

**MAJOR CHANGES IN  
APPROVAL PROCESS HANDBOOK  
2020-21**

## Chapter I

Grant of Approval through **online** application for Setting up a new Institution offering a Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level

## Chapter II

Grant of Approval through **online** application for the following:

- Extension of Approval based on Self-Disclosure
- Introduction/ Continuation of seats for Non Resident Indian(s)
- Change of Site/ Location
- Conversion of Diploma Level into Degree Level and vice-versa
- To start new Programme/ Level in the existing Institutions
- Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus
- Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake
- To start Diploma/ Degree in Pharmacy in existing Institutions

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- 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
- Conversion of Women's Institution into Co-ed Institution and vice-versa
- Increase in Intake/ Additional Course(s)
- Introduction of Integrated/ Dual Degree Course
- Closure of the Institution
- Conversion of PGDM Course(s) into MBA Course(s) and vice-versa
- Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa
- **Conversion of Courses into allied Vocational Courses**
- Introduction/ Continuation of Fellow Program in Management
- Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)
- Change in the Name of the Institution or affiliating University/ Board or **type of Institution (Institution(s) converted to a University)**
- **Change in the Minority Status of the Institution**
- Change in the Name of the Bank
- Change in the Name of the Trust/ Society/ Company
- Extended EoA

## **Chapter III**

Collaboration and Twinning Programme between Indian and Foreign University/ Institution in the field of Technical Education, Research and Training

## **Chapter IV**

Grant of Approval through **online** application for the University

## **Chapter V (New)**

**Grant of Approval for Standalone Institutions/ Institutions Deemed to be Universities through online application for Open and Distance Learning Education**

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**Format for conducting Open and Distance Learning Courses**

## **Annexure 14 (New)**

**Initiatives of AICTE to improve the Quality of Technical Education**

# Chapter I

## 1.1 Introduction

- e. 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 not grant approval to the new Institutions **at the Diploma/ Under Graduate/ Post Graduate Level in Engineering and Technology** in line with the recommendations of the Committee (Annexure 1) set up by AICTE to provide the National Perspective Plan for Technical Programmes. **However, establishment of New Institutions in Engineering and Technology shall be permitted only in cases where**
- **Government of India is providing financial assistance to State Government/ UT in un-served/ underserved Districts where no Government/ Government Aided Technical Institution offering the same Level in Engineering and Technology is already available.**
  - **Institutions established through State Legislature where no Government/ Government Aided Technical Institution offering the same Level in Engineering and Technology is already available.**
  - **Applicants whose application were rejected and issued Final LoR in the previous year i.e. 2019-20.**

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- f. Establishment of New Pharmacy Institutions for offering Diploma/ Degree Courses in Pharmacy shall not be permitted for a period of Two years beginning from the Academic Year 2020-21. This moratorium shall not be applicable to
- Government Institutions/ North Eastern region
  - State or Union Territory (Arunachal Pradesh, Assam, Bihar, Chandigarh, Chhattisgarh, Delhi, Dadar & Nagar Haveli, Goa, Jammu & Kashmir, Manipur, Mizoram, Meghalaya, Puducherry, Sikkim, Tripura and Himachal Pradesh) where the number of D.Pharm. and B.Pharm. Institutions (both combined) is less than 50.
  - The applications submitted for establishing New Pharmacy Institutions/ Existing Institutions applied to start New Programme/ Level (in Pharmacy) in 2019-20 either to the Pharmacy Council of India or to the AICTE and rejected.
  - In view of the orders dated 16.12.2019 and 7.1.2020 passed by the High Court of Delhi to PCI, AICTE also shall allow the applicants to submit applications for New Pharmacy Institutions which thereafter shall be processed. However, no final decision shall be taken till the Court gives the final Order in this matter.
- g. In compliance to the order dated 08.11.2019 passed by the Hon'ble Supreme Court of India in CA No.364/2005, for the Institutions intending to offer Courses in Architecture Programme, approval by the Council of Architecture is mandatory, however interested Institutions may apply to the AICTE for approval.

## 1.4.2 Technical Education Regulatory (TER) Charges

a.

