CHANGES IN APPROVAL PROCESS HANDBOOK 2019-20

APH 2018-19	APH 2019-20
Chapter I Grant of Approval through a single application for the following: • Setting up new Technical Institution offering Technical Programme at Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma Level • Change of Site/ Location • Closure of Institution • Conversion of Women's Institution into Co-Ed Institution and vice-versa • Conversion of Diploma Level into Degree Level and vice-versa	**Chapter I** Grant of Approval through a single application for the following: • Setting up a new Technical Institution offering a Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma Level • Change of Site/ Location • Conversion of Women's Institution into Co-ed Institution and vice-versa • Conversion of Diploma Level into Degree Level and vice-versa • To start new Programme(s)/ Level(s) in the existing Institutions

APH 2018-19	APH 2019-20
Chapter II Grant of Approval through single application for the following: • Extension of Approval to the existing Institutions/ Continuation of approval after a break in the preceding Academic Year/ Restoration • Extended EoA • Increase in Intake/ Additional Course(s) • Addition of Integrated/ Dual Degree Course • To Start Diploma in Degree Pharmacy Institutions and vice-versa • Conversion of Management Institutions running PGDM Course into MBA Course • Conversion of Second Shift Course(s) into First Shift Course(s) • Introduction of Fellowship Programme in Management	**Chapter II** Grant of Approval through single application for the following: • Extension of Approval to the existing Institutions/ Continuation of approval after a break in the preceding Academic Year/ Restoration of Intake • Extended EoA • Increase in Intake/ Additional Course(s) • Introduction of Integrated/ Dual Degree Course • To start Diploma in Degree Pharmacy Institutions and vice-versa • Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus • Closure of the Institution • Conversion of Management Institutions running PGDM Course into MBA Course • Conversion of Second Shift Course(s) into First Shift Course(s)

APH 2018-19	APH 2019-20
• Introduction of Supernumerary Seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries • Introduction of seats for Non Resident Indian(s) • Change in name of the Course(s)/ Reduction in Intake/ Closure of Programme(s) and/ or Course(s) • Change in name of the Institution or Affiliating University/Board • Change in name of the Trust/ Society/ Company	• Closing of MBA Programme and Introduction of MCA Programme and vice-versa • Introduction/ Continuation of Fellowship Programme in Management • Introduction/ Continuation of Supernumerary Seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries • Introduction/ Continuation of seats for Non Resident Indian(s) • Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral entry Separate Division in Second Year Engineering and Technology/ MCA Courses to First Year Regular Course • Change in the Name of the Institution or Affiliating University/ Board • Change in the Name of the Bank • Change in the Name of the Trust/ Society/ Company

APH 2018-19	APH 2019-20
	Chapter IV (New)
	Grant of Approval through a single application for the University
	Annexure 1 (New)
	Recommended Short and Medium Term Perspectives for Engineering Education in India by the Committee to provide National Perspective Plan
	Annexure 10 (New)
	Mandatory Disclosures
	Annexure 13 (New)
	Documents to be presented to the Scrutiny Committee/ Expert Visit Committee
	Annexure 14 (New)
	Ready Reckoner for Frequent Queries

APH 2018-19	APH 2019-20
Definitions, Sl. No. 24 **"Division" means** • A batch of maximum of Sixty (60) seats in Under Graduate Programme and Diploma in Engineering and Technology/ Applied Arts and Crafts/ Hotel Management and Catering Technology/Post Graduate Programme in MCA/ PGDM/ MBA excluding supernumerary seats, if any; • A batch of maximum of Sixty (60) seats in Under Graduate and Diploma in Pharmacy Programme inclusive of supernumerary seats, if any; • A batch of maximum of Forty (40) seats in Under Graduate and Diploma in Architecture/ Planning Programme excluding supernumerary seats, if any;	**Definitions, Sl. No. 25** "Division" means • A batch of a maximum of Sixty (60) seats in Diploma/ Under Graduate Courses in Engineering and Technology/ Hotel Management and Catering Technology/ Post Graduate Courses in MCA/ PGDM/ MBA Programme, excluding supernumerary seats, if any; • A batch of a maximum of Sixty (60) seats in Diploma/ Under Graduate Courses and restricted to Hundred (100) seats in Under Graduate Course in Pharmacy Programme, excluding supernumerary seats, if any; • A batch of a maximum of Forty (40) seats in Diploma/ Under Graduate Courses in Architecture/ Planning Programme, excluding supernumerary seats, if any; • A batch of a maximum of Thirty (30) seats in Diploma/ Under Graduate Courses in Design Programme, excluding supernumerary seats, if any;

APH 2018-19	APH 2019-20
• A batch of maximum of Thirty (30) seats in Post Graduate Programme in Engineering and Technology/ Architecture/ Planning / Applied Arts and Crafts/ Hotel Management and Catering Technology; • A batch of maximum of Fifteen (15) seats in Post Graduate Programme in Pharmacy, Thirty (30) seats in Pharm.D., Ten (10) seats in Pharm.D. (Post Baccalaureate); • A batch of maximum of Sixty (60) seats in Integrated Degree in Engineering and Technology, Integrated Degree in MCA and Integrated/ Dual Degree in MBA; and	• A batch of a maximum of Thirty (30) seats in Diploma/ Under Graduate Courses in Applied Arts and Crafts Programme, excluding supernumerary seats, if any; • A batch of a maximum of Thirty (30) seats in the Post Graduate Courses in Engineering and Technology/ Planning/ Applied Arts and Crafts/ Hotel Management and Catering Technology Programme, excluding supernumerary seats, if any; • A batch of a maximum of Twenty (20) seats in the Post Graduate Courses in Architecture Programme, excluding supernumerary seats, if any; • A batch of a maximum of Fifteen (15) seats in the Post Graduate Courses in Design Programme, excluding supernumerary seats, if any; • A batch of a maximum of Fifteen (15) seats in Post Graduate Courses in Pharmacy, Thirty (30) seats in Pharm.D., Ten (10) seats in Pharm.D. (Post Baccalaureate) in Pharmacy Programme, excluding supernumerary seats, if any;

APH 2018-19	APH 2019-20
• A maximum of Twenty (20) seats per year in fellowship Programme in Management.	• A batch of a maximum of Sixty (60) seats in an Integrated Degree Courses in Engineering and Technology/ Hotel Management and Catering Technology/ MCA Programme and Integrated/ Dual Degree Course in MBA Programme, excluding supernumerary seats, if any; • A batch of a maximum of Forty (40) seats in an Integrated Degree Course in Planning Programme, excluding supernumerary seats, if any; and • A maximum of Twenty (20) seats per year in Fellowship in Management Programme.

Definitions, Sl. No. 29
"First Shift" means educational activities conducted in the First spell of time (from 8 am to **4 pm**) wherever two-Shift working exists.

Definitions, Sl. No. 30
"First Shift" means Educational activities conducted in the First spell of time (**from 8 am to 3 pm**) wherever two-shift working exists.

APH 2018-19	APH 2019-20
Definitions, Sl. No. 41 "Part Time Course" means educational activities conducted in evening time i.e. 5.30 pm to 9.30 pm (six days a week) wherever Regular/ First Shift working exists and are meant only for working professionals or professionals with at least two years of work experience.	**Definitions, Sl. No. 42** "Part Time" means educational activities conducted in evening time, i.e. 5.30 pm to 9.30 pm (six days a week) wherever Regular/ First Shift working exists and are meant only for working professionals or professionals with at least two years of work experience. Duration of the Course shall be a minimum of one/ two Semester(s) in excess than that of the Regular Course.
Definitions, Sl. No. 50 "Second Shift" means educational activities conducted in the Second spell of time (from 1 pm to 9 pm) wherever two-Shift working exists.	**Definitions, Sl. No. 49** "Second Shift" means educational activities conducted in the Second spell of time (from **12 Noon to 7 pm**) wherever two-shift working exists. **Definitions, Sl. No. 53 (New)** "Standalone Institutions" means those Institutions which are not affiliated to any of the University/ Board, but are imparting education by means of conducting regular courses leading to Diploma, Post Diploma Certificate, Post Graduate Certificate and Post Graduate Diploma Levels in Management and allied areas, Travel and Tourism, Innovation and Entrepreneurship, Computer Applications and Design.

Chapter I

APH 2018-19	APH 2019-20
	Clause 1.1 Introduction, Sl. No. (f) (New) f. In view of the large number of vacant seats in various Programmes during the last few years and the likely future demand, the Council shall grant of approval to the new/ existing Institutions taking into account the recommendations of the Committee (Annexure 1) set up by AICTE to provide the National Perspective Plan for the Technical Programme.

