State Government/ UT and the Affiliating University/ Board shall be taken into account by the Regional Committee while taking the decision whether the application is to be processed further or not. **If the application is not processed further, the processing fee after a deduction of ₹50000/- (Rupees Fifty thousand only) shall be refunded to the applicant.**

In the absence of receipt of views from the State Government/ UT and/ or the Affiliating University/ Board on the application of an Institution, the Council shall proceed for further processing.

Clause 3.4 a

Change of Site / Location

The Institute shall be AICTE approved existing Institute/ Technical campus. The change in Site / Location shall be allowed within a radius of 20 Km.

Clause 5

Change of Site / Location

The change in Site/ Location shall be allowed within **the jurisdiction of the Affiliating University/ Board.**

Clause 8 Conversion of Diploma Level into Degree Level and vice-versa

a Conditions for Approval of Conversion of Diploma Level into Degree Level and vice-versa.

The Standalone Institution in existence for a minimum period of 5 years.

The additional documents to be submitted for Conversion of Diploma Level into Degree Level and vice-versa shall be as per Appendix 16.

Merging of Courses is not permitted.

Conversion of Level shall be permitted ONLY for Regular/ First Shift Courses.

Conversion shall be permitted for all the Courses in the said Level and partial conversion of few Courses in the said Level is not permissible. In case, closest available nomenclature is not existing in Annexure 4A or 4B, then such Courses shall be applied for closure.

b Procedure for Approval of Conversion of Diploma Level into Degree Level and vice-versa

The Institution shall apply for Progressive/ Complete Closure of Regular/ First Shift and Second Shift/ Part Time (if existing) including PG Courses, if any for the existing Courses and Level(s).

The AICTE approved Institution seeking approval for Diploma Level into Degree Level and vice-versa shall apply for the Courses corresponding to the existing one as per Annexure 4A or 4B (as applicable) on Portal as per the norms. In case, closest available nomenclature is not existing in Annexure 4A or 4B, then such Courses shall be not be permitted for Conversion.

The Institution may also seek change in the name of the Institution.

The application shall be processed as per the procedure of approval for New Institution.

It shall be necessary to provide Instructional area and Faculty as per norms required to conduct all Courses.

The conversion from Diploma Level into Degree Level and vice-versa shall be effected only after grant of approval by the Council.

Note: Land relaxation and refund of additional Security Deposit shall not be allowed for Institutions applying for conversion of Degree Level into Diploma Level. In case of applications seeking vice-versa, the current APH norms shall be fulfilled.

Clause 8.1 (new)

Institutions offering Diploma in Pharmacy shall be permitted to start Degree in Pharmacy and vice-versa in the same Institution, provided the requirement of the land and built-up area of each Programme are met. The application shall be processed as per new Institution.

Clause 9.1

The Institution, if aggrieved by the decision of EC of AICTE taken on their application seeking approval of Technical Institution shall be given only one opportunity of appeal on the date and time scheduled by AICTE.

Clause 12.4

An Institution/ applicant, if aggrieved by the decision of EC, shall have the right to appeal once to the Council, about the compliance of the deficiencies, within 10 days from the date of uploading of LoR. Such Institution is permitted to appear before a Standing Appellate Committee on the date and time scheduled by AICTE. The final decision of the Council shall be uploaded on or before 30th April of Calendar Year.

12.5 Applicants as in Clause 12.1 of APH shall deposit the prescribed amount in AICTE's bank account as applicable to the category of the Institutions indicated below:

Security Deposit applicable for Institutions under different Programs ₹ in Lakh

Program	Under Graduate		Post Graduate Degree and Post Graduate Diploma		Diploma and Post Diploma	
	Minority / Women's / J&K/ North Eastern States	Others	Minority / Women's / J&K/ North Eastern States	Others	Minority / Women's / J&K/ North Eastern States	Others
Engineering and Technology	28.00	35.00	28.00	35.00	12.00	15.00
Pharmacy	12.00	15.00	12.00	15.00	12.00	15.00
Architecture and Town Planning						
a. Architecture	12.00	15.00	12.00	15.00	12.00	15.00
b. Town Planning	12.00	15.00	12.00	15.00	12.00	15.00
Applied Arts and Crafts	12.00	15.00	12.00	15.00	12.00	15.00
Management	-	-	12.00	15.00	12.00	15.00
HMCT	12.00	15.00	12.00	15.00	12.00	15.00
MCA	-	-	12.00	15.00	-	-

12.7 Applicants, whose applications are recommended for Conversion of Women's to Co-Ed or Conversion of Diploma Level into Degree Level, Security Deposit for the remaining amount as per the requirements of Approval Process Handbook for the remaining period of 10/ 8 years, as applicable shall be created. No deposit is required where NOC was already issued to the Institution for the release of the earlier FDR.

Clause 7.1

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 Institution shall apply on line on AICTE web portal for extension of approval in the next academic session.

Clause 12.9

Validity of the Letter of Approval, if issued, shall be for two Academic Years from the date of issue of Letter of Approval, **only** for obtaining affiliation with the respective University/ Board and fulfilling State Government/ UT requirements for admission in the current session. Even, if the Institution fails to admit the students in the current Academic Year due to non-affiliation by the University/ Board or non-fulfillment of State Government/ UT requirements, the Institution shall apply online on AICTE Web-Portal for Extension of Approval for the next academic session. **An EVC may be conducted any time before the first batch of students have passed out, to verify the fulfillment of the norms as per Approval Process Handbook.**

Clause 14.9 (New)

Process flowchart establishment of a new Institution is given in Annexure 5.



Chapter II

Clause 1.4 (New)

Merging of Institutions having individual Permanent IDs into a single Permanent ID is not permissible.

