How

to

Answer

the

Approval Process 2019-20

Questionnaire?

&

Simple Steps to Apply

Question (I)

Question: Do you wish to apply Only for Extension of Approval (EOA) for 2019-20?

Explanation / Clarification: Self Explanatory (Whether the institution is willing to go for simple Extension of Approval or going for some changes mentioned below (i) to (xiii)

How to Apply / Answer: Select Y (Yes), if you wish to apply **ONLY** for Extension of Approval (EOA) with (or) without updating the data.

Select N (NO), if you wish to update the data and apply for **Any of the following:**

i.   New Course/ Increase in Intake, Reduction in Intake / Closure of Program /Course

ii.   New (Introduction)/Continuation of NRI / PIO/ Foreign Nationals / New Fellowship Program in Management

iii.   New (Introduction)/Continuation of Foreign Collaboration

iv.   New / Reduction / Closure of Integrated Course

v.   Change of Name of the Institute

vi.   Women to Co-Edu Conversion of Institute and Vice-Versa

vii.   Closure of Institute

viii.   Change of Site / Location of Institute

ix.   Conversion / Merger/ Restoration of Courses

x.   Addition of New Level Under Existing Pharmacy Program

xi.   Change of Shift

xii.   Conversion from PGDM to MBA

xiii.   Change of Course Name

Question 2

Question: Whether your Institution is having Autonomous Status (Academic Autonomy) as conferred by the Affiliating University?

Clarification / Explanation: Self Explanatory

How to Apply (Answer): Please answer the question and fill the data / information

Question 3

Question: Whether your Institution is having Valid NBA?

Clarification / Explanation: Self Explanatory

How to Apply (Answer): Please answer the question and fill the data / information

Question: Institution Willing to Change Affiliating University

Clarification / Explanation: Self Explanatory

How to Apply (Answer): Please answer the question and fill the data / information

Question 4(i)

Question: **Whether your institution wishes to apply for Restoration? (Applicable ONLY to the Institutes where EoA for 2018-19 granted with Punitive Action. No Admission issued Institutes need not have to answer this question.)**

Clarification: Institutes having EoA in 2018-19 with some percentage reduction or some courses (not all) with ZERO (0) approved Intake can only answer this Question as Y(Yes), in case the institution is interested for restoration of intake into original value or else answer this question as N (No) if the institute is not willing for restoration. If the institute is NOT going for restoration, then institute can only go for EoA with same intake which was approved by AICTE. last year i.e. Institutes can't go for increase in the intake or add New course; but can close or reduce the intake further, as per Approval Process Handbook 2019-20. *No Admission issued Institutes need not have to answer this question Y as they are already considered for Restoration.*

How to Apply:

Step-1: Institute need to answer this question as Y(Yes).

Step-2: Go to Course Tab and check for column name Do you want to Restore course? Select Y(Yes) against the course which you are willing to restore and enter actual intake (Intake before reduction.) value under Column Last AICTE Approved Intake. Refer the following example.

Course name	Approved Intake 2017-18	Approved Intake 2018-19	Do you want to restore course	Last AICTE Approved Intake	Intake applied for 2019-20
Civil Engg	60	45	Y	60	60
Architecture	80	40	N		40
Master's in business administration	120	90	Y	120	120
Pharmacy	60	60	Last year No Punitive action		60

1) In above example Civil Engg, Architecture, Master's in business administration were given some percentage reduction as a Punitive action. Institute has answered Y(Yes) for Restoration against Civil Engg. & Master's in business Administration course and entered Last AICTE Approved Intake. Accordingly entered Intake applied for 2019-20. But, institute is not willing to restore Architecture intake and continuing with reduced intake i.e. 40 only.

2) Institute falling under this category and answered N against question 4(i), can only answer Y(Yes) or N(No) against question **Do you wish to apply for Closure of Institute?** Rest all other active sub-questions of main question 4 can be answered as only N (No).

NOTE: Validate the questionnaire tab after answering the question.

Question 4(ii)

Question: **Do you wish to apply for Closure of Institute?**

> **a. Type of Institute Closure Requested.**
> **b. Do you wish to apply for a new program?**
> **c. In case of Rejection of Closure Request do you wish to continue for Extension of Approval (EoA)?**

Clarification: Institute willing to go for closure of institute should answer Y (Yes) for Question 4(ii).