APH 2018-19	APH 2019-20
1.3.3 Institutions applying under MHRD Schemes	**1.3.4 Institutions applying under MHRD Schemes** d. Such application shall be processed through Scrutiny/ Re-Scrutiny Committee for the proposed location. Applications which are found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee shall be forwarded to the Regional Committee and further to Executive Committee for the grant of approval. e. The Institutions shall function in a temporary Campus and shall move to their permanent Campus within 2 years from the date of the Letter of Approval (LoA). Further, AICTE shall send Expert Visit Committee to such Institutions to assess the status of readiness of the State Government/ UT for operationalization of these Institutions in the permanent Location as per the procedure for Change of Site/ Location. In case of the Institutions not shifting to the permanent location even after 2 years and fulfilling the norms of Approval Process Handbook, the "Approved Intake" in the Course(s) shall be reduced to 50%. If an Institution has not shifted even after 4 years, the Council shall take appropriate action.

APH 2018-19	**APH 2019-20**
1.3.4 Existing Institutions approved by other Regulatory Bodies, seeking approval for the first time from AICTE for conducting Technical Programme(s)	**1.3.5 Existing Institutions approved by other Regulatory Bodies, seeking approval for the first time from AICTE for conducting Technical Programme(s)**
a. The Institutions approved by the Council of Architecture in the previous Academic Years. b. Non-Technical Institutions seeking approval for conducting MCA/ MBA. c. University Departments/ Constituent Colleges seeking approval for conducting Diploma/ Under Graduate/ Post Graduate Programme(s) in Technical Education.	a. The existing Institutions approved by the Council of Architecture/ Pharmacy Council of India in the previous Academic Years without having approval from AICTE. b. The existing Institutions offering Course(s) in Applied Arts and Crafts/ Vocational (Technical) Programme without having approval from AICTE. c. Non-Technical Institutions seeking approval for conducting MCA/ MBA Courses. Further, for such Institutions, exclusive Building and Principal are not required. However, the Institutions should fulfill all other norms (as specified in the Approval Process Handbook) such as separate Head of the Department, Faculty, Infrastructure, Built-up area, etc.

APH 2018-19	APH 2019-20

d. In all the above cases, Institutions seeking approval for the first time from AICTE shall submit an application as a new Technical Institution for all their existing Technical Programme(s) and Course(s).

e. Further, for such Institutions, exclusive Building and Principal are not required. However, the Institutions should fulfill all other norms (as specified in the Approval Process Handbook 2018-19) such as separate Head of the Department, Faculty, Infrastructure, Built-up area, etc.

d. In all the above cases, Institutions seeking approval for the first time from AICTE shall submit an application as a new Technical Institution for all their existing Technical Programme(s) and Course(s).

1.4.2   Details of Technical Education Regulatory (TER) Charges

Technical Education Regulatory (TER) Charges ₹ in Lakh for Setting up a new Technical Institution offering a Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level are given below:

Sl. No.	Type of Institution	TER Charges ₹ in Lakh
iii	Institution set up exclusively for Women/ PwD	6.0
vii	Existing Institutions seeking approval for the first time from AICTE under Clause 1.3.5.a, b and c	2.0

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APH 2018-19

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APH 2018-19

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

Sl. No.	Type of Institution	Change in Site/ Location/ Conversion of Women's Institution into Co-Ed Institution and vice-versa (₹ in Lakh)	Closure of Institution other than PGDM Institution (₹ in Lakh)	Closure of PGDM Institution (₹ in Lakh)	Conversion of Diploma Level into Degree Level and vice-versa (₹ in Lakh)
i	Minority Institution	2.0	0.25	2.0	6.0
ii	Institution set up in J&K, North Eastern States	2.0	0.25	2.0	6.0
iii	Institution set up exclusively for Women	2.0	0.25	2.0	6.0
iv	Government/ Government aided/ Central University/ State University	Nil	Nil	Nil	Nil
v	All other Institutions	3.0	0.50	2.0	8.0

APH 2019-20

b. TER Charges ₹ in Lakh for other applications are given below:

Sl. No.	Type of Institution	Change in Site/ Location/ Conversion of Women's Institution into Co-ed Institution and vice-versa / Conversion of Diploma Level into Degree Level/ To start new Programme(s)/ Level(s) in the existing Institutions	Conversion of Degree Level into Diploma Level
i	Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD	2.0	0.75
ii	Government/ Government aided Institutions	Nil	Nil
iii	All other Institutions	3.0	1.00

15

APH 2018-19	APH 2019-20
c. In extraordinary circumstances, if additional Scrutiny/ Expert Visit Committee has to be conducted, the Applicant has to remit ₹2.0 Lakh through online.	c. In an extraordinary circumstance, if an additional Scrutiny Committee has to be conducted **inclusive of the Court directions to any type of Institutions**, the Applicant has to remit ₹1.0 Lakh through online.
d. The TER Charges shall be paid through the AICTE payment gateway on the AICTE Web-Portal, through Corporate Internet banking within the deadline failing which, the application shall not be considered.	d. In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted **inclusive of the Court directions to any type of Institutions**, the Applicant has to remit ₹2.0 Lakhs through online.
e. Only those applications submitted within the cutoff date including payment shall be considered for processing.	h. Applications submitted under Clause 1.3.1.a, b, c and e, if rejected at the level of Scrutiny/ Re-Scrutiny without availing the appeal provision/ Applicant withdrawing Letter of Intent (LoI), the TER Charges after a deduction of ₹50000/- (Rupees Fifty Thousands only) shall be refunded to the Applicant/ Institution. In case of rejection of application submitted for Conversion of Diploma Level into Degree Level and under Clause 1.5.2, if opted for the issue of Extension of Approval of the existing Programme(s) and Course(s), after deducting the applicable TER Charges, refund shall be made.

APH 2018-19	APH 2019-20
1.4.7 Views of State Government/ UT 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 Government/ UT and in any case, not later than the last date of submission of application as per the prescribed schedule of AICTE. Perspective Plan provided by different States/ UTs shall be displayed in the AICTE Web Portal.	**1.4.8 Views of State Government/ UT and Affiliating University/ Board** a. The State Government/ UT and the Affiliating University/ Board shall forward their views on the application received by them to the concerned Regional Office, not later than **one week** from the last date of submission of application as per the Public Notice.

APH 2018-19	APH 2019-20
1.9 Establishment of New Institutions	**1.5 Establishment of New Technical Institutions** **1.5.2** The existing Institution applied for Closure of the Institution are also eligible to apply for starting a new Technical Institution in the same premises in the same year. Technical Institutions applying under this Clause shall have to apply for Progressive/ Complete Closure of the Institution for the existing Programme(s) and Course(s) and shall apply for the starting a new Technical Institution. In case of the application being rejected, the same shall be processed for the Closure of the Institution/ issue of Extension of Approval as per the choice mentioned in the application.

APH 2018-19	APH 2019-20
	1.5.8 Procedure a. The application shall be processed as per the Procedure of Scrutiny/ Re-Scrutiny Committee as per Clause 1.10 and thereon of this Chapter for the issue of Letter of Intent (LoI)/ Letter of Rejection (LoR). b. The application under Clause 1.5.2 of this Chapter shall be processed simultaneously for Closure of the existing Institution and starting of a new Technical Institution following the respective procedures specified in the Approval Process Handbook. However, the application for the new Technical Institution shall be processed ONLY if the Closure of the Institution is found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee.

APH 2018-19	APH 2019-20
1.7 Conversion of Women's Institution into Co-Ed Institution and vice-versa	**1.7 Conversion of Women's Institution into Co-ed Institution and vice-versa** c. ~~The admission of students in the Institution for three consecutive years should be less than 60%, in case of the Conversion of Women's Institution into Co-ed Institution.~~

APH 2018-19	APH 2019-20
1.8 Conversion of Diploma Level into Degree Level and vice-versa	**1.8 Conversion of Diploma Level into Degree Level and vice-versa**
1.8.1 Requirements and Eligibility	**1.8.1 Requirements and Eligibility**
a. The Institution shall have to apply for Progressive/ Complete Closure of Regular/ First Shift and Second Shift/ Part Time (if existing) including Post Graduate Course(s), if any, for the existing Course(s) and Level(s).	a. The existing Institutions shall be eligible for Conversion of Degree Level into Diploma Level and vice-versa in ONE Programme only.
	b. The existing Institutions applying for Conversion of Degree Level into Diploma Level in any Programme shall have to apply for Progressive/ Complete Closure of ALL the Regular/ First Shift and Second Shift/ Part Time (if any) including Post Graduate Course(s) in the corresponding discipline, if any, for the existing Course(s).
	The existing Institutions applying for Conversion of Diploma Level into Degree Level in any Programme shall have to apply for Progressive/ Complete Closure of ALL the Regular/ First Shift and Second Shift/ Part Time (if any) for the existing Course(s).
	If the application for Conversion being rejected, the same shall be processed for the Closure of the Institution/ issue of Extension of Approval as per the choice mentioned in the application.