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3.3 Processing Fees

Type of Institution	Extension of approval		Increase in intake / additional course in 1st shift	Introduction or continuation of PIO/FN seats	Introduction of Fellowship program in Management	Introduction or continuation of NRI seats	Reduction in intake / Closure of course /program	Change of name of Institute	Integrated courses
	Extension of approval	Amount of Late Fee							
Minority Institution	0.75	2.0	0.75	2.0	10.0	2.0	0.25	0.75	0.75
Institution set up in North Eastern States	0.75	2.0	0.75	2.0	10.0	2.0	0.25	0.75	0.75
Institution set up exclusively for women	0.75	2.0	0.75	2.0	10.0	2.0	0.25	0.75	0.75
All other Institutions	1.0	2.0	1.0	3.0	15.0	3.0	0.50	1.0	1.0
Government / Government aided / Central University / State University (Govt.)	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.5 Processing Fee

Type of Institution	Extension of approval			Increase in Intake/ additional Course	Introduction or Continuation of NRI seats	Introduction or Continuation of OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats	Introduction of Fellowship Programme in Management	Continuation of Fellowships Programme in Management	Reduction in Intake/ Closure of Course/ Programme	Change in name of Institution/ Affiliating University/ Board*	Change in name of the Trust/ Society / Company	Integrated/ Dual Degree Courses
	Extension of approval	Break in EoA/ Restoration	Amount of Late Fee									
Minority Institution	0.75	3.0	2.0	0.75	0.75	3.0	10.0	5.0	0.25	0.75	3.0	0.75
Institution set up in J&K, North Eastern States	0.75	3.0	2.0	0.75	0.75	3.0	10.0	5.0	0.25	0.75	3.0	0.75
Institution set up exclusively for women	0.75	3.0	2.0	0.75	0.75	3.0	10.0	5.0	0.25	0.75	3.0	0.75
All other Institutions	1.0	3.0	2.0	1.0	1.0	5.0	15.0	7.5	0.50	1.0	3.0	1.0
Government/ Government aided/ Central University/ State University	Nil	Nil	0.10	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

** No fees shall be charged, if State Government changes the jurisdiction of the Affiliating University*

Note:

For closure of PGDM Course, NOC from Affiliating University/ Board is not applicable. However EVC shall be conducted and the applicant has to pay ₹2.0 Lakh for the same.

In extraordinary circumstances, if additional Scrutiny/ EVC has to be conducted, the applicant has to remit ₹2.0 Lakh through online.

Clause 4 (New)

Procedure for processing of applications for EoA/ Break in EoA/ Restoration

- a Grant of Extension of Approval is based on self-disclosure of required facilities and infrastructure availability as submitted online on AICTE Web-Portal. If there is “Zero Deficiency”, then the system shall allot the Intake applied for, as per the Approval Process Handbook.
- b Institutions have to submit Occupancy/ Completion Certificate/ Building License/ Form D issued by the Competent Authority at the time of occupying the building. In any case, the Structural Stability Certificate from the registered Structural Engineer shall have to be submitted. After the expiry of a period of thirty years from the issue of Completion Certificate and every ten years thereafter Structural Stability Certificate from the registered Structural Engineer for the purpose of certifying that the building is fit for human habitation has to be submitted along with the application.

For Government buildings, the Government Building Act, 1899 is applicable.

- c Institutions applying for Break in EoA/ Restoration shall not be eligible for increase in Intake/ introduction of new Course(s)/ Introduction of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats/ Introduction of Twinning/ Fellowship Programme and processed for EoA with EVC.
- d Institutions which had not applied for EoA in the preceding Academic Years shall be considered as “Break in EoA” and processed for EoA with EVC.
- e Institutions having Courses where the admission is less than 30% of “Approved Intake” for the last 5 years consistently and if it continues for the current Academic Year, such Courses shall be closed next year with the approval of the Council.
- f EoA shall not be granted after 30th April 2017 in view of the order dated 13.12.2012 passed by the Hon’ble Supreme Court of India in CA no.9048/ 2012.

Removed

6. Separate division in 2nd year of Engineering and Technology courses for admitting Diploma and B.Sc. Degree holders

Clause 5.3 (New)

Merging of certain Regular Courses in **Engineering and Technology** in UG Degree and Diploma Courses is permitted as per the guidelines given in Annexure 4, so that the Intake after merging shall be equal to the sum total of the individual Courses and divisions, subject to the condition that total number of divisions after merging per Course shall not exceed **THREE** Divisions, provided the faculty student ratio be maintained. Merging is considered for all divisions of a Course while partial merging of few divisions is not permissible.

5.4 (New)

Institutions having an “Approved Intake” less than a Division size in any of the Regular/ First Shift Courses as prescribed by the Council may apply for Intake of full Division size themselves and shall maintain faculty student ratio accordingly, without NBA accreditation/ NOC from Affiliating University/ Board/ State Government/ UT; subject to “Zero Deficiency” in the Portal. However, this is not applicable in case of Institutions under penal action.

Clause 6 Procedure, 6.1 (New)

- Institutions with any accredited Course shall be permitted to utilize the benefit of accreditation only once for increase in Intake/ additional Courses etc.
- If an Institution is having more than FOUR accredited Courses, the accredited Courses above FOUR shall be utilized for increase Intake/ additional Courses in the subsequent years subject to the validity of accreditation.
- Institution getting approval for new Courses in a particular Academic Year shall be considered for grant of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries subject to fulfilment of norms of Approval Process Handbook.
- Institutions with less than Seven years shall apply for closure of Course(s) and apply for increase in Intake/ new Course within the maximum permissible Intake as per Approval Process Handbook.

Clause 6.3 (New)

An appeal shall be allowed for submitting NBA/ UGC Autonomy certificate if it was not issued by the NBA/ UGC at the time of Scrutiny Committee.