Sl. No.	Type of Institution	TER Charges ₹ in Lakh
vi	ALL Applicants issued LoI and rejected for LoA in the previous year i.e. 2019-20*	2.0

\* Not applicable for Application which was rejected in 2019-20 and TER Charges refunded under Clauses 1.4.2.h and 1.4.7.b of this Chapter.

h. Applicants issued Letter of Intent (LoI), if not interested in processing for Letter of Approval, shall submit the resolution of the Trust/ Society/ Company to that effect for consideration of the Council. Such applicants are eligible for a refund of TER Charges after a deduction of ₹ 50,000/- (Rupees Fifty Thousand only).



## 1.9 Grant of Approval

- 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 **two** 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.
- 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.  
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.

Applicants, whose applications (under Clause 1.5.2) are recommended for starting new Technical Institutions shall create the Security Deposit for the balance amount of the Security Deposit created earlier, as per the requirements of the Approval Process Handbook for the remaining period of 10 years, as applicable. No deposit is required where NOC was already issued to the Institution for the release of the earlier FDR.

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The Applicant shall submit the payment proof of the Security Deposit along with an Affidavit<sup>3</sup> within 15 days from the date of intimation to the concerned Regional Office, else a penalty of 10% and 50% of the value of the Security Deposit shall be imposed upto 31<sup>st</sup> May and 31<sup>st</sup> July of the Calendar Year respectively, beyond which the approval shall be withdrawn.

In case of the Technical Institutions granted Letter of Approval that failed 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 shall submit an Affidavit for the same within 7 days from the date of intimation to the concerned Regional Office. Such Applicants are permitted to pay the Security Deposit in the next Academic Year as per the above deadlines.

**1.13** Applicants issued Letter of Intent (LoI) but rejected after the Expert Visit Committee shall inform the Council about their readiness of infrastructure after making the payment of TER Charges as per Clause 1.4.2 of this Chapter through online for the conduct of another Expert Visit Committee, the same shall be processed for the next Academic Year as per Clause 2.29 of Approval Process Handbook. However, One EVC per year ONLY shall be permissible within the validity period of Letter of Intent (LoI).

# Chapter II

## 2.1 Introduction (new)

- c. In view of the National Perspective Plan, the existing Institutions applying for adding New Programme/ Level/ Increase in Intake/ Additional Course(s) in Engineering and Technology shall be permitted ONLY in EMERGING AREAS.**
- d. Existing approved Institutions running Pharmacy Programme shall be permitted to apply for Increase in Intake/ additional Pharmacy Courses as per the norms specified in Approval Process Handbook.**
- e. In compliance to the order dated 08.11.2019 passed by the Hon'ble Supreme Court of India in CA No.364/ 2005, for the existing Institutions offering Courses in Architecture Programme, approval by the Council of Architecture is mandatory, however interested Institutions may apply to the AICTE for approval.
- g. In case of Institutions having Lease agreement for Land, the Council shall not issue EoA from the Year in which the Live Lease is equal to the number of years of the Course having the maximum duration. However, if such Institutions submit the Lease extended for further 30 years with atleast 25 years of Live Lease, EoA shall be considered.

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## 2.3.3 Technical Education Regulatory (TER) Charges

a. 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 based on Self-Disclosure				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 per Course	Introduction of Fellow Program in Management
	per Division			Penalty for Late Submission				
	All Programmes (except PGDM/ MBA)	PGDM/ MBA	Vocational Courses					
Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD	0.10	0.25	0.05	2.0	2.0	4.0	0.25	1.0
Government/ Government aided Institutions/ Central University/ State University**	Nil	Nil	Nil	0.10	Nil	Nil	Nil	Nil
All other Institutions	0.15	0.30	0.05	2.0	2.0	5.0	0.25	1.0