APH 2018-19	APH 2019-20
1.8.2 Procedure a. The AICTE approved Institution seeking approval for Diploma Level into Degree Level and vice-versa shall apply for the Course(s) corresponding to the existing one as per Annexure 5 or 6 of Approval Process Handbook 2018-19 (as applicable) on the AICTE Web-Portal as per the norms. In case, closest available nomenclature does not exist in Annexure 5 or 6 of Approval Process Handbook 2018-19, then such Course(s) shall have to be applied for Closure b. The Institution may also seek change in the name of the Institution c. The application shall be processed as per the procedure of approval for New Institution. d. It shall be necessary to provide adequate Infrastructural facilities as specified in the Approval Process Handbook 2018-19 to conduct all Course(s). e. The Conversion of Diploma Level into Degree Level and vice-versa shall be effected only after grant of approval by the Council.	**1.8.2 Procedure** a. The existing Institution seeking approval for Diploma Level into Degree Level and vice-versa shall apply for the Course(s) corresponding to the existing one as per Annexure 3 or 4 of Approval Process Handbook (as applicable) on AICTE Web-Portal as per the norms. In case, the closest available nomenclature does not exist as per Annexure 3 or 4 of Approval Process Handbook, then such Course(s) shall have to be applied for Closure. b. The application for Conversion of Diploma Level into Degree Level shall be processed as per the procedure of the Scrutiny Committee followed by Expert Visit Committee while the Conversion of Degree Level into Diploma Level shall be processed through Scrutiny Committee only. c. It shall be necessary to provide adequate Infrastructural facilities as specified in the Approval Process Handbook to conduct all Programme(s) and Course(s). d. The Conversion of Diploma Level into Degree Level and vice-versa shall be effected only after the grant of approval by the Council and the intake shall be fixed as that of the "Approved Intake" of the Regular/ First Shift Course.

1.9   To start new Programme(s)/ Level(s) in the existing Institutions

1.9.1   Requirements and Eligibility

a. The existing Institutions seeking approval to start new Programme(s)/ Level(s) shall apply on AICTE Web-Portal along with the Extension of Approval for the existing Programme(s) and Course(s) with the additional documents as per Appendix 16 of Approval Process Handbook. However, the Institutions shall be permitted to apply for the same only after one batch of students pass out.

b. The Institutions applying under Break in EoA/ Restoration of Intake are not eligible.

c. Such Institutions shall not be eligible to apply for other categories listed under Chapter I/ II/ III of Approval Process Handbook except Extension of Approval/ Continuation of NRI/ Supernumerary Seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries for the existing Course(s).

d. The Institutions shall be permitted to apply for ANYONE Level (Diploma/ Under Graduate) in an existing Programme/ a new Programme, not exceeding THREE Division(s)/ Course(s). However, the norms of the concerned Regulatory Authorities shall also be fulfilled.

e. To start additional/ new courses at Post Graduate Level, the same shall be processed as per Clause 2.7 of Approval Process Handbook wherever corresponding/ allied Under Graduate Level is available. However, the Constituent Colleges of State/ Central Universities shall be permitted to start Post Graduate Level without corresponding/ allied Under Graduate Level.

f. The Built-Up area requirement for the entire duration for all the Programme(s)/ Level(s) shall be fulfilled in all respects and shall maintain Faculty: Student ratio as specified in the Approval Process Handbook. Common facilities shall cater the need of the total "Approved Intake" with total Built-up area equal to the sum total of the area requirement of each Programme(s)/ Level(s).

23

g. The Land shall be the sum of the highest Land required among the Programme(s) and 50% of the Land required for each of the other Programme(s)/ Level(s) including the new Programme(s).

h. The Principal of the Institution shall have the qualifications (satisfying the existing norms) in anyone of the Programmes of the Institution.

i. The Institution may also seek change in the Name of the Institution.

1.9.2   Procedure

a. The application shall be processed as per the as per the procedure of the Scrutiny Committee followed by an Expert Visit Committee.

1.10 Evaluation of the application by the Scrutiny/ Re-Scrutiny Committee

e. In the event of the applicant getting Letter of Intent (LoI) and if the applicant is interested in getting Letter of Approval (LoA) in the current Academic Year itself, the applicant shall submit the resolution of the Trust/ Society/ Company to the Scrutiny Committee for **processing the same for the Current Academic Year.**

k. Applications which are found to be in order in all respects by the Scrutiny/ Re-Scrutiny Committee shall be processed further

• In case of new Technical Institutions, the report of the Scrutiny/ Re-Scrutiny shall be made available to the Regional Committee for the issue of Letter of Intent (LoI).

• In case of Change of Site/ Location, Conversion of Women's Institution into co-ed Institutions and vice-versa and Conversion of Diploma into Degree Level and to start new Programme(s)/ Level(s) in the existing Institutions, an Expert Visit Committee shall be recommended. The date of visit shall be communicated through the Web-Portal.

APH 2018-19	APH 2019-20
1.10 Grant of Approval a. The Executive Committee after considering the recommendations of the Regional Committee and views of the Approval Bureau shall take decision for grant of approval or otherwise. The decisions of the Executive Committee shall be ratified by the Council. b. Applicants, whose applications are recommended for grant of approval by the Executive Committee shall be informed for submission of Security Deposit along with an Affidavit3.	**1.13 Grant of Approval** a. The Executive Committee after considering the recommendations of the Regional Committee and views of the Approval Bureau shall take decision either to grant of approval or otherwise. The decisions of the Executive Committee shall be ratified by the Council. b. In case of new Technical Institutions, the Council if deems fit shall grant approval to issue Letter of Intent (LoI) for the given Academic Year, the same shall be valid for three Academic Years. Within the validity period, after the establishment of Infrastructure facilities as per the requirements, the Applicant shall apply on AICTE Web-Portal for the Letter of Approval anytime in the year. On expiry of the validity, the LoI issued stands cancelled and the applicant shall make a fresh application for the issuance of Letter of Intent.

APH 2018-19	APH 2019-20
c. The decision of the Executive Committee shall be uploaded in the Web-Portal in the form of a Letter of Approval (LoA) or Letter of Rejection (LoR) with the specific reasons for rejection of the application. d. Applicants under Clause 1.10(b)of this Chapter shall deposit the prescribed amount in AICTE's bank account as applicable to the category of the Institutions indicated below:	c. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of a Letter of Intent (LoI) (in case of Scrutiny/ Re-Scrutiny)/ Letter of Approval (LoA) (in case of Expert Visit Committee) or Letter of Rejection (LoR) with specific reasons for rejection of the application. d. In case of the applications recommended for Letter of Intent (LoI) and expressed their interest in getting Letter of Approval (LoA) in the current Academic Year itself, shall be processed further by an Expert Visit Committee.

APH 2018-19	APH 2019-20
	f. Applicants for starting new Technical Institutions (except Government/Government aided Institutions) whose applications are recommended for Letter of Approval (LoA) by the Executive Committee shall be informed for the creation of Security Deposit. The existing Institutions applied under Clause 1.3.5 and in existence for more than 10 years with the respective Regulatory Bodies are exempted from the payment of Security Deposit. The applicant shall submit the payment proof of the Security Deposit along with an Affidavit[3] within 7 days from the date of intimation to the concerned Regional Office, else a penalty of 10% of the value of the Security Deposit shall be imposed upto 15th May of the Calendar Year, beyond which the approval shall be withdrawn.

APH 2018-19	APH 2019-20
h. 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 from the respective University/ Board and fulfilling State Government/UT requirements for admission in the current Academic Year. 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 has to apply online on the AICTE Web-Portal for Extension of Approval for the next Academic Year.	j. Validity of the Letter of Approval for the new Technical Institutions, if issued, shall be for two Academic Years from the date of issue of Letter of Approval, only for obtaining affiliation from the respective University/ Board and fulfilling State Government/ UT requirements for admission in the current Academic Year. ALL the applicants issued LoA for starting the New Technical Institutions shall apply on AICTE Web-Portal for Extension of Approval as specified in the Approval Process Handbook from **the next Academic Year onwards, irrespective of the admission of the students**. However, the Institutions that fail 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, they are exempted from the payment of TER Charges. On expiry of the validity, the LoA issued stands cancelled and the applicant shall make a fresh application for the issuance of Letter of Intent.