Clause 7 (New)

Approval for Integrated Degree in Engineering and Technology in existing Institutions having valid NBA accredited Courses in Engineering and Technology

7.1 In respect of Integrated Programmes, UGC norms shall be applicable. As per Section 4 of PART III of UGC Gazette Notification, 2014 and amended time to time.

7.2 Five year Integrated Degree in Engineering and Technology leading to Master of Technology (M. Tech.), nomenclature shall be as per Major Disciplines of Engineering/ Technology given in Annexure 4.

7.3 Requirements and Eligibility

AICTE approved Institutions where Courses in Engineering and Technology Programmes are already in existence shall be eligible to apply for approval of Five year Integrated Degree in Engineering and Technology. It is mandatory for existing one Course in Engineering and Technology to be accredited by NBA to start any Integrated Degree in Engineering and Technology.

- a Approval shall be considered only to those Institutions where there is “Zero Deficiency”.
- b Approval for only one Division of 60 students shall be sanctioned for Institutions applying for Five year Integrated Degree in Engineering and Technology where University affiliated Courses in Engineering and Technology Programme are already in existence.

- c No OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries/ NRI seats shall be allotted for these Courses.
 - d Collaboration and Twinning Programme shall not be permitted for these Courses.
 - e Tuition Fee Waiver shall be applicable as per provisions in Approval Process Handbook.
 - f Applicants shall submit relevant documents as per Appendix 17 to Regional office (RO) along with the application.
- 7.4 Procedure for processing applications
- Scrutiny Committee shall verify the correctness of the documents.
 - Scrutiny Committee Reports shall be uploaded on the Web-Portal by RO and forwarded for further processing.

- 7.5 Student's eligibility for admission and procedure for admission
- a University affiliation for these Courses shall be necessary before effecting admission.
 - b Eligibility shall be as per Appendix 1 of the Approval Process Handbook.
 - c State/ UT admission authority shall effect the admission for this Course.

11 Procedure for approval of Fellowship Programme in Management

11.1 Requirements and Eligibility

- a AICTE approved Institutions where Courses in Management Programme (MBA/PGDM/MMS) are already in existence, shall be eligible to apply for approval of Fellowship Programme in Management. It is mandatory for existing Management Course (as applicable) to be accredited by NBA to start Fellowship Programme in Management.
- e The Institutions should have at least 50% and 25% of the full time faculty members with Ph.D. from AIU recognized University/ reputed University from abroad or fellows from IIM, if the Institutions apply for 10 seats and 5 seats respectively.

Clause 13.2 (a)

However, any vacant seats out of 1/3rd category shall be reverted to the quota of 2/3 meant for PIO / Foreign Nationals.

Provided that this is subject to the availability of adequate Infrastructural facilities in the applicant Institution, to be verified by the Council, based on its Norms and Guidelines.

Clause 12.2 (a) (Para 2)

Any vacant seat in a given Course, out of 1/3rd seats reserved for Children of Indian Workers in the Gulf Countries shall be reverted to the quota of 2/3rd meant for OCI/ PIO/ Foreign Nationals and vice-versa. Beside this, any vacant seat in the “Approved Intake” after the last round of the admission of the concerned State Government, may be filled with NRI/Foreign Nationals/ Overseas Citizen of India/ Persons of Indian Origin (OCI/ PIOs)/ Children of Indian Workers in the Gulf Countries subject to approval from AICTE for the above quota and fulfilment of requisite infrastructure as per the Approval Process Handbook.

Provided that this is subject to the availability of adequate Infrastructural facilities in the applicant Institution, **the same shall** be verified by **EVC**, based on **Norms of Approval Process Handbook**.

Institutions admitting Foreign nationals should ensure registration of Foreign students with concerned Foreigners Regional Registration Officer (FRRO).

Clause 14.1 (b) (New)

Institutions may apply for reduction in Intake in any of the Regular/ First Shift Course within a Division by themselves in the Portal and maintain faculty student ratio accordingly without NOC from Affiliating University/ Board/ State Government; the restoration to the original “Approved Intake” of full Division is permissible without NBA

Illustration for Reduction/ Restoration in Intake

No. of Divisions	Approved Intake	Permissible Reduction in Intake	Permissible Intake for Restoration
1	60	30	60
2	120	90	120
2	120	60	60
3	180	150	180
3	180	120	120

Clause 15**Change in name of the Institution or Trust/ Society/
Company or Affiliating University/ Board****15.1 Conditions for Approval**

- a The Institution shall be AICTE approved existing Institution/ Technical campus.
- b AICTE approved existing Institution seeking Change in name of the Institution or Trust/ Society/ Company or Affiliating University/ Board shall apply on Portal.
- c Applicants shall submit relevant documents as per Appendix 17 to Regional office (RO) along with the application.

15.2 Procedure

- **Composition of Scrutiny Committee for Change of Trust/ Society/ Company shall be as per Chapter I.**
- Scrutiny Committee shall verify the correctness of the documents.
- Scrutiny Committee Reports shall be uploaded on the Web-Portal by RO and forwarded for further processing.
- If the Institution is aggrieved by the decision of the EC, the Institution shall have the right to appeal as per the procedure in Chapter I of Approval Process Handbook.

15.3 The Council reserves its right to reject the application for change in name of the Trust/ Society/ Company if it finds the reasons given are not justified or commercial or business angle is suspected, or to defeat the provisions of any law.