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Type of Institution	Change in Site/ Location/ Conversion of Diploma Level into Degree Level/ To start new Programme/ Level in the existing Institutions/ Diploma in Degree Pharmacy and vice-versa/ Change in the Name of the Trust/ Society/ Company/ Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus <sup>#</sup>	Conversion of Degree Level into Diploma Level/ Conversion of Women's Institution into Co-ed Institution and vice-versa/ Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa/ Introduction or Continuation of NRI seats/ Increase in Intake/ additional Course(s) including "Maximum Intake Allowed"/ Introduction of Integrated/ Dual Degree Course(s)	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)/ Change in the Name of the Institution/ affiliating University/ Board*/ Change of type of Institution (Institution(s) converted to a University)/ Change in the Minority Status of the Institution/ Conversion of Courses into allied Vocational Courses
Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD	2.0	0.75	<b>0.40</b>
Government/ Government aided Institutions**	Nil	Nil	Nil
All other Institutions	3.0	1.0	0.50

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TER charges for EoA based on Self-Disclosure and Continuation of OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats are considered for the **number of Divisions and Courses respectively of the Applied Intake**. No TER Charges shall be levied for Post Graduate Degree Courses other than MCA and Management.

In case of Institutions in Rural areas, a concession of ₹ 5000/- (Rupees Five Thousand only) per Division is granted for EoA based on Self-Disclosure (Not applicable to Vocational Courses). However, the same is not applicable to Institutions in Rural areas falling under Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD, as concession is already given.

No TER Charges shall be levied for Conversion of PGDM Course(s) into MBA Course(s) and vice-versa/ if the applicant is intending to offer PGDM Course as a new Technical Institution with the same “Approved Intake”. However, if the applicant is intending to apply for increase in Intake, the applicable TER Charges shall be paid. Further, if the applicant is intending to offer PGDM Course as a new Technical Institution with an increase in Intake, TER Charges to be paid is ₹ 3 Lakh (Rupees Three Lakh only).

\*No TER Charges shall be levied, if the State Government/ UT changes the jurisdiction of the affiliating University.

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\*\* If self-financing Courses are offered at Government aided Institutions, TER charges as per the number of Divisions of self-financing Courses shall be paid.

# If the Parent and Child Institution(s) are located in the same Campus within an aerial distance of 1km and fulfil the Land Norms (without any relaxation as per Clause 2.10.1.e), TER Charges to be paid is ₹ 1 Lakh (Rupees One Lakh only)

Note:

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

- Above TER Charges (other than EoA based on Self-Disclosure and Continuation of OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats) are applicable irrespective of number of Divisions/ Courses.
- TER Charges shall not be refunded in any case, if the application is processed and rejected as specified in the Approval Process Handbook.



## 2.3.3 Technical Education Regulatory (TER) Charges

g. Applications submitted under Change of Site/ Location/ Conversion of Diploma Level into Degree Level/ To start new Programme/ Level in the existing Institutions/ Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, if rejected at the level of Scrutiny/ Re-Scrutiny without availing the appeal provision, the TER Charges after a deduction of ₹ 50,000/- shall be refunded to the Applicant.

## 2.3.8 (last para new)

If an Applicant intends to withdraw the application for Closure of the Institution/ Programme(s)/ Course(s) which is pending while processing for non-submission of documents, the same shall be revoked **on or before 10<sup>th</sup> April of the Calendar Year**, only if the concerned University/ Board/ State Government/ UT gives consent to withdraw the application for Closure, else the application shall be processed ONLY for the Closure of Institution/ Programme(s)/ Course(s). In case, the Closure of the Institution/ Programme(s)/ Course(s) is revoked as per the approval of the Council, the necessary TER Charges for Extension of Approval along with the penalty for Late submission, as applicable, shall be paid.

## 2.5.2 Procedure

c. In case of the Technical Institutions granted Letter of Approval that failed to admit the students due to Non-affiliation by the University/ Board or Non-Fulfilment of State Government/ UT requirements, the deficiency/ requirement of Faculty and infrastructural facilities shall be calculated from the year of the admission of the students.

## 2.9 To start new Programme/ Level in the existing Institutions

### 2.9.1 Requirements and Eligibility

- a. The existing Institutions seeking approval to start new Programme/ Level 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 17 of the Approval Process Handbook. However, the Institutions shall be permitted to apply for the same only after one batch of students pass out.

**Course(s) in Under Graduate Degree in Engineering and Technology shall be permissible in EMERGING AREAS ONLY.**

**Existing Institutions shall be PERMITTED to start Degree/ Diploma Level in Engineering and Technology/ Pharmacy Programme, ONLY if the Institution is already conducting Diploma/ Degree Level in the same.**

- h. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) preferably corresponding to the Programme having the maximum “Approved Intake”.