APH 2018-19	APH 2019-20
1. Applications made for Change of Site/ Location/ Conversion of Women's Institution into CoEd Institution and vice-versa/ Conversion of Diploma level into Degree level and vice-versa rejected by Council shall be processed for Extension of Approval as per Chapter II of Approval Process Handbook 2018-19. The approval of additional/ new Course(s) shall be governed as per Chapter II of Approval Process Handbook 2018-19.	m. Applications for Change of Site/ Location/ Conversion of Women's Institution into Co-ed Institution and vice-versa/ To start new Programme(s)/ Level(s) in the existing Institutions rejected by Council shall be processed for Extension of Approval as per Chapter II of Approval Process Handbook. Applications for an existing Institution for the Closure of the Institution and starting a new Technical Institution in the same premises in the same year/ Conversion of Diploma Level into Degree Level and vice-versa, rejected by Council shall be processed for the Closure of the Institution/ Extension of Approval, as per the choice mentioned in the application following the procedure specified in Chapter II of Approval Process Handbook. **However, it is the responsibility of the Institutions to inform the rejection of the Council to the concerned authorities who had given the NOC for the Closure of the Institution in view of their application.**

Chapter II

APH 2018-19	APH 2019-20
2.3.2 Seeking approval of the Council for n. Change in name of the Course/ Reduction in Intake/ Closure of Programme(s) and/ or Course(s)	**2.3.2 Seeking approval of the Council for** f. Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus g. Closure of the Institution j. Closing of MBA Programme and Introduction of MCA Programme and vice-versa n. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses to First Year Regular Courses p. Change in the Name of the Bank

2.3.5 TER Charges in ₹ Lakh for various applications of (Diploma, Post Diploma, Under Graduate Degree, Post Graduate Degree and Post Graduate Diploma Institutions)

Type of Institution	Extension of approval			Increase in Intake/ additional Course(s)/ Integrated/ Dual Degree Course(s)/ @@Introduction of Part Time Course(s)	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 Programme	Reduction in Intake/ Closure of Course/ Programme/ Change in name of the Course	Change in name of Institution/ Affiliating University/ Board*	Diploma in Degree Pharmacy and vice-versa/ Conversion of Management Institutions running PGDM Course into MBA Course/ Conversion of Second Shift Course into First Shift Course/ Change in name of the Trust/ Society/ Company
	Extension of approval per Programme	Break in EoA/ Restoration	Amount of Late Fee							
Minority Institution	0.75	3.0	2.0	0.75	0.75	3.0	10.0	0.25	0.75	2.0
Institution set up in J&K, North Eastern States	0.75	3.0	2.0	0.75	0.75	3.0	10.0	0.25	0.75	2.0
Institution set up exclusively for women	0.75	3.0	2.0	0.75	0.75	3.0	10.0	0.25	0.75	2.0
Government/ Government aided/ Central University/ State University	Nil	Nil	0.10	Nil	Nil	Nil	Nil	Nil	Nil	Nil
All other Institutions	1.0	3.0	2.0	1.0	1.0	5.0	15.0	0.50	1.0	3.0

2.3.5 TER Charges ₹ in Lakh for various applications of (Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree) Institutions are given below:

Type of Institution	Extension of Approval		Break in EoA/ Restoration of Intake/	Introduction of OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats	Continuation of OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats		
	Extension of approval per Programme	Amount of Late Fee			"Approved Intake" Upto 600[#]	"Approved Intake" 601-1200[#]	"Approved Intake" > 1200[#]
Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD	0.75	2.0	3.0	3.0	0.75	2.0	3.0
Government/ Government aided Institutions/ Central University/ State University**	Nil	0.10	Nil	Nil	Nil	Nil	Nil
All other Institutions	1.0	2.0	3.0	5.0	1.0	3.0	5.0

Type of Institution	Diploma in Degree Pharmacy and vice-versa/ Conversion of Second Shift Course into First Shift Course/ Change in the Name of the Trust/ Society/ Company/ Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus	Conversion of Management Institutions running PGDM Course into MBA Course/ Closing of MBA Programme and Introduction of MCA Programme and vice-versa/ Introduction or Continuation of NRI seats/ Increase in Intake/ additional Course(s)/ Integrated/ Dual Degree Course(s)	Introduction of Fellowship Programme in Management	Closure of the Institution / Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses to First Year Regular Courses/ Change in the Name of the Institution/ Affiliating University/ Board*
Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD	2.0	0.75	10.0	0.25
Government/ Government aided Institutions**	Nil	Nil	Nil	Nil
All other Institutions	3.0	1.0	15.0	0.50

** TER charge is applicable, if self-financing Courses are offered at Government aided Institutions

Approved Intake of the previous Academic Year shall be considered.

Note:
- TER Charges for Change in the Name of the Bank is ₹ 5000/-.

2.3.8   If an Applicant/ Institution has wrongly submitted an application, the same shall be represented to AICTE, Head Quarter along with the Resolution of the Trust/ Society/ Company, duly signed by the Chairman/ Secretary to that effect in the Format[3], atleast 7 days before the last date as notified in the Public Notice. With the approval of the Competent Authorities, the application shall be reopened ONE TIME to enable the Applicant/ Institution to rectify the same and resubmit with necessary TER Charges along with the Late Fee as applicable.

After the submission of the application, if an Applicant intends to revoke the application for a specific purpose (other than Extension of Approval), the same shall be represented by the Institution to AICTE, Head Quarter along with the Resolution of the Trust/ Society/ Company, duly signed by the Chairman/ Secretary to that effect in the Format[3], atleast 7 days from the last date as notified in the Public Notice. Such requests shall be processed and placed before the Executive Committee for approval. The decision of the Executive Committee shall be communicated to the Institution through the Web-Portal. If approved, the TER Charges after a deduction of ₹25000/- (Rupees Twenty Five Thousand only) shall be refunded to the Applicant and if the Closure of the Course/ Programme/ Institution is revoked as per the approval of the Council, the necessary TER Charges for Extension of Approval along with the Late Fee as applicable shall be paid.

2.3.10 All Institutions shall upload the documents as per Appendix 17 of Approval Process Handbook in the Web-Portal. HARD COPIES OF THE APPLICATION/ ADDITIONAL DOCUMENTS SHOULD NOT BE SUBMITTED TO THE REGIONAL OFFICE.
Applications other than Extension of Approval to be processed by the Scrutiny/ Re-Scrutiny Committee shall present their application and ALL original documents along with self-attested copies before the Committee.

2.4 The Institution shall be given an opportunity to comply the deficiencies, if any, before the Scrutiny/ Re-Scrutiny Committee, to fulfill the criteria of "Zero Deficiency" based on Self-Disclosure, for processing the application, as applicable.

2.7.2 Requirements and Eligibility

b. The Institution applied for NBA and awaiting for the results of the visit is also eligible to apply, but a valid NBA Certificate shall be produced at the time of Scrutiny.

APH 2018-19	APH 2019-20
2.6.3 Institutions shall be eligible for new Course(s)/ expansion of existing Course(s), equal to the number of valid NBA accredited Course(s), limited to a maximum FOUR new Course(s)/ expansion of existing Course(s) within the definition of Division/ Programme/ level in the Regular/ First Shift, subject to the following conditions: h. An existing Course having a valid NBA accreditation shall be used for an increase in Intake/ Introduction of a new Course ONLY ONCE within a span of 6 years.	2.7.3 Institutions shall be eligible for new Course(s)/ expansion of existing Course(s), equal to the number of valid NBA accredited Course(s), limited to a maximum **FOUR** new Course(s)/ expansion of existing Course(s) within the definition of Division/ Programme/ level in the Regular/ First Shift, subject to the following conditions: g. **An existing Course having a valid NBA accreditation shall be used for an increase in the Intake/ Introduction of a new Course ONLY ONCE within a span of 6 years.** **However, if the accreditation of any Course is renewed after the Inspection by NBA, the Institutions shall utilize the benefit of such accreditation once again for an increase in the Intake/ Introduction of a new Course.**

APH 2018-19	APH 2019-20
2.6.4 According to NBA, a minimum of two batches shall pass out for a Course to be eligible for accreditation, for an Institution. c. AICTE approved existing Institutions having total "Approved Intake" less than the "Maximum Intake Allowed" shall be permitted to increase up to the "Maximum Intake Allowed" without NBA accreditation subject to "Zero Deficiency" based on Self-Disclosure on the AICTE Web-Portal.	2.7.4 According to the NBA, a minimum of two batches shall pass out for a Course to be eligible for accreditation, for an Institution. a. Existing Institutions having total "Approved Intake" less than the "Maximum Intake Allowed"/ Institutions not eligible to apply for NBA accreditation, shall be permitted to increase (without NBA accreditation) upto the "Maximum Intake Allowed" **in each Programme (considering all the specialisations in case of MBA) as that of a new Technical Institution,** as per Appendix 3 of Approval Process Handbook, subject to "Zero Deficiency" based on Self-Disclosure on AICTE Web-Portal. Institutions seeking for approval for Increase in Intake/ Additional Course(s) (without NBA accreditation) and having total "Approved Intake" equal to/ exceeding the "Maximum Intake Allowed" shall have to apply for the closure of Course(s) as per the Procedure to maintain the total "Approved Intake" less than the "Maximum Intake Allowed" and shall apply for increase in Intake/ Additional Course(s). However, the total Intake shall not exceed as specified in Appendix 3 of Approval Process Handbook, subject to "Zero Deficiency" based on Self-Disclosure on AICTE Web-Portal.