Additional documents submitted for approval for Change in name of the Trust/ Society/ Company(*subject to the law for the time being in force*)

- 1 Approval from Charity Commissioner/ Registrar of Societies/ Registrar of Companies.
- 2 No Objection Certificate from Concerned State Government in the Format²³.
- 3 No Objection Certificate from Affiliating University/ Board in the Format²⁴.
- 4 Resolution by Governing Board Members mentioning **the reasons** for the change in name and approving change in name, duly signed by the Chairman/ President/ Secretary of the Trust/ Society/ Company in the Format²⁵.
- 5 A notarized Affidavit⁷ of the Chairman/ Secretary/ Authorized signatory of the Trust/ Society/ Company stating that there is no commercial or business angle for such change.
- 6 Registration of document of the Trust/ Society/ Company indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Authority.
- 7 Details of Board of Governors of the Institution constituted as per Appendix 19.
- 8 Provided that in the case of a Company established under Section 8 of Companies Act, 2013, 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 Institution.
- 9 Land Documents showing ownership in the name of the new Trust/ Society/ Company.
- 10 Proof of working capital (funds) as stated in Clause 3.6, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained in the name of the new Trust/ Society/ Company in a Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank.

Clause 16 Expert Visit Committee

- a Expert Visit Committee wherever applicable shall verify actual availability of equipment, computers, software, internet, printers, book titles, book volumes and subscription of National and International Journals etc. as per Approval Process Handbook 2017-18. Further, EVC members should interact with students and faculty members, in the absence of Institution authorities. EVC shall also verify the facts relating to complaints, if forwarded by RO and give specific remarks in the Report.
- b Additional experts may be co-opted in any of the Committee for processing the applications, complaints, etc. as per the requirement.
- c If an EVC was conducted or Show Cause notice was issued, the same shall be placed before the Standing Hearing Committee (SHC). A representative of the Institution shall be invited to place the point of view of the Institution before the Standing Hearing Committee. The recommendations of SHC shall be placed before the EC for approval. The decision of the EC shall be communicated to the Institution by a detailed Speaking Order. If the Institution is aggrieved by the decision of the EC, the Institution shall have the right to **appeal once** as per the procedure of appeal in Chapter I.
- d Feedback from faculty members and students available in the AICTE Web-Portal about the Institution shall be given due importance. Institutions at random would be subject to surprise inspection for the fulfillment of the norms of Approval Process Handbook.



Chapter IV

Penal Action in case of Violations of Regulations/Approval Process Handbook 2017-18

Clause 5

Non fulfillment in Faculty: Student ratio, not adhering to Pay-Scales and/or qualifications prescribed for teaching staff

Institutions not maintaining prescribed Faculty: Student ratio, not adhering to Pay scales, or qualifications prescribed for teaching staff for more than 12 months, shall be liable to following punitive action by the Council from any one or more of the following.

Clause 1.3 (New)

If any of the information mentioned in the Affidavit is proved as false, penal action shall be initiated on the deponent.

Clause 4

Non-fulfillment in faculty student ratio, not adhering to Pay Scales and/ or qualifications prescribed for teaching staff

Institutions not adhering to Pay scales, or qualifications prescribed for teaching staff for more than 12 months and not maintaining prescribed faculty student ratio, shall be liable to any one or more of the following punitive actions by the Council.

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- Suspension of approval for supernumerary seats, if any for one academic year
- Reduction in sanctioned intake
- No admission in respective courses for one academic year
- Withdrawal of approval in the respective course
- Withdrawal of approval of the Institution

Clause 12

Non adhering to the timing for the second shift:

The second shift shall have to be run as per the declared timings from 1 pm to 9 pm, which would be subject to surprise inspection leading to closure of course in case timings are not being followed

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- Suspension of approval for supernumerary seats, if any for one Academic Year
- Reduction in “Approved Intake”
- No admission in respective Courses for one Academic Year
- Withdrawal of approval in the respective Course
- Withdrawal of approval of the Institution

The Council may also initiate penal action for not disbursing the salary of the faculty and staff members regularly.

Clause 8

Non-adhering to the timing/ faculty requirements for the second Shift

The second Shift shall have to be run as per the declared timings from 1 pm to 9 pm with 50% additional faculty, which would be subject to surprise inspection leading to closure of Course in case timings are not being followed and with insufficient faculty.

10 Charging excess fee than the fee prescribed by the concerned State/ Fee Regulatory Committee

No Technical Institution shall be entitled to receive from the students **fee for the subsequent years and** any other fee (Payment/ Amount) whatever name it may be called in addition to the fee fixed by the State/ Fee Regulatory Committee.

11 Refund cases

In the event of a student withdrawing before the starting of the Course, the entire fee collected from the student, after a deduction of the processing fee of not more than ₹1000/- (Rupees One thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original. Should a student leave after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the fee collected after a deduction of the processing fee of not more than ₹1000/- (Rupees One thousand only) and proportionate deductions of monthly fee and proportionate hostel rent, where applicable. In case the vacated seat is not filled, the Institution should refund the security deposit and return the original documents. Institution should not demand fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

Clause 13 Complaint Cases (New)

In case of receipt of any complaint(s) about an Institution, the same shall be processed by Grievance Redressal Cell (GRC) of AICTE.

The complaint shall be placed before a Standing Complaint Scrutiny Committee (SCSC) for further necessary action. If necessary the complainant may be called to appear before SCSC at his/ her own cost. Based on the recommendation of SCSC, a warning or Show Cause Notice may be issued to the Institution or EVC may be conducted.

If an EVC was conducted or Show Cause notice was issued based on complaints, the same shall be placed before the Standing Hearing Committee (SHC). A representative of the Institution shall be called to place their point of view before the Standing Hearing Committee. If necessary the complainant may be called to appear before SHC at his/ her own cost. The recommendations of SHC shall be placed before the EC for approval. The decision of the EC shall be communicated to the Institution by a detailed Speaking Order. If the Institution is aggrieved by the decision of the EC, the Institution shall have the right to appeal as per the procedure in Chapter I.

As per CVC guidelines Anonymous/ Pseudonymous complaints shall not be processed.

Clause 15 (New)

Under extraordinary circumstances, if restoration/ Punitive action (except fine) is approved by the Council beyond 30th April 2017, the same shall be implemented for the next Academic Year only, in view of the order dated 13.12.2012 passed by the Hon'ble Supreme Court of India in CA no.9048/ 2012.