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

**Parent Institution - An Institution where prospective learning takes place after Merger.**

**Child Institution(s) - Institution(s) from which the Courses are to be shifted to the Parent Institution and cease to exist upon approval of merger of the Institutions.**

### 2.10.1 Requirements and Eligibility

- a. The existing Institutions running under the same Trust/ Society/ Company operating in the same location within an aerial distance of 2km shall be permitted to merge into a single Institution with all the facilities at the proposed Parent Institution and/ or part/ full facilities of the Child Institution(s), if necessary.
- b. If all the required facilities are available exclusively in the Parent Institution (without depending on the facilities of the Child Institution(s)), then the distance of 2km shall be waived off, as the Child Institution(s) shall be approved for Complete Closure. However, the convenience/ approachability of all stakeholders of the Child Institution(s) to the Site/ Location of the proposed Parent Institution shall also be taken care.
- c. The Institution shall also select the Parent Institution's PID and may seek change in the Name of the Institution.
- d. 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.

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- e. The **total Land after the Merger** 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.
- f. The Institutions shall apply on AICTE Web-Portal **along with their individual application for Extension of Approval** as per the norms, with the additional documents as per Appendix 17 of the Approval Process Handbook. However, the norms of the concerned Regulatory Authorities shall also be fulfilled.
- g. **All or selected Courses of Child Institution(s) shall be merged with the Parent Institution. However, the rest of the AICTE approved Courses, if any, in the Child Institution(s) shall be considered as closed and due procedure for closure of the same shall be followed.**
- h. **The Parent Institution shall have all infrastructure and other facilities to run ALL the Courses for the entire duration of both Parent and Child Institution(s).**
- i. **If Merger of Institutions is approved, the (Child) Institutions that are merged with the (Parent) Institutions are considered as **cease to exist** and the liabilities, if any, arise out of this merger for the Child Institution(s), shall solely be that of Trust/ Society/ Company/ Parent Institution ONLY.**
- j. The Principal of the Institution shall have the qualifications (satisfying AICTE norms) **preferably corresponding to the Programme having the maximum “Approved Intake”.**
- k. **In case Merger of Institutions if approved, eligible refund/ additional, TER Charges may be refunded/ collected, as applicable.**

## 2.10.2 Procedure

- a. The application shall be processed as per Clause 1.6 of the Approval Process Handbook (Scrutiny/ Re-Scrutiny Committee) followed by an Expert Visit Committee. The date of visit shall be communicated through e-mail.
- a. The application shall be processed as per Clause 1.6 of the Approval Process Handbook (Scrutiny/ Re-Scrutiny Committee), if the Parent and Child Institution(s) are located in the same Campus within an aerial distance of 1km and fulfill the Land (without any relaxation as above, Clause 2.10.1.e), Built-Up area requirement and Faculty: Student ratio for the entire duration for all the Programmes as specified in the Approval Process Handbook.

Affidavit<sup>2</sup> shall be submitted to the effect that the Land and Built-up area remains the same before/ after the merger of the Institutions and shall not be utilized for other purposes.

- c. If anyone of the Institution is Women's Institution, then the application shall be processed first for the Conversion of Women's Institution into Co-ed Institution by Scrutiny/ Re-Scrutiny Committee, if found in order, then only the application shall be processed further for Merger of Institutions following the respective procedure specified in the Approval Process Handbook.

- d. **The intake shall be fixed as that of the “Approved Intake” of the Course.** “Approved Intake” for the Courses of the Institution after the merger 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 merger per Course shall not exceed THREE Divisions or as per Appendix 3 of the Approval Process Handbook.
- e. **If the application for merger of Institutions is not approved, EoA of the individual Institutions shall be issued.**

**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.**

**Disclaimer:**

**It is the responsibility of the Promoter to take approval from the other Regulatory Bodies, if applicable, in view of merger of the Institutions.**



## **2.11 Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake**

### **2.11.1 Requirements and Eligibility**

- a. The Institution seeking approval for Break in EoA/ Restoration of Intake shall apply on AICTE Web-Portal along with the documents as per Appendix 17 of the Approval Process Handbook. **However, Institutions that have not applied for EoA for SIX YEARS consecutively shall not be eligible to apply under Break in EoA and such Institutions shall apply as a New Institution following appropriate procedure for Closure of the Programmes/ Courses approved.**
- b. The Institutions applying under this category shall not be permitted to apply for other categories listed under Chapter II/ III/ V/ **VI** of the Approval Process Handbook.