APH 2018-19	APH 2019-20
	b. An EVC may be conducted, any time before the first batch of students has passed out, to verify the fulfillment of the norms as specified in the Approval Process Handbook. **2.7.6 To maintain the quality of Education, 60% of the eligible Courses in any Technical Institution shall be accredited in the next 4 years time, else EoA shall not be issued by the Council.** **2.8 Addition of Integrated/ Dual Degree Course** b. Five Years Integrated Degree in Planning leading to Master of Planning. **2.8.2 Requirements and Eligibility** g. Only one Division of 60 students (**40 students in case of Planning**) shall be approved for Institutions applying for Integrated Degree in Engineering and Technology/ **Planning**/ Management/ MCA where University affiliated Course(s) in Engineering and Technology/ Planning/ Management/ MCA Programme respectively are already in existence.

2.10 Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus

2.10.1 Requirements and Eligibility

a.   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.

b.   The Built-Up area requirement for the entire duration for all the Programmes shall be fulfilled in all respects and shall maintain Faculty: Student ratio as specified in the Approval Process Handbook.

c.   The Land shall be the sum of the highest Land required among the Programme(s) and 50% of the Land required for each of the other Programme(s) that are to be merged.

d.   The Institutions shall apply on AICTE Web-Portal along with their individual Extension of Approval as per the norms, with the additional documents as per Appendix 17 of Approval Process Handbook.

e.   The Principal of the Institution shall have the qualifications (satisfying the existing norms) in anyone of the Programmes of the Institution.

f.   The Institution shall also prefer the PID and may seek change in the Name of the Institution.

2.10.2 Procedure

a.   The application shall be processed as per the Clause 1.10 followed by Clause 2.23 as specified in the Approval Process Handbook.

b.   "Approved Intake" for the Courses of the Institution after merging shall be based on the admission status of the last five years of all the Institutions that are to be merged, rounded off to the size of the Division. In any case, the total number of Divisions after merging per Course shall not exceed THREE Divisions (considering all the specialisations in case of MBA).

2.10.3 The Council reserves its right to reject the application for merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, if it finds the reasons given are not justified or Commercial or Business angle is suspected, or to defeat the provisions of any Law.

APH 2018-19	APH 2019-20
1.6 **Closure of Institution** **1.6.2** **Procedure** 1.6.3 The application for the Closure of Institution shall be valid for the duration of the respective Programme offered by the Institution within which the Institution should submit the required mandatory documents. Else, AICTE may close the Institution with the intimation to the Affiliating University/Board and the State Government/UT and shall issue a Public Notice regarding the same.	**2.11** **Closure of the Institution** **2.11.2** **Procedure** a. The application shall be processed as per the procedure of the Scrutiny Committee. ~~The application for closure of the PGDM Institutions shall be further processed as per Clause 2.22 as specified in the Approval Process Handbook 2019-20.~~ **2.11.4** The application for the Closure of the Institution shall be valid for the duration of the respective Programme offered by the Institution within which the Institution should submit the required mandatory documents. Else, AICTE may close the Institution with the intimation to the Affiliating University/Board and the State Government/UT and shall issue a Public Notice regarding the same. In case of such Institutions where Security Deposits are to be released, a penalty of 10% of the value of the Security Deposit shall be imposed before the release of Security Deposit.

APH 2018-19	APH 2019-20
2.12 Conversion of Management Institutions running PGDM Course into MBA Course **2.12.1 Requirements and Eligibility** a. Conversion of Management Institutions running PGDM Course into MBA Course is permissible so that the Intake after conversion shall not exceed "Maximum Allowed Intake", subject to the fulfilment of the requirements of Built-up area as given in Appendix 4 and maintaining Faculty: Student as specified in the Approval Process Handbook 2018-19. b. AICTE approved existing Management Institutions seeking approval for Conversion of PGDM Course into MBA Course shall apply on the AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.	**2.12.1 Requirements and Eligibility** a. The Institution shall have to apply for Progressive/ Complete Closure of PGDM Regular/ First Shift and Second Shift/ Part Time (if any), for the existing Course(s), if applying for starting of MBA Course. b. Conversion of Management Institutions running PGDM Course into MBA Course is permissible, provided that the Intake after conversion shall not exceed "Maximum Allowed Intake", subject to the fulfilment of the Built-up area, Faculty: Student ratio and other requirements as specified in the Approval Process Handbook. c. The existing Management Institutions seeking approval for the Conversion of PGDM Course into MBA Course shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of Approval Process Handbook. d. In case of the application being rejected, the same shall be processed for the Closure/ issue of Extension of Approval of the PGDM Course(s) as per the choice mentioned in the application.

APH 2018-19	APH 2019-20
2.12.2 Procedure a. The application shall be considered upon verification of adequate Infrastructural facilities as specified in the Approval Process Handbook 2018-19 by an Expert Visit Committee.	**2.12.2 Procedure** a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Conversion of Management Institutions running PGDM Course into MBA Course. b. The Conversion of PGDM Course into MBA Course shall be effected only after the grant of approval by the Council and the intake shall be fixed as that of the "Approved Intake" of the Regular/ First Shift Course and the same shall not exceed "Maximum Allowed Intake".

2.14   Closing of MBA Programme and Introduction of MCA Programme and vice-versa

2.14.1   Requirements and Eligibility

a. The Institution shall have to apply for Progressive/ Complete Closure of MBA Regular/ First Shift and Second Shift/ Part Time (if any), for the existing Course(s), if applying for the starting of MCA Course and vice-versa.

b. Institutions offering MBA Course shall be permitted to introduce MCA Course and vice-versa with the same "Approved Intake" which shall not exceed the "Maximum Allowed Intake", upon closure of the existing Programme, subject to the fulfilment of the Built-up area, Faculty: Student ratio and other requirements based on the "Approved Intake" as specified in the Approval Process Handbook

c. The existing Institution seeking approval for Closing of MBA Programme and Introduction of MCA Programme and vice-versa shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook.

d. In case of the application being rejected, the same shall be processed for the Closure/ issue of Extension of Approval of the MBA/ MCA Course(s), as applicable, as per the choice mentioned in the application.

e. The Institution may also seek change in the Name of the Institution.

2.14.2   Procedure

a.   The **Scrutiny Committee** shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Closing of MBA Programme and Introduction of MCA Programme and vice-versa.

b.   The Closing of MBA Programme and Introduction of MCA Programme and vice-versa shall be effected only after the grant of approval by the Council and **the intake shall be fixed as that of the "Approved Intake" of the Regular/ First Shift Course and the same shall not exceed "Maximum Allowed Intake".**

2.14.3 An Expert Visit Committee may be conducted, any time before the first batch of students has passed out, to verify the fulfillment of the norms as specified in the Approval Process Handbook.

APH 2018-19	APH 2019-20
2.14 Introduction of Fellowship Programme in Management Programme	**2.15 Introduction / Continuation of Fellowship Programme in Management** **2.15.1 Requirements and Eligibility** g. The Institutions should have at least 50% and 25% of the Full Time Faculty members with Ph.D./ Fellow from AICTE approved Institutions/ AIU recognized University/ reputed University from abroad/ IIM, if the Institutions apply for 20 seats and 10 seats (**inclusive of Executive Fellow Programme)** respectively. These Faculty members should have at least two papers published in refereed indexed cited International/ National Journals in the last 3 years. Each Professor and Associate Professor shall not guide more than FOUR and TWO research scholars respectively at a time.

APH 2018-19	APH 2019-20
2.15 Introduction of Supernumerary Seats for Foreign Nationals/Overseas Citizen of India(OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries	**2.16 Introduction / Continuation of Supernumerary Seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries**
2.15.1 Requirements and Eligibility	**2.16.1Requirements and Eligibility**
a. AICTE approved existing Institution seeking approval for Introduction of Supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries shall apply on the AICTE Web-Portal.	a. The existing Institution having at least 50% of eligible Course(s) accredited by NBA, and if the valid accreditation period is beyond 10th April of the next Calendar Year, seeking approval for Introduction of Supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries shall apply on AICTE Web-Portal

APH 2018-19	APH 2019-20
b. Institutions having Infrastructural facilities based on AICTE norms and fulfilling following criteria shall be eligible to apply for approval for admitting students in this scheme. c. The Institutions shall provide suitable Hostel/ Residential accommodation to the Foreign Students/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO) and Children of Indian workers in Gulf Countries.	b. 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. c. Institutions having Infrastructural facilities based on AICTE norms and fulfilling following criteria shall be eligible to apply for approval for admitting students in this scheme.