(a). After answering Question 4(ii) as Yes, it is mandatory to select type of closure requested, i.e. Progressive or Complete under sub-question (a).

(b). Institute can simultaneously go for closing of Existing Institute and Opening of New Program using the same login by answering Y(Yes) against the sub-question "b" i.e., Do you wish to apply for New Program?

(c). If the closure case is rejected, then institute can go for Extension of Approval (only EOA) with existing intake by answering Y(Yes) against sub-question "c".

How to Apply:

Step-1: Institute need to answer Y (Yes) against the Question 4(ii).

Step-2: In case institute going for ONLY Closure, Choose / enter desired answer for sub-question 'a'.

> Then Go to Course Tab and enter Intake applied for 2019-20 against all existing course(s) as Zero '0'.

Step-3: In case, if the institute wish to apply for New Program then sub-question 'b' should be answered as Y (Yes).

> Then Go to Program Tab, add New program, and visit Course Tab and add New Courses against newly added program as per Approval Process Handbook 2019-20.

> [Note: Newly added Program should NOT be same as the existing program which is going to be closed].

Step-4: If the institute wishes to continue, in case of rejection of closure of institute (or) closure of existing institute & opening of new program in the same institute (something like opening new institute), the sub-question 'c' should be answered as Y (Yes) COMPULSORILY. Otherwise institute will be considered ONLY for closure.

NOTE: By answering the Question 4(ii) as Yes, rest of the questions under Main Question 4 will become read only. In case, if any of the questions under the Main Question 4 are active, please answer those active questions as N (No) COMPULSORILY.

NOTE: Validate the questionnaire tab after answering the question.

Question 4(iii)

Question: Whether your institution wishes to apply for Conversion from Diploma to Degree or Vice-Versa?

In case of Rejection of Request for Conversion from Degree to Diploma and Vice Versa, do you wish to continue for Extension of Approval (EoA)?

Clarification: Institutes running either Diploma or Degree level in a Program are only eligible to apply for conversion from Diploma to Degree or Vice-Versa. Institutes with multiple programs, can only go for conversion against any single program (Engg & Tech or Architecture & Planning or HMCT or Applied Arts and Craft). For more clarity and applicable TER charges please refer point 1.8 of page 29 of Approval process handbook 2019-20. In case of rejection under above category institute can go for EoA or can opt for 0 intake under existing level by answering question 'a'.

How to Apply:

Step-1: Institutes willing to go for conversion need to answer this question as Y(Yes).

Step-2: Institutes eligible under this category only can answer this question as Y(Yes). If the institute is not eligible for conversion an alert message will be shown as 'institute is not eligible for conversion'.

Step-3: Go to the Program Tab, check for the Program which can be Selected for Conversion and then select by answering Y(Yes) against program.

Step-4: Go to Course Tab and click on Convert Courses Tab.

Step-5: All existing Diploma or Degree level courses will be converted to next level, i.e. if it is Diploma level institute then converted courses will be shown as Degree or vice-versa.

Step-6: All Existing 2nd shift/Part Time/Direct 2nd year/PG courses will become automatically ZERO '0'.

Step-7: Engg. & Technology, Architecture & Planning, HMCT and Applied Arts & Craft program running Institutes can opt for this question subject to the condition that only 1 level should be present i.e. either Diploma or Degree in a Program.

NOTE: Validate the questionnaire tab after answering the question.

Question 4(iv)

Question: Whether your institution wishes to apply for Merger of Courses ('ENGINEERING AND TECHNOLOGY' ONLY).

Clarification: Institute Running Program in Engineering & Technology with Diploma and / OR Degree only can apply for merger of course(s) within same Broad Classification. For more details and applicable TER Charges please refer page no. 40 of Approval Process Handbook 2019-20.

How to Apply:

Step-1: Institute going for course merger need to opt/answer this question as Y(Yes).

Step-2: Go to Course Tab, then check for Merger flag column and select Y(Yes).

Step-3: Check for the Course to merge with and select the course with which need to be merged.

Step-4: After the merger the total applied intake of the course will be as per the Approval Process handbook 2019-20.