Chapter V

Collaboration and Twinning Program between Indian and Foreign Universities or Institutions in the field of Technical Education, Research and Training

Clause 2 Eligibility

- Foreign Universities / Institutions interested in imparting Technical Education in collaboration or through a Twinning Program in India leading to award of Diploma or Post Diploma or Degrees including Post Graduate or Doctoral Programs.
- An Indian University Department or Institution which is already in existence and is duly approved by the Council, interested in imparting technical education leading to award of Degree / Post Graduate Degree, Diploma, Post Graduate Diploma and Post Diploma including Doctoral Programs of a Foreign University / Institution through collaborative / twinning arrangements.
- **Offshore Campus of Indian AICTE approved Institutions offering Indian Degrees or Diplomas.**
- Any other educational activity carried out in India, in any manner by the Foreign Universities / Institutions.

Clause 2 Eligibility

- Foreign Universities / Institutions interested in imparting Technical Education in collaboration or through a Twinning Program in India leading to award of Diploma / Post Diploma / Degrees including Post Graduate / Doctoral Programs.
- An Indian University Department or Institution which is already in existence and is duly approved by the Council, interested in imparting technical education leading to award of Diploma/ Post Diploma/ Degree/ Post Graduate Degree/ Post Graduate Diploma/ Doctoral Programmes of a Foreign University/ Institution through collaborative/ twinning arrangements, **provided there is “Zero Deficiency”.**
- **An Indian University Department or Institution should have a valid NBA accreditation for one year beyond 10th April, 2017 in the Programme/ Course for which Twinning is sought.**
- Any other educational activity carried out in India, in any manner by the Foreign Universities / Institutions.

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Clause 5 Processing Fee

Sl. No.	Type of Institution	Processing Fee in Rs. Lakhs
i	Minority Institution	10.00
ii	Institution set up in North Eastern States other than Government / Government aided / Central University / State University	10.00
iii	Institution set up exclusively for women other than Government / Government aided / Central University / State University	10.00
iv	All other Institutions except Government / Government aided / Central University / State University	15.00
v	Government / Government aided / Central University / State University	Nil

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Clause 5 Processing Fee

Sl. No.	Type of Institution	Introduction ₹Lakh	Continuation ₹Lakh
i	Minority Institution	10.00	5.00
ii	Institution set up in J&K North Eastern States other than Government / Government aided / Central / State University	10.00	5.00
iii	Institution set up exclusively for women other than Government / Government aided / Central / State University	10.00	5.00
iv	All other Institutions except Government / Government aided / Central / State University	15.00	7.50
v	Government / Government aided / Central / State University	Nil	Nil

Clause 6.5 (New)

Applications shall be processed by the Scrutiny, Re-Scrutiny (if necessary) followed by EVC as per the procedure mentioned in Clauses 9 and 10 of Chapter I of the Approval Process Handbook.

Clause 7.2 (c) (New)

c Informing the public about the withdrawal of approval of the Twinning Programme with Foreign University/ Institution and the consequence thereof.



Chapter VI

Norms and Requirements

Clause 24 (New)

The Institutions may conduct skill development Courses of any other Regulatory Body by using existing facilities, or by creating additional facilities as per the provisions laid down in the norms and standards of the respective Regulatory Bodies without affecting the quality of education prescribed by both Regulatory Bodies after taking NOC from the Council.

Clause 26 (New)

Supernumerary seats are granted by the Council, for the Institutions falling under Centrally Supported Scheme of “Upgrading existing polytechnics to integrate Persons with Disability (PwD)” in the mainstream of Technical and Vocational education.

Clause 27 (New)

In National Defense/ Security areas, the maximum Divisions or Intake over and above specified in Appendix 3 of Approval Process Handbook shall be considered as the case may be, subject to the fulfillment of other norms of Approval Process Handbook.

Clause 28 (New) Recommendations of National Fee Committee for the maximum tuition and development fee for Regular/ First Shift Programmes as given in Annexure 6 has been accepted by the Council and shall have to be followed.

	Type X cities	Type Y cities	Type Z cities
Undergraduate Degree Programs			
4 Year Engineering Degree(B.E./B.Tech.)	1,58,300	1,50,500	1,44,900
5Year Architectural Degree (B.Arch.)	2,25,300	2,13,500	2,05,050
4 Year Town Planning Degree	2,25,600	2,13,750	2,05,350
5Year Applied Arts and Crafts Degree	2,25,600	2,13,750	2,05,350
4 Year Pharmaceutical Degree (B. Pharma.)	1,55,125	1,47,250	1,41,650
4 Year Degree in HMCT	1,55,125	1,47,250	1,41,650
Post Graduate Degree Programs			
2 Year Engineering Degree (M.E./M.Tech.)	2,51,350	2,39,950	2,31,350
2 Year Architectural Degree (M.Arch.)	2,69,700	2,56,100	2,45,875
2 Year Town Planning Degree	2,69,700	2,56,100	2,45,875
2 Year Applied Arts and Crafts Degree	2,69,700	2,56,100	2,45,875
2 Year Pharmaceutical Degree (M.Pharm.)	2,27,500	2,16,100	2,07,500
2 Year Degree in HMCT	2,27,500	2,16,100	2,07,500
3 Year MCA	1,71,150	1,63,250	1,57,650
2 Year MBA	1,71,300	1,63,400	1,57,800
Diploma Programs			
3/ 4 Year Diploma Engineering	97,350	92,375	89,100
3/ 4 Year Diploma Architecture	97,900	92,925	89,650
3/ 4 Year Diploma Town Planning	97,900	92,925	89,650
3/ 4 Year Diploma Applied Arts and Crafts	99,500	94,500	91,200
3/ 4 Year Diploma HMCT	98,000	93,000	89,700
3/ 4 Year Diploma Pharmacy	97,975	93,000	89,700
Post Diploma Programs			
1.5-2 Year Diploma Engineering	97,800	92,850	89,550
1.5-2 Year Diploma Architecture	98,650	93,650	90,350
1.5-2 Year Diploma Pharmacy	98,650	93,650	90,350
1.5-2 Year Diploma Applied Arts and Crafts	100,250	95,300	92,000
1.5-2 Year Diploma HMCT	98,750	93,775	90,475

Clause 29 (New)

Those Institutions applied for NBA having EoA with full “Approved Intake” for consecutive six years and granted reduction in Intake in that current Academic Year shall request AICTE, if all the deficiencies are complied with. Such requests shall be processed as per the norms of Approval Process Handbook and on fulfillment, NBA will be intimated suitably.