APH 2018-19	APH 2019-20
	d. The Institutions shall provide suitable Hostel/ Residential accommodation to the Foreign Students/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO) and Children of Indian workers in Gulf Countries. Further the Institutions shall also establish an Office with a Student Counselor to take care of the needs of the students admitted. An Induction Programme shall be arranged for such students to get acquainted to the Indian condition. **2.16.5** Institutions admitting Foreign Nationals should ensure registration of foreign students with concerned Foreigners Regional Registration Officer (FRRO) as well as with the local police station about their entry and exit in India. Further the Institutions shall adhere to the norms specified by the Ministry of External Affairs, Government of India.
2.15.5 Institutions admitting Foreign Nationals should ensure registration of foreign students with concerned Foreigners Regional Registration Officer (FRRO).	

APH 2018-19	APH 2019-20
2.17 Change in name of the Course/ Reduction in Intake/ Closure of Programme(s) and/ or Course(s)	**2.18 Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses to First Year Regular Courses**
2.17.2 Procedure	d. Institution running Lateral entry Separate Division in Second Year Engineering and Technology/ MCA Courses shall apply for either the Closure of such Division or 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 merging per Course shall not exceed THREE Divisions, provided the Faculty: Student ratio be maintained.
a. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19 submitted for Change in name of the Course/ Reduction in Intake/ Closure of Programme(s) and/ or Course(s), as applicable.	**2.18.2 Procedure**
	a. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral Entry Separate Division in Second Year Engineering and Technology/ MCA Courses to First Year Regular Courses, as applicable.

2.20   Change in the Name of the Bank

2.20.1   Requirements and Eligibility

a. The existing Institution seeking approval for Change in the Name of the Bank shall apply on AICTE Web-Portal.

b. The Change in the Bank shall be applicable, only if it is a Scheduled Bank.

c.   Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook to the Regional Office along with the application.

2.20.2   Procedure

The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook submitted for Change in the Name of the Bank.

APH 2018-19	APH 2019-20
2.19 Change in name of the Trust/ Society/ Company **2.19.1 Requirements and Eligibility** e. The recommendations of Standing Hearing Committee shall be placed before the Executive Committee for approval. The decision of the Executive Committee shall be communicated to the Institution by a detailed Speaking Order.	**2.21 Change in the Name of the Trust/ Society/ Company** **2.21.1 Requirements and Eligibility** f. A Trust/ Society may create a new Company to hold their assets, and once the transfer of assets are complete, the Trust/ Society may be dissolved and the ownership may be transferred to the Company. Such viability shall vary depending on the jurisdiction and context. **2.23 Evaluation of the application by the Expert Visit Committee** n. The recommendations of the Standing Hearing Committee shall be placed before the Executive Committee for approval. The decision of the Executive Committee shall be uploaded in the Web-Portal by a detailed Speaking Order. 2.24.2 All Orders shall be uploaded by 30th April of the Calendar Year and the detailed speaking orders (in case of reduction in intake, No Admission, etc.) shall be uploaded in the Web-Portal not later than15th May of the Calendar Year.

Chapter IV
Grant of Approval through a single application for the University (New)

4.1 Introduction

   c.   Central, State and Private Universities may apply for approval by providing Infrastructure and other requirements as specified in the Approval Process Handbook.

   d.   Institutions Deemed to be Universities offering Technical Course(s)/ Programme(s) shall not admit students without prior approval of the Council.

4.3   Seeking approval of the Council

4.3.3 In all the above cases, Universities seeking approval for the first time from AICTE shall submit an application as a new Technical Institution for all their existing Technical Programme(s) and Course(s). Institution Deemed to be University having multiple Campuses/ Off Campuses/ Constituent Colleges shall apply separately for approval.

4.5.4   Evaluation of the application by Scrutiny/ Re-Scrutiny Committee

f.   For Applicants falling under Category I and II, the Scrutiny/ Re-Scrutiny Committee shall verify

- NAAC Certificate having scores more than 3.26
- Notification issued by the Government under Central/ State Act declaring an Institution as a Central/ State/ Private University or section 3 of UGC Act declaring the Institution as a Deemed to be University
- UGC approval letter(s) for the main Campus and Off Campuses, if any.
- Such Universities shall have to adhere to norms and standards specified by AICTE from time to time and an Affidavit[10] to this effect shall be submitted to the University Grants Commission.

4.5.7. c. Applicants (except Central University/ State University/ Institution Deemed to be University (Government)) whose applications are recommended for Letter of Approval (LoA) by the Executive Committee shall be informed for submission of Security Deposit as applicable as per Clause 1.13.e of Approval Process Handbook.

- State University/ Central University/ Institution Deemed to be University (Government)/ are not required to pay the Security Deposit.
- Institution Deemed to be University (Private)/ Private Universities which were in existence for more than 10 years with UGC are exempted from the payment of Security Deposit.
- Universities which were granted approval from AICTE earlier as a Technical Institution and created Security Deposit and got released after the maturity period are not required to pay the Security Deposit, else the University shall pay the Security Deposit for the remaining period of 10 years, as applicable.

4.7 Applications submitted for other Categories in Chapter I/ II/ III of Approval Process Handbook
  a. The requirements, eligibility and procedure shall be as per the concerned Clauses of Chapter I/ II/ III of Approval Process Handbook.

4.10. Increase in Intake/ New Course shall be processed as per Clause 2.7 of Chapter II of Approval Process Handbook. The Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook

Universities offering Technical Programme(s) approved by the Council, falling under Category I and II as declared by UGC are exempted from taking approval for increase in Intake/ New Course from AICTE. However, such Universities shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. If any complaints are received about the violation of the norms, AICTE shall inspect the University and inform the UGC to take appropriate action. In case of Institution Deemed to be University, the action as specified in the Approval Process Handbook shall be initiated and informed to the UGC.

Chapter VI
Norms and Requirements

APH 2018-19	APH 2019-20
5.1 The Duration and Entry Level Qualifications for the Technical Programme such as Diploma/ Post Diploma/ Under Graduate Degree/ Post Graduate Degree/ Post Graduate Diploma Levels shall be as provided in the Appendix 1 of Approval Process Handbook 2018-19.	**6.1** The **Duration and Entry Level Qualifications** for the Technical Programme such as Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Levels shall be as provided in the Appendix 1 of Approval Process Handbook. A Faculty/ Employee working on Full Time basis in an Institution/ Organisation and pursuing/ pursed any Full Time Course for the same duration as that of Regular Shift shall be considered as invalid for the purpose of employment/higher studies. However, the Faculty/ Employee shall pursue a Course as Part Time for longer duration, in the same City.

APH 2018-19	APH 2019-20
5.7 The Technical Institutions shall follow Norms for Faculty requirements and Cadre ratio at Diploma/ Under Graduate/ Post Graduate Level as provided in the Appendix 7 of Approval Process Handbook 2018-19. In case of Architecture and Planning, up to a maximum of **30%** Adjunct Faculty/ Resource Person is permissible, as the Programme requires more practical exposure.	**6.7** The Technical Institutions shall follow **Norms for Faculty requirements and Cadre ratio** at Diploma/ Under Graduate/ Post Graduate Level as provided in the Appendix 7 of Approval Process Handbook. The Institution should not demand for the Original Degree Certificates from the Faculty members at the time of joining the Institution. a. In the following Programmes, the Adjunct Faculty/ Resource Person as per guidelines given in Annexure 8 of Approval Process Handbook is permissible (up to a maximum), as the Programmes require more practical exposure. • Design - 20% • Architecture - 25% • Planning - 30%

APH 2018-19	APH 2019-20
	d. Faculty requirement for a Course may comprise of Faculty of Science and Humanities and other interdisciplinary specialisation depending on the University Curriculum. e. Number of Technical and Non-Teaching Staffs depends on the Institution/ University/ concerned Government norms. **Disclaimer**: Annexures 6 and 7 of Approval Process Handbook provide the major domains and the corresponding possible nomenclatures under each domain which is applicable to AICTE approved Institutions. Inter disciplinary Courses are numerous and more firmly entrenched in the academy than ever. Such Courses are being offered at various Universities, IITs, NITs, IISERs, NISERs and other Institutes of National importance, other than the nomenclatures listed in Approval Process Handbook and AICTE cannot update all the existing nomenclatures. However, the recruiting authorities shall decide the equivalent Course(s) based on the curricula and syllabus, without taking approval from AICTE, depending on the needs of their Programme(s)/ Course(s).