Course name	Broad Classification	Level	Approved Intake 2018-19	Merger Flag	Course to Merge with	Intake applied for 2019-20
Civil Engg	Civil Engineering	UG	60			60
Architecture		UG	80			40
Computer Science	Computer Science and Engineering	UG	120			180
Information technology	Computer Science and Engineering	UG	60	Y	Computer Science	0

1) In above example Computer Science and Information technology course with same level UG are having Broad Classification Computer Science and Engineering.
2) Institute has opted Merger Flag Y against Information technology and course to merge with as Computer Science.
3) Accordingly, Course going to merge will become ZERO '0' for 2019-20 and Course to Merge with will become 180(120+60).

NOTE: Validate the questionnaire tab after answering the question.

Question 4(v)

Question: **Whether your Institution is willing to add a New Program (or) New Level in existing Program?**

Clarification: Institute willing to add New Program or New Level in existing Program can answer / opt this question as Y (Yes). Accordingly, institutes can add New Program (or) New level under Existing Program. Except Management and MCA, any of the Program(s) can be added as New Program. If any Institute is willing to add New Level, then institute will be allowed to add Diploma or Degree level courses. For more clarification refer page no. 30 of Approval Process Handbook 2019-20.

How to Apply:

Step-1: Institute need to answer this question as Y (Yes).

Step-2: If the institute is willing to add New Program, then Go to Program Tab and add the new Program.

Step-3: Once new Program is added, then Go to Course Tab and add New Courses against newly added Program.

Step-4: If Newly Added Program is Engineering and Technology, then either Diploma or Degree level can be added.

Step-5: If the institute is willing to Add New level, then need not have to visit Program Tab, instead they can directly Go to Course Tab and add New Level under one of the allowed existing program, i.e. if existing is Degree, then New level can be added as Diploma and Vice-versa.

Step-6: Either New Program with ONE level and respective courses can be added or New level in the existing Program with respective courses can be added.

NOTE: Validate the questionnaire tab after answering the question.

Question 4(vi)

Clarification: Any Institute running Pharmacy Program with Only Diploma or Degree level Course can opt/answer this Question as Y(Yes). *Institute already running Degree and Diploma together can't opt/answer for this question as Y (Yes).* For more details and applicable TER charges, please refer page no. 40 of Approval Process handbook 2019-20.

How to Apply:

Step-1: Any Pharmacy Institute willing to add new course at Diploma level under existing UG Pharmacy Program or vice versa need to answer the above question as Y(Yes).

Step-2: Visit Course tab, if already running Diploma, then add Degree level course with minimum of 60 and maximum of 100 Intake.

Step-3: Institutes already running Degree, then add Diploma course with minimum or maximum of 50 intake only.

Step-4: Only Pharmacy course name is allowed under program Pharmacy for Degree and Diploma level.

NOTE: Validate the questionnaire tab after answering the question.

Question 4 (Vii)

Question: Whether your institute wishes to apply for conversion from PGDM to MBA ('MANAGEMENT' ONLY)?

In case of Rejection of Request for Conversion from PGDM to MBA do you wish to continue for Extension of Approval (EoA)?

Clarification: Institutes Running Post Graduate Diploma in Management (PGDM) and willing to convert existing regular shift PGDM course to MBA course, can answer this question as Y (Yes). This question is only applicable to Management program PGDM running Institutes. For more clarification and TER charges refer page no. 40 of Approval Process handbook 2019-20.

How to Apply:

Step-1: Institute need to answer this question as Y(Yes).

Step-2: Go to Course Tab.

Step-3: Check for column name Conversion from PGDM to MBA, and select Y (Yes) against PGDM course and change the course name as per requirement.

Step-4: Institutions opted (answered) for this question as Yes, then applied intake should NOT be ZERO '0' for PGDM course.

NOTE: Validate the questionnaire tab after answering the question.

Question 4(viii)

Question 4(viii): Whether your institute wishes to apply for Change of Shift from Second to First?

Clarification: Institutes running 2nd shift course(s) can only answer this question as Y(Yes). For more clarifications refer page no. 40 of Approval Process Handbook 2019-20.

How to Apply:

Step-1: Institute running 2nd shift course(s), willing to convert such course(s) into 1st shift, should answer this question as Y(Yes).

Step-2: Go to Course Tab, check for the column change shift from 2nd to 1st and Select Y (Yes) against 2nd shift course(s).

Step-3: Institutes Once opted Y (Yes) against 2nd shift course(s) for change / convert into first shift, then Intake applied for such course (s) in 2019-20 can't be ZERO '0' but can apply for Non Zero reduction.

NOTE: Validate the questionnaire tab after answering the question.