Clause 30 Release of FDR (New)**30.1 Procedure**

- a Trust shall upload/ submit the following documents in the AICTE Web-Portal for release of the FDR.
- Application/ request letter of the Institution for FDR release
 - Affidavit⁸ with details of the Institution and Trust Name, FDR details (as per the standard format)
 - Copy of FDR to be released, in corpus fund made by RPGF, please provide the copy (ies) of the Demand Draft submitted to AICTE for creation of RPGF

- b Regional office after verification shall forward the same to the Approval Bureau, Grievance Redressal Cell (GRC) and Vigilance Cell of AICTE to give their clearance for release of the FDR.
 - c Upon clearance from all the above, NOC shall be issued to the Institution by the RO.
- 30.2 Renewal of FDR after maturity is not permitted. However, in case of auto renewal, the remarks of the concerned Bank should be obtained for seeking release of the FDR.
 - 30.3 If an Institution has any financial embezzlement with Government Bodies/ Banks, then FDRs shall not be released till the NOC from such body is received.
 - 30.4 In case Institution/ Trust/ Society/ Company violates the FDR related norms, the Council shall initiate appropriate penal action.
 - 30.5 For the Institutions approved by AICTE and later converted into Private/ Deemed University by appropriate State/ Central Act, the release of FDRs/ Security Deposit, subject to no pending complaints or disciplinary proceedings against such institutions in addition to the submission of above documents.
 - 30.6 For the Institutions approved for Progressive Closure, FDR shall be released upon the request from the Trust.



Appendix

Appendix 1

1.3

Students passing 12th Science or 12th Science with Vocational (Or) 12th Science with Technical or 10th + (2 years ITI) with appropriate specialization in that order shall be eligible for admission to second year Diploma courses of appropriate program, up to a maximum of 20% of sanctioned intake, except Andaman, Nicobar, Lakshadweep, Daman and Diu where it shall be 30%, which will be the supernumerary of the sanctioned intake.

Appendix 3

Note: New Technical Institutes will be allowed to start with not more than ONE division in any Course

Appendix 1

12th Science (**with Mathematics as one of the Subject**) or 12th Science with Vocational (Or) 12th Science with Technical or 10th + (2 years ITI) with appropriate specialization in that order shall be eligible for admission to second year Diploma Courses of appropriate Programme up to a maximum of 20% “Approved Intake” (30% for Institutions in Andaman, Nicobar, Lakshadweep, Daman and Diu) which shall be over and above, supernumerary to the “Approved Intake”, **plus the unfilled vacancies of 1st year as per the Approval Process Handbook.**

Appendix 3

Norms for Intake and Number of Courses/ Divisions in the Technical Institutions

Note removed

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Appendix 4

Program	Land Area requirement in Acres								
	UG Programs			Diploma			Stand alone Post Graduate Programs (MBA/MCA)		
	Mega and Metro *	Urban	Rural	Mega and Metro *	Urban	Rural	Mega and Metro *	Urban	Rural
Engineering and Technology	1.5 \$	2.5 #	7.5	1.5 \$	1.5	4.0	-	-	-
Pharmacy	0.75	0.75	2.0	0.75	0.75	2.0	-	-	-
Architecture and Town Planning									
a. Architecture	1.0	1.0	2.5	1.0	1.0	2.5	-	-	-
b. Town Planning	1.0	1.0	2.5	1.0	1.0	2.5	-	-	-
Applied Arts and Crafts	0.75	0.75	2.0	0.75	0.75	2.0	-	-	-
HMCT	1.0	1.0	2.5	1.0	1.0	2.5	-	-	-
MCA	-	-	-	-	-	-	0.5	0.5	1.5
Management	-	-	-	-	-	-	0.5	0.5	1.0

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Appendix 4

Program	Land Area requirement in Acres								
	UG Programs			Diploma/ Post Diploma			Standalone Post Graduate Programmes (MBA/MCA/ Post Graduate Diploma)		
	Mega and Metro *	Urban	Rural	Mega and Metro *	Urban	Rural	Mega and Metro *	Urban	Rural
Engineering and Technology	1.5 \$	2.5 #	7.5	1.5 \$	1.5	4.0	-	-	-
Pharmacy	0.75	0.75	2.0	0.75	0.75	2.0	-	-	-
Architecture and Town Planning									
a. Architecture	1.0	1.0	2.5	1.0	1.0	2.5	-	-	-
b. Town Planning	1.0	1.0	2.5	1.0	1.0	2.5	-	-	-
Applied Arts and Crafts	0.5	0.5	1.5	0.5	0.5	1.5	-	-	-
HMCT	1.0	1.0	2.5	1.0	1.0	2.5	-	-	-
MCA	-	-	-	-	-	-	0.5	0.5	1.0
Management	-	-	-	-	-	-	0.5	0.5	1.0

Note: (New)