## **2.15 Increase in Intake/ Additional Course(s)**

### **2.15.2 Requirements and Eligibility (c & g new)**

- c. **Increase in Intake/ Additional Course in Under Graduate Degree/ Post Graduate Degree Level in Engineering and Technology shall be permissible only in EMERGING AREAS.**
- g. **Action taken on those Institutions based on the Chapter VIII for the non-fulfilment of the norms specified in Approval Process Handbook shall not be eligible for Increase in Intake/ Additional Course(s), even if<sup>3</sup> the Course(s) are having valid NBA accreditation.**

**2.15.4** For an Institution, atleast two batches of students (three batches for Management Programme) shall have graduated for a Course to be eligible for accreditation.

a. The existing Institutions having total “Approved Intake” equal to/ less than the “Maximum Intake Allowed”/ Institutions not eligible to apply for NBA accreditation, shall be permitted to increase (without NBA accreditation) **in the same Level in the same Programme (Diploma/ Under Graduate/ MCA/ Management)** upto the “Maximum Intake Allowed” in each Programme as that of a new Technical Institution, as per Appendix 3 of the Approval Process Handbook, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal.

b. The existing Institutions having total “Approved Intake” exceeding the “Maximum Intake Allowed” seeking for approval for Increase in Intake/ Additional Course(s) (without NBA accreditation) **in the same Level in the same Programme (Diploma/ Under Graduate/ MCA/ Management)** shall have to apply for the Closure of Course(s) as per the Procedure and shall apply for increase in Intake/ Additional Course(s) in lieu of the same, without exceeding the total “Approved Intake” as well as the number of Courses/ Divisions as specified in **Appendix 3 of the Approval Process Handbook**, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal.

**Increase in Intake/ Additional Course in Under Graduate Degree in Engineering and Technology shall be permissible only in EMERGING AREAS.**

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- c. However, in lieu of ONE Course with 60 Intake, TWO Courses in the same Level each with 30 Intake shall also be permitted.
- d. Under any circumstances, new Post Graduate Degree Course(s) (except MCA and Management) shall not be permitted in the above Clauses (a), (b) and (c).
- e. NBA accredits the Courses in Engineering and Technology, Pharmacy, Hotel Management and Catering Technology, MCA and Management Programmes. Further, Part-Time Courses and Courses in Architecture, Applied Arts and Crafts and Design are not considered for accreditation.

The Institutions offering the Courses in Architecture, Applied Arts and Crafts and Design shall be eligible to apply for new Course(s) at the Post Graduate Level only after two batches of students pass out and the same shall be permitted for a maximum of FIVE Courses/ Divisions, subject to “Zero Deficiency” based on Self-Disclosure on AICTE Web-Portal. However, for every Post Graduate Course, there should be at least one Professor with Ph.D. qualification. In case of non-availability of qualified Professor, an Associate Professor may be considered.

As and when accreditation for the above Courses is started by the NBA, such Institutions who have been approved by the AICTE to run Course(s) at the Post Graduate Level shall obtain NBA accreditation within two years.

- f. Existing Post Graduate Courses **in Engineering and Technology** shall be permitted to convert to Courses in EMERGING AREAS for the same “Approved Intake” within the Major Discipline mentioned in Annexure 6 of

## 2.18 Conversion of PGDM Course(s) into MBA Course(s) and vice-versa

Institutions running both PGDM and MBA Courses could not be considered as Standalone Institutions, as some of the Courses are being offered with the University affiliation. Further, in some States, while fixing the Fee by the State Regulatory authorities, autonomous Courses and Courses affiliated to a University/ Board are considered to be the same.