APH 2018-19	APH 2019-20
5.9 Eligibility for admission to Lateral Entry to Second Year Course(s) a. 12th or 10th + (2 years ITI) shall be eligible for admission to Second Year Diploma Course(s) up to a maximum of 20% of "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 First year as specified in the Approval Process Handbook 2018-19. b. Diploma holders and B.Sc. Degree holders shall be eligible for admission to Second Year Engineering Course(s) up to a maximum of 20% of "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 First year as specified in the Approval Process Handbook 2018-19.	**6.9 Admission to Lateral Entry to Second Year Course(s)** a. Lateral Entry to Second Year Diploma Course(s) shall be permissible up to a maximum of 10% of "Approved Intake" which shall be over and above, supernumerary to the "Approved Intake", plus the unfilled vacancies of First year as specified in the Approval Process Handbook. b. Lateral Entry to Second Year Degree Course(s) in Engineering and Technology/ Pharmacy/ MCA Course shall be permissible up to a maximum of 10% of "Approved Intake" which shall be over and above, supernumerary to the "Approved Intake", plus the unfilled vacancies of First year as specified in the Approval Process Handbook.

APH 2018-19	APH 2019-20
c. Students who have completed Diploma Course in Pharmacy shall be eligible for admission to Second Year Pharmacy Course up to a maximum of 10% of "Approved Intake" (20% 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 First year as specified in the Approval Process Handbook 2018-19. d. Students who have completed Bachelor's Degree of minimum 3 Years duration in BCA, B.Sc. (IT/ Computer Science) with Mathematics as a Course at 10+2 level or at Graduate level shall beeligible for admission to Second YearMCA Courseup to a maximum of 20% of "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 First year as specified in the Approval Process Handbook 2018-19	c. The Institution applied for Closure (if the same is under process/ approved for Progressive Closure) are eligible for admission to the lateral entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year. d. The Institutions where "No Admission" have been issued for the current Academic Year are eligible for admission to the lateral entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year. However, in the Institutions where "No Admission" have been issued for the previous Academic Year are not eligible for admission to the lateral entry in the current Academic Year. e. Institutions applied for the Conversion of Degree Level into Diploma Level and vice-versa/ Conversion of Women's Institution to Co-ed Institution and vice-versa and approved for the conversion are eligible for admission to the lateral entry as per the approval that of the previous Academic Year.

APH 2018-19	APH 2019-20
	f. Any Foreign National obtained Diploma in a Foreign Institution (having an equivalency Certificate issued by the Association of Indian Universities) or Diploma in an Indian Institution shall also be eligible for Lateral Entry into to Second Year Degree Course(s). The Institutions having approval for the Supernumerary seats in such Course(s) as per Clause 2.16 of Approval Process Handbook are ONLY eligible to admit the Foreign Nationals as per the norms, else the Institution shall apply for the same on AICTE Web-Portal. However, the total Foreign Nationals admitted under Supernumerary seats and the lateral entry shall not exceed the 15% of the "Approved Intake" in an Academic year. g. **The Council shall not permit the Introduction or Continuation of Lateral entry Separate Division in Second Year of Engineering and Technology/ MCA Courses.**

APH 2018-19	APH 2019-20
5.25 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.	6.25 The Institutions may conduct skill development Courses of any other Regulatory Body 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. **In such cases, a Scrutiny Committee shall be conducted for the issue of NOC.**

6.26 The Council shall not permit the Introduction of Part Time/ Second Shift Courses.
The Council shall permit the Introduction/ Continuation of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats ONLY in the Regular Shift Courses.

6.27 Ample space shall be made available for playground for Institution. Institutions shall provide owned/ hired facilities for indoor and outdoor sports for the students either in the Campus or through arrangements with other adjacent Institutions, Corporation grounds, private facilities, etc.

6.28 **Total Built-Up area under each sub-categories such as Instructional area, Administrative area, Amenities area and Circulation area for each Programme shall be fulfilled.** Built-Up area in excess than the total Built-up area required to run the Programme(s) and Course(s) for the entire duration shall be utilized for the student developmental activities such as Research Park, Start-up Centre, Innovation Club, Entrepreneurship, etc.

6.29 The Technical Institutions shall initiate MoUs with the Industries for the internships of the students and report the outcomes of the same in their website.

6.30 Mandatory disclosures as given in the Annexure 9 shall be displayed in the website of each Technical Institution.

6.31 The Institutions shall adopt the minimum standards and qualifications as specified in Approval Process Handbook. However, Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall surpass the minimum standard and qualifications specified.

APH 2018-19	APH 2019-20
5.33 AICTE does not recognize the Programme(s)/ Course(s) in Technical Education offered through distance mode except MBA and MCA Programmes, if approved by AICTE.	**6.36** AICTE does not recognize the Programme(s)/ Course(s) in Technical Education offered through distance mode **except Management, MCA and Diploma/ Degree in Travel and Tourism Programmes, with explicit approval of AICTE.** 6.38 The Affidavit[4] specified in Approval Process Handbook shall be uploaded in the Web-Portal in e-stamp paper with digital signature of the authorized signatories.

APH 2018-19	APH 2019-20
5.26 Tuition Fee Waiver scheme (TFW)	**6.40 Tuition Fee Waiver scheme (TFW)** a. Scheme shall be applicable to all approved Technical Institutions offering Diploma, Post Diploma, Under Graduate Programme(s), MCA, PGDCA, MBA, Programme(s) and Lateral Entry provisions of these Programme(s). **c. Requirements and Eligibility** • Sons/ Daughters of parents whose annual income from all sources does not exceed ₹8.00 Lakhs. **6.41 Supernumerary Seats for J&K under Prime Minister's Special Scholarship Scheme (PMSSS)** **d. Eligibility** • Sons/ Daughters of parents whose annual income from all sources does not exceed ₹8.00 Lakhs.
5.27 Supernumerary Seats for J&K under Prime Minister's Special Scholarship Scheme (PMSSS)	

Chapter VII
Penal Action in case of Violation of the Regulations/ Approval Process Handbook

APH 2018-19	APH 2019-20
6.11 Institutions not allowing Expert Visit Committee for physical verification of Infrastructural facilities Institution not allowing Expert Visit Committee for physical verification of Infrastructural facilities shall be liable to any one or more of the following punitive actions by the Council: • No admission for one Academic Year • Withdrawal of approval of the Institution	**7.11 Institutions not allowing Expert Visit Committee for physical verification of Infrastructural facilities/ Institutions not having Occupancy Certificate/ Completion Certificate/ Building License/ Form D/ Barrier free environment/ PGDM Institutions not having NAD or not uploading student enrollment data in the AICTE Web-Portal/ Institutions demanding for the Original Degree Certificates from the Faculty members at the time of joining the Institution** Institutions not allowing Expert Visit Committee for physical verification of Infrastructural facilities/ Institutions not having Occupancy Certificate/ Completion Certificate/ Building License/ Form D/ Barrier free environment/ PGDM Institutions not having NAD or not uploading student enrollment data in the AICTE Web-Portal/ Institutions demanding for the Original Degree Certificates from the Faculty members at the time of joining the Institution shall be liable for any one or more of the following punitive actions by the Council: • No admission for one Academic Year • Withdrawal of approval of the Institution

Appendix 3
Norms for Intake and Number of Courses/ Divisions in a new Technical Institution

3.2 Under Graduate Level

3.1 Diploma

Sl. No.	Programme	Intake per Division	Maximum number of Diploma/ Post Diploma Certificate Course(s)/ Division(s) allowed in an Technical Institution (First Shift only)	
			Course(s)/ Division(s)	Maximum Intake allowed
	a. Applied Arts and Crafts	30	3	90
	b. Design	30	3	90

3.2 Under Graduate Level

Sl. No.	Programme	Intake per Division	Maximum number of Under Graduate Course(s)/ Division(s) allowed in an Technical Institution (First Shift only)	
			Course(s)/ Division(s)	Maximum Intake allowed
ii	Pharmacy	60	2	100
iii	a. Architecture	40	4	160
iv	a. Applied Arts and Crafts	30	3	90
	b. Design	30	5	150

3.3 Post Graduate Degree/ Post Graduate Diploma Level

3.3 Post Graduate Degree/ Post Graduate Diploma Level

Sl. No.	Programme	Intake per Division	Maximum number of Post Graduate Course(s)/ Division(s) allowed in an Institution (First Shift only)	
			Course(s)/ Division(s)	Maximum Intake allowed
i	Engineering and Technology	30	3	90
iii	Planning	30	1	30
iv	Design	15	3	45
vii	Management	60	5	300

Appendix 4

Norms for Land requirement and Built-up Area for Technical Institution

4.1 Land Requirements for Technical Institutions

Programme	Land Area requirement in Acre								
	Diploma/ Post Diploma Programmes			Under Graduate Programmes			Institutions offering ONLY Post Graduate Programmes (MCA/ MBA/ Post Graduate Diploma)		
	Mega and Metro*	Urban	Rural	Mega and Metro*	Urban	Rural	Mega and Metro*	Urban	Rural
Engineering and Technology	$	1.5	4.0	$	2.5#	7.5#	-	-	-
b. Design	-	-	-	$	1.0	2.0	-	-	-

#The Land area required in Urban/ Rural shall be in a maximum of TWO plots. The Academic, Instructional, Administrative and Amenities area shall be in one plot not less than 1.5 Acre. The aerial distance between the plots shall not exceed 2 km. The remaining Land shall only be utilized for sporting Infrastructure/ Hostel/ Staff accommodation and related educational activities of the Institution.