- a. Starting other educational Courses/ Institutions (Technical/ Non-Technical) in the surplus land arising out of prevailing/ reduced norms of land requirement is permissible. Further such surplus land can be used as per the land use Certificate given to the Trust/ Society/ Company by the concerned authority subject to such Courses/ institutions having their own facilities to conduct such Programmes without sharing the essential facilities, such as class room, laboratory etc. with the already approved Technical Institution. However, Common amenities such as Canteen, Auditorium, Playground, Parking, etc. may be shared provided it caters to all the students of all the Programmes.
- b. Diploma and Degree Pharmacy Programmes shall be permitted to run in the same Institution, provided the requirement of the land and built-up area of each Programmes are met.
- c. For an Institution established prior to 1994, the land requirement should be fulfilled as per the norms existed thereon for the Programmes/ Courses/ divisions applied. In case of any deviation from those norms, the institution has to adhere to the existing norms at the time of seeking Extension of Approval.
- d. For an Institution established after 1994, the land requirement should be fulfilled as per the AICTE norms existing at the time of establishment of the Institution for the Programmes/ Courses/ divisions applied thereon. In case of any deviation from those norms, the institution has to adhere to the existing norms at the time of seeking Extension of Approval.
- e. If the Institution (c or d) had been given approval for more Programmes/ Courses/ divisions later, the land requirements as per the corresponding AICTE norms should be fulfilled. Annexure 7 gives Land Requirements as per AICTE norms during the previous years.

Appendix 4.2 Built-up Area Requirements, Sl. No. f & g New

f For PG Programmes, administrative area of UG Programmes may be shared.

g Research Laboratory shall be provided with an area of 120 m² for each Institution offering PG Programmes.

Tutorial rooms for PG removed

Appendix 4.2.1, Sl. No.8 (New)

8. For PG Programmes, Seminar Hall of respective UG Programme may be shared.

Appendix 5

Sl. No. 2

Total numbers of titles and volumes shall be increased in continuation till **25 years**, which shall be the minimum stock of books. However, Institutions will have to add annual increment of books as specified in APH 2016-17.

Sl. No. 14

25% of total number of titles and volumes each can be in the form of e-books.

Appendix 5

5.1

At least 2Mbps internet speed/ per student shall be made available for viewing e-content from NPTEL/ SWAYAM etc.

At least 4Mbps Wi-Fi connectivity at 4 or 5 hotspots shall be made available.

5.4 Sl. No. 2

Total numbers of titles and volumes shall be increased in continuation till **15 years**, which shall be the minimum stock of books. However, Institutions shall have to add annual increment of books as specified in Approval Process Handbook 2017-18.

Sl. No. 14

33% of total number of titles and volumes each can be in the form of e-books with **intranet access**.

Sl. No. 15

Institution should be a member of National Digital Library.

Appendix 6 Norms for Essential and Desirable requirements for Technical Institution, Technical Campus (Sl. Nos. New)

8	Copies of EoA obtained from establishment of the Institution till date placed in the Institution web site	Essential
9	Digital payment for all financial transactions as per MHRD directives	Essential
10	Compliance of the National Academic Depository (NAD) as per MHRD directives	Essential
11	Provision to watch MOOCS courses through Swayam	Essential
12	Implementation of Unnat Bharat Abhiyan	Essential
13	Display board within the premises as well as in the web site of the of Institution indicating the feedback facility of students and faculty available in the AICTE Web-Portal	Essential
14	<p>Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer Design Manual for a Barrier Free Environment available in AICTE Web-Portal www.aicte-india.org</p> <p>Institution should provide appropriate facilities to take care of the physically challenged students and elderly persons. Every building should have at least one entrance accessible to the handicapped and shall be indicated by proper signage. This entrance shall be approached through a ramp together with the stepped entry. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs and Employment, Government of India.</p> <p>Condition A: for Building up to 3 or 4 floors (for buildings of height <15 m)</p> <ul style="list-style-type: none"> Lift can be provided but not essential. Ramp shall be finished with non-slip material to enter the building. Minimum width of ramp shall be 1800 mm. with maximum gradient 1:12, one way length of ramp shall not exceed 9.0 m having double handrail at a height of 800 and 900 mm on both sides extending 300 mm. beyond top and bottom of the ramp. Minimum gap from the adjacent wall to the hand rail shall be 50 mm. All teaching-learning facilities for physically challenged people shall be provided in the ground floor itself. Unisex toilets with all facilities specified by the National Building Code to be provided only in the ground floor of regular buildings. <p>Condition B: If the building is a multi-storeyed building i.e. more than 4 floors</p> <ul style="list-style-type: none"> Lift must be provided with all provisions as per the National Building Code. Unisex toilets with all facilities specified by the National Building Code are to be provided in every floor. Special reserved car parking facilities are to be provided. 	Essential
16	Implementing Food Safety and Standards Act, 2006 in the Institution	Essential
24	Institution Industry Cell	Essential

1	Implementation of the schemes announced by MHRD	Desirable
2	Offering of Skill development Courses approved by the Council	Desirable
3	Institutional ranking in the National Institutional Ranking Framework (NIRF)	Desirable
4	Fabrication facility Laboratory (FABLAB)	Desirable
6	Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems	Desirable
7	Waste management and environment improvement measures to ensure a sustainable Green Campus	Desirable
15	Display of Courses and “Approved Intake” in the Institution at the entrance of the Institution. Courses taken through duly recognized MOOCs shall be used as Supplementary Courses.	Desirable
16	Placement Cell	Desirable
17	Implementation of Startup Policy	Desirable
18	Intellectual Property Right Cell	Desirable

Appendix 7 Norms for Faculty requirements and Cadre Ratio for Technical Institution

Appendix 9.0 Norms for PGDM Program

- a All Post Graduate Diploma in Management (PGDM) shall be of duration not less than 24 Months / 2 Years
- b All Post Graduate Certificate in Management (PGCM) shall be of duration more than 12 Months / 1 year, and less than 24 Months / 2 years shall be termed Post Graduate Certificate in Management (PGCM)
- c Executive PGDM shall be of duration of 15 Months / 1 ½ years
- d Admission to all PGDM Courses and PGCM courses shall be done through common entrance test such as CAT / MAT / Examinations conducted by the respective State Governments for all Institutions other than Minority Institutions.