The Council shall not permit the conduct of PGDM and MBA Courses in the same Institution, instead the Institutions are permitted to run all the Courses as either PGDM or MBA completely. Further the Trust/ Society/ Company intending to run both the Courses shall apply for a New Institution to offer PGDM Course under Chapter I of the Approval Process Handbook.

### 2.18.1 Requirements and Eligibility

- a. The Institution shall have to apply for Progressive/ Complete Closure of the existing PGDM/ **MBA** Course(s).
- b. Conversion of PGDM Course(s) into MBA Course(s) and vice-versa is permissible, provided that the Intake after conversion shall not exceed **the total “Approved Intake”**, subject to the fulfilment of the Built-up area, Faculty: Student ratio and other requirements as specified in the Approval Process Handbook. **Contd...**

- c. The existing Management Institutions seeking approval for the Conversion of PGDM Course into MBA Course **and vice-versa** shall apply on AICTE Web-Portal along with additional documents as per Appendix 17 of the Approval Process Handbook.
- d. In case of the application being rejected, the same shall be processed for the Closure of the PGDM/ **MBA** Course(s) **(as applicable)**.
- e. **No TER Charges shall be levied for Conversion of PGDM Course(s) into MBA Course(s) and vice-versa/ if the applicant is intending to offer PGDM Course as a new Technical Institution with the same “Approved Intake”. However, if the applicant is intending to apply for increase in Intake, the applicable TER Charges shall be paid. Further, if the applicant is intending to offer PGDM Course as a new Technical Institution with an increase in Intake, TER Charges to be paid is ₹ 3 Lakh (Rupees Three Lakh only).**

## 2.19 Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa

### 2.19.1 Requirements and Eligibility

- a. The Institution shall have to apply for Progressive/ Complete Closure of the existing **MCA/ MBA/ PGDM (as applicable)** Course(s).
- b. Institutions offering **MCA Course shall be permitted to introduce MBA/ PGDM 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.  
**The Council shall not permit the conduct of PGDM and MBA Courses in the same Institution.**
- c. The existing Institution seeking approval for **Closing of MCA Course and Introduction of MBA/ PGDM Course** and vice-versa shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of the 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/ PGDM/ MCA Course(s)**, as applicable, as per the choice mentioned in the application.<sup>28</sup>

## **2.20 Conversion of Courses into allied Vocational Courses**

### **2.20.1 Requirements and Eligibility**

- a. The Institution shall have to apply for Progressive/ Complete Closure of the existing Course(s).
- b. Institutions shall be permitted to conduct Vocational Course within the “Approved Intake”, 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 the Conversion of Courses into allied Vocational Courses shall apply on AICTE Web-Portal along with the additional documents as per Appendix 17 of the 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 Course(s), as applicable, as per the choice mentioned in the application.

### **2.20.2 Procedure**

- a. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as per Appendix 17 of the Approval Process Handbook submitted for Conversion of Courses into allied Vocational Courses.

## 2.22 Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)

### 2.22.1 Requirements and Eligibility

- b. Change in the name of the Course is permissible, ONLY in case of the mentioned nomenclature not offered in the affiliating body.
- c. Merger of certain Course(s) in **Engineering and Technology** in Under Graduate Degree and Diploma Course(s) as per the guidelines given in Annexure 6 or 7 of the Approval Process Handbook **as well as different specializations of MBA** is permitted, so that the Intake after merger shall be equal to the sum total of the individual Course(s) and Divisions, subject to the condition that total number of Divisions after merger per Courses shall not exceed THREE Divisions, provided the Faculty student ratio be maintained. **Partial merger of few Divisions is permissible.** For example, if an Institution offering Courses such as Computer Science and Engineering and Software Engineering, both the Courses shall be merged either to Computer Science and Engineering or Software Engineering.
- d. Institutions may apply for reduction in Intake in any of the Course(s) within a Division by themselves in AICTE Web-Portal and maintain Faculty: Student ratio accordingly without NOC from affiliating University/ Board/ State Government/ UT and the reinstatement shall be permitted within a Division without NBA. **Institutions may apply for reinstatement for the same by themselves in AICTE Web-Portal.**

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## 2.22.2 Procedure

- a. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as per Appendix 17 of the 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), as applicable.
- b. Applications of the existing Institutions which have applied for Closure