Considering the hilly nature of Land in North Eastern States and the hilly regions of States such as Himachal Pradesh, Uttarakhand and Jammu and Kashmir **or any area in any State declared as hilly by the concerned Government,** Land shall be made available in 3 pieces which are not away from each other by more than 2 Km.

APH 2018-19	APH 2019-20
B - Number of Divisions at First year (First and Second Shifts)	5.3 Books and Library Facilities B - Number of Divisions at First year (First and Second Shifts)

1#	Book Titles and Volumes required at the time of starting new Technical Institution equally distributed per subject.
2*	Annual Increment equally distributed per subject.
12	50% of the total number of Titles and Volumes shall be in the form of e-books with intranet access is mandatory in case of Post Graduate Level Programme(s) and shall be desirable in case of UG/ Diploma Programme(s).
13	The Institution shall be a member of National Digital Library. Aggregators shall also be used.

Appendix 6
Norms for Essential and Desirable requirements of Technical Institution

6.1 Essential requirements of Technical Institution

6	Internal Quality Assurance Cell
8	Fire and Safety Certificate
9	Implementation of mandatory Internship policy for students
10	Implementation of teacher training policy
11	Implementation of examination reforms
12	Implementation of student Induction Programme
13	Atleast 5 MoUs with Industries
21	Electrical Grid Power Supply Connection
22	Backup Electric Supply
23	Sports facilities

6.2 Desirable requirements of Technical Institution

13	Auditorium
18	Implementation of Startup Policy
19	Innovation Cell/Club
20	Social Media Cell
21	Participation in the National Institutional Ranking Framework (NIRF)
22	Participation in the National Innovation Ranking

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

7.2 Under Graduate Degree Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
Architecture and Planning						
a. Architecture	1:10	1	$\dfrac{S}{10xR}-1$	$\dfrac{S}{10xR}\times2$	$\dfrac{S}{10xR}\times6$	$\dfrac{S}{10}$

7.3 Post Graduate Degree Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
a. Architecture	1:8	~	$\dfrac{S}{8xR}$	$\dfrac{S}{8xR}$	$\dfrac{S}{8xR}$	$\dfrac{S}{8}$
b. Design	1:7.5	~	$\dfrac{S}{7.5xR}$	$\dfrac{S}{7.5xR}$	$\dfrac{S}{7.5xR}$	$\dfrac{S}{7.5}$

S ~ Sum of the number of students as per "Approved Intake" for all years
*R = (1+1+1), In case of non-availability of qualified Professor, an Associate Professor may be considered.
#R = (1+2+6)

In Integrated Planning Course, Faculty requirement is 1:16 for the first three years and 1:10 for the next two years.
Cadre Ratio shall be 1:2:6 (Not applicable to Diploma Level).
However, Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall maintain a better Cadre ratio.

Appendix 9
Norms for PGDM Programme

APH 2018-19	APH 2019-20
i. PGDM/ PGCM Institutions may devise their own Curriculum for the Programme, however it shall be in conformity with the Model Curriculum developed by AICTE and incorporate significant part of academic components in their Curriculum.	**9.9** The Institutions shall mandatorily mention the enrolment number allotted to each student by AICTE in their Diploma Certificate and mark sheets. **9.10** PGCM/ PGDM Institutions may devise their own Curriculum for the Programme, however it shall be in conformity with the Model Curriculum developed by AICTE and incorporate significant part of academic components in their Curriculum. To introduce any new Course, the nomenclature and Syllabus of the same shall be submitted to the Policy and Academic Planning Bureau, AICTE for approval of the concerned Board.

Appendix 10
Subscription of Journals

APH 2018-19	APH 2019-20

APH 2019-20:

Journals Published in India	Journals Published at Abroad
$6xB^{\#}$	$6xB^{\#}$ (For PG)

B-Total number of Courses

All the Journals in the Library are to be "subscribed" and at least 25% are to be indexed by Scopus/ Web of Science/ Medline (Pharmacy).

APH 2018-19	APH 2019-20
Appendix 16 **16.1 Documents to be submitted at the time of the Scrutiny** • Documents showing ownership of Land with clear title in the name of the Applicant in the form of Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Registered Government Lease (for a period of minimum 30 years with at least 25 years of live lease at the time of submission of application) by the concerned Competent Authority of Government or any other documents issued by the concerned Competent Authority establishing the ownership and possession of the Land in the name of the Applicant. In case, the Land documents are in vernacular Language, notarized English translation of the documents shall be produced.	**16.1 Documents to be submitted at the time of the Scrutiny** • Documents showing ownership of Land/ Building as per the provisions of Section 8 of the Transfer of Property Act, 1882 or any other Law for the time being in force relating to transfer of property to or by Companies, Associations or bodies of individuals, in the name of the Applicant in the form of Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government Lease/ Private Lease Deed (Registered) (for a period of minimum 30 years with at least 25 years of live lease at the time of submission of application). • That Joint Affidavit[11] by the parties that the lease of Land is irrevocable for 30 years of which 25 years is still live shall have to be given on a Non-Judicial stamp/ e-stamp paper of ₹100/- duly sworn before a First Class Judicial Magistrate/Notary/Oath Commissioner. The ownership of the Land shall remain with the lessor but as long as the promoter uses that Land, within the conditions imposed by the Lessor, the ownership shall deem to be that of the lessee.

- In case, the Land documents are in vernacular Language, notarized English translation of the documents shall be produced.

- In case of buildings constructed by Government Departments before 50 years, for Government/ Government aided Institutions/ State or Central University/ Defence Institutions where the documents could not be submitted, a letter from the Competent Authority that the building norms of AICTE are fulfilled shall be produced to this effect.

Appendix 17

17.4 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus

- No Objection Certificate from Concerned State Government/ UT in the Format[1]
- No Objection Certificate from Affiliating University and Board in the Format[2].
- Resolution of the Trust/ Society/ Company approving the Institution Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, duly signed by the Chairman/ Secretary in the Format[3].
  Documents as specified in Appendix 16.1 of Approval Process Handbook have to be submitted in addition to that mentioned above.

17.8 Additional documents to be submitted at the time of Scrutiny Committee for approval of the Closing of MBA Programme and Introduction of MCA Programme and vice-versa

- Floor Plans, sections and elevations of all proposed/ existing Buildings exclusively intended for use for the proposed Institution at the permanent site with a table clearly mentioning all rooms, with carpet area of each in m^2, as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during occupation, if any, certified by the Architect registered with the Council of Architecture (Applicable, if applied intake is more than "Approved Intake").
- No Objection Certificate from Affiliating University/ Board in the Format[2].
- Resolution of the Trust/ Society/ Company approving the Institution for Conversion of Second Shift Course(s) into First Shift Course(s)/ **Closing of MBA Programme and Introduction of MCA Programme and vice-versa**, duly signed by the Chairman/ Secretary in the Format[3].

87

17.11 Additional documents to be submitted for approval of Change in the Name of Course(s)/ Merger of Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)/ Merger of Lateral entry Separate Division in Second Year Engineering and Technology/ MCA to First Year Regular Courses at the time of Scrutiny

- No Objection Certificate from Affiliating University/ Board with clear mention about provisions/ alternative arrangements made to take care of Education of existing students studying in the Institution in the Format2 as prescribed on the Web-Portal.
- Resolution of the Trust/ Society/ Company approving the Institution for Change in the Name of the Course(s)/ **Merger of the Courses/** Reduction in Intake/ Closure of Programme(s)/ Course(s)/ **Merger of Lateral entry Separate Division in Second Year Engineering and Technology /MCA to First Year Regular Courses** duly signed by the Chairman/ Secretary in the **Format3.**
- NOC shall not be required for closing of the Second Shift or reduction of Non-Zero Intake of Course(s)/ Programme(s)/ reduction in number of Division(s)/ **Merger of the Courses/ Merger of Lateral entry Separate Division in Second Year Engineering and Technology/ MCA First Year Regular Courses.**

17.14 Additional documents to be submitted at the time of Scrutiny Committee for approval of Change in the Name of the Bank

- A notarized Affidavit[9] of the Chairman/ Secretary of the Trust/ Society/ Company stating the reasons for the Change in the Name of the Bank.
- Resolution of the Trust/ Society/ Company approving the Institution for Change in the Name of the Bank duly signed by the Chairman/ Secretary in the Format3.

88