Question 4(ix)

Question: Whether your institute wishes to apply for Course Name Change?

Clarification: Institute willing to change course name, can opt/answer for this question as Y(Yes). For more clarification on this and applicable TER charges, please refer page no. 40 of Approval Process handbook 2019-20.

How to Apply:

Step-1: Institute willing to change course name need to opt/answer for this question as Y (Yes).

Step-2: Go to Course Tab.

Step-3: Check for column name Course Name change.

Step-4: Select Course Name which need to be changed.

Step-5: Intake applied for 2019-20 should be greater than ZERO (0) and Course record should be saved.

Step-6: New Course name need not have to be specified, as during scrutiny proposed/new Course name can be mentioned.

NOTE: Validate the questionnaire tab after answering the question.

Question 4 (x)

Question: **Do you wish to apply for MBA to MCA Conversion or Vice Versa, i.e. Closing of MBA Programme and Introduction of MCA Programme and vice-versa?**

In case of Rejection of Request for Conversion from MCA to MBA (or) Vice Versa

Do you wish to go for Extension of Approval (EoA)?

Clarification: Institute either running MBA (or) MCA are only eligible to opt for this question as Y(Yes), i.e. Question 4(x). Institute running both Management & MCA Programswith same Institute ID are NOT eligible for this conversion. For more clarification and TER charges refer page no. 40 of Approval Process handbook 2019-20.

How to Apply:

Step-1: Institute willing to apply for MBA to MCA conversion (or) Vice Versa need to answer the above question as Y(Yes).

Step-2: If Institute is running MBA and going for conversion to MCA, then Go to Program Tab, and Add MCA as New Program.

Step-3: After adding MCA under Program Tab, Go to Course Tab and add MCA course with intake equal to MBA which is going to be closed **OR** as per the allowed intake for MCA as mentioned in Approval Process Handbook 2019-20 (whichever is lesser).

Step-4: Only ONE record can be added of MCA course with intake equal to MBA which is going to be closed **OR** as per the allowed intake for MCA as mentioned in Approval Process Handbook 2019-20 (whichever is lesser).

Step-5: Similarly, If the Institute is running MCA and going for conversion to MBA, then Go to Program Tab and Add Management (MBA) as New Program.

Step-6: After adding Management (MBA) under Program Tab, please repeat theprocedure mentioned under point no. 3.

NOTE: Validate the questionnaire tab after answering the question.

Question 4(xi)

Question: Whether your Institution is willing to convert existing direct 2nd year division in Engineering & Technology and/or MCA Courses into regular Courses?

Clarification: As per the Approval Process Handbook 2019-20 of point 2.18.1 (d) i.e.Institution running Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses shall apply for either the Closure of such Division **OR** as addition of the Intake to the respective Course offered in the First Year Regular/ First Shift subject to the condition that total number of Divisions after merger per Course shall not exceed THREE Divisions.

How to Apply:

Step-1: Institute running Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses need to answer the above question as Y(Yes) i.e. Question 4(xi).

Step-2: Institute just need to select Y(Yes) and apply for EoA against these courses. While giving approval, course will be merged with respective course in First Year Regular/ First Shift.

Step-3: If Institute says N (No) and not entering applied Intake for 2019-20 as ZERO '0', then while giving approval, Approved intake for 2019-20 against these courses will be made ZERO '0'.

NOTE: In case, if the institute fails to answer this question, then also the second year direct entry division will be forcibly closed and Zero intake will be given against that division.

NOTE: Validate the questionnaire tab after answering the question.

Question 4(xii)

Question: Whether your institution is selected for Study in India program by Govt. by India?

Clarification: Institutions selected for Study in India Programme by the Government of India are eligible for the grant of introduction of PIO in ALL Programmes/ Courses without Expert Visit Committee and TER Charges. If the Institution is providing Fee waiver to the selected students as per their commitment to the Government, the TER Charges for continuation of supernumerary seats for FN/ OCI/ PIO/ Children of Indian Workers in Gulf Countries shall be waived. However, the Institution shall upload the selection letter for Study in India Programme and the document for the Fee waiver provided to the students.

How to Apply:

Step-1: Institute selected in Study in India Programme need to answer this question as Y(Yes).

Step-2: Institute interested in Introduction of PIO need to visit the course tab.

Step-3: Under course tab check for PIO/Foreign Nationals/OCI column.