Appendix 7 Norms for Faculty requirements and **Recommended** Cadre Ratio for Technical Institution

For every PG Course, there should be at least one Professor with Ph.D. qualification

Appendix 9 Norms for PGDM Program

- a All Post Graduate Diploma in Management (PGDM) Programmes shall be of duration not less than **20 to 24 Months**.
- b All Post Graduate Certificate in Management (PGCM) Programmes shall be of duration more than **1 year, and less than 2 years**.
- c Executive PGDM Programmes shall be of duration of **15/ 18 Months**.
- d Admission to all PGDM Courses and PGCM Courses shall be done through common entrance tests CAT/ MAT/ **XAT/ ATMA/ GMAT/ CMAT** and common entrance examinations (if any) conducted by the respective State Governments for all Institutions other than Minority Institutions.
- e **Weightages for Common entrance tests, Group discussion, Interview, Work experience and academic performance as suggested below shall be used for preparing merit list.**

Sl. No.	Components	Minimum Weightage
1	Score in common entrance tests	50%
2	Group discussion	10-15%
3	Interview	15%
4	Work experience	5%
5	Academic performance in X Std., XII Std., Degree/ Post Graduate Degree, Sports/ Extra-Curricular activities, Academic diversity and gender diversity	15-20%

- f The Institution shall inform the State Government and clearly display on the Institution web site the eligibility criteria, selection procedure and the merit list of the students who have applied for the Programme. The selection of students shall be strictly on the basis of merit.

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e The Admissions to PGDM, PGDM (Executive) and PGCM shall not start before 1st April of the Academic Year.

f Model Curriculum / Syllabus for PGDM, PGDM (Executive) and PGCM shall be issued by the Council

g Admissions to PGDM Programs shall be conducted by the respective State Governments through their competent authority designated for such purpose.

h The fees to be charged for the PGDM, PGDM (Executive) and PGCM Programs shall be approved by the State Level Fee Committee of respective State Governments.

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g The Admission to PGDM, PGDM (Executive) and PGCM shall not start before 1st April of the Academic Year. Institution may maintain a waiting list and admit candidates against the cancelled seats up to 15th August, 2017.

h In case of applications submitted by admitted students for withdrawal and refund of fee, PGDM Institutions shall allow it till 30th June every year, as per Clause 11 of Chapter IV of Approval Process Handbook.

i PGDM Institutions should comply with the National Academic Depository (NAD) as per MHRD directives.

j Model Curriculum/ Syllabus for PGDM, PGDM (Executive) and PGCM shall be issued by the Council as merely a guideline.

k Admission to PGDM Programmes shall be conducted by the respective Institution by transparently announcing the schedule as well as the tests through which admissions will be made.

Appendix 10

Subscription of E-Journals

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

Appendix 10

Suggested Subscription of e-Journals

A. Subscription of e-journal packages for all engineering Institutions conducting UG/PG Courses

B. (Sl. No. 10 to 14 new)

Sl. No.	Publisher	Subject Areas
10	DELNET	General Engineering and Reference
11	ISO	ISO JTC 1 Information Technology, Electronics and Telecommunications
12	IEI (Institution of Engineers India)	General Engineering and Reference
13	IET (Institution of Engineering and Technology)	General Engineering and Reference
14	National Digital Library	General Engineering and Reference

Note: As per the Courses offered by the Institutions relevant e-journals may be subscribed.

Appendix 14 (New)

For any grievances or queries related to Approval Process, mail to: helpdeskab@aicte-india.org

Appendix 19.1 (b)

The affiliating body such as University and Board shall not grant affiliation to a technical Institution approved by AICTE after 31st May of the year in which the academic session is to commence.

Appendix 17.1, Sl. No. 11 (New)

- 4 As per Clause 4 of Chapter II of Approval Process Handbook, Occupancy/ Completion Certificate/ Building License/ Form D/ Structural Stability Certificate issued by the Competent Authority.
- 11 For Adjunct Faculty – One page CV highlighting his/ her industrial experience, Willingness letter to handle the Course(s) including his/ her commitments in other Institutions, copy of appointment order and acceptance of appointment from him/ her

Appendix 19.1 (b)

The respective DTE/ State Government/ Affiliating University/ Board shall download the list of approved Institutions along with “Approved Intake” from Web-Portal through their login. No separate communication shall be sent in this regard. The affiliating body such as University/ Board shall not grant affiliation to a Technical Institution approved by AICTE after 15th May of the relevant year in which the academic session is to commence.

Annexure

1	Districts under Sub-Mission Scheme and Educationally Backward Districts
2	State wise Competent Authorities for issuing the Certificates with respect to Land/ Building
3	State wise Competent Authorities to issue Occupancy Certificate
4	Major Disciplines, their Corresponding Courses and Relevant/ Appropriate branch of Diploma in Engineering/ Technology
4A	Closest Available Nomenclature of UG Degrees for the Diploma in Engineering
4B	Closest Available Nomenclature of Diploma for the UG Degree in Engineering
5	Process Flow Chart for Establishment of New Technical Institutions
6	Recommended Maximum Tuition and Development Fee for Full time Programmes by the National Fee Committee
7	Land Requirement As Per Approval Process Handbook Norms During the Previous years
8	Fire and Life Safety Measures for Institutions
9	Essential and desirable Requirements/ General Guidelines in case of various Events
10	Guidelines for appointment of Adjunct Faculty/ Resource persons from industry in AICTE approved Technical Institutions

Thank You