Step-4: Select New Request under column PIO/Foreign Nationals/OCI against course.

Step-5: Courses already approved for PIO can be selected as Applied for continue.

Step-6: TER charges will not be calculated under this category.

NOTE: Validate the questionnaire tab after answering the question.

Question 4(xiii)

Question: Whether your Institution has got affiliation from University or DTE or Board? (Applicable for Only 2018-2019 Approved New Institutes (Excluding Deemed to be Universities)?

Clarification: As per the Approval Process Handbook 2019-20 of point 1.13 (j) of page 35, Institutions issued LoA for starting the New Technical Institutions that fail to admit the students in the current Academic Year due to Non-affiliation by the University/ Board or Non-Fulfilment of State Government/ UT requirements are exempted from the payment of TER Charges. Such institutes can ONLY answer the above Question as N(No) i.e. Question 4(xiii).

How to Apply:

Step-1: Institute Approved as New Institute in Year 2018-19 excluding Deemed to be and State Private University can only answer this Question.

Step-2: Institute that fail to admit the students in 2018-19 due to Non-affiliation by the University/ DTE/ Board or Non-Fulfilment of State Government/ UT requirements need to answer N (No) for the above mentioned Question i.e. 4(xiii).

Step-3: Institutes answered N (No) against above question need NOT have to pay TER charges as per the Provisions of Approval Process Handbook 2019-20 of point 1.13 j of page 35.

NOTE: Validate the questionnaire tab after answering the question.

Question 4(xiv)

Question: **Whether your Institution is going for Merger with other Institution(s) under the same Trust/ Society/ Company operating in the same Campus?**

> a) **Whether your Institution will continue as Parent Institute after Merger?**
> b) **Which is the Parent Institution with which your institution is willing to Merge?**
> c) **Which are the other Institution(s) going to be merged with your Institution?**

Clarification: As per Approval Process Handbook 2019-20 in respect of point no. 2.10 of page 47, The existing Institutions running under *the same Trust/ Society/ Company operating in the same location within a distance of 2km shall* be permitted to merge into a single Institution with a main Campus and an off Campus, if necessary.

How to Apply:

Step-1: Institute willing to merge with other Institute(s)into a single Institute need to answer this Question as Y(Yes)i.e. Question 4(xiv).

Step-2: After answering the main question 4(xiv)as Y(Yes), Institute need to answer Y(Yes) or N(No) against the sub-questions (a) i.e., Whether your institution will continue as parent institute after merger? If this sub-question answered as Y(Yes), then the sub-question (b) need NOT to be answered. But the sub-question (c) i.e. Which are the other Institution(s) going to be merged with your Institution? Should be answered COMPULSORILY by selecting the child Institute IDs from pick Applet of sub-question (c).

Step-3: While answering the sub-question (c), Institute need to select appropriate Institute(s) Ids which is/are going to be merged, from the pick Applet where all the Institute (s) marked as Child Institute (will appear as list). Hence Parent Institute need to pick its own Child Institute carefully.

Step-4: Now Go to Program Tab and add the Programs which other child Institute(s) were running and then Go to Course Tab and add Courses against respective added Programs. Add the same intake which individual child Institute was having in their own individual login.

Step-5: Courses coming from Child Institute (Institute going to merge) get added into Parent Institute. Accordingly, the Parent Institute need to enter previous year Approved Intake in Parent Institute course tab.

NOTE: Institute(s) going to be merged with Parent institute also need to submit individual application online through their existing login.

Step-6: In case, answer to sub-question (a) i.e., 'whether your institution will continue as parent institute after merger?' is N(No), then sub-question (b), i.e., 'Which is the Parent Institution with which your institution is willing to merge?' need to be answered as Y(Yes) compulsorily.

Step-7: While answering sub-question (b), institutes need to select appropriate institute Id only which is going to be a Parent from the pick Applet where all the institute(s) marked as parent will appear. Hence Child Institute need to pick its own Parent institute carefully and sub-question (c) need not be answered.

NOTE: Unless and Until Parent Institute NOT answering the sub-question (a)as Y (Yes), the institute will not appear into any Child Institute's login against pick applet of sub-question (c).

(OR)

Unless and Until Child Institute(s) NOT answering sub-question (a) as N (No), the Institute will not appear into any Parent Institute's login against pick applet of sub-question (b).

NOTE: Validate the questionnaire tab after answering the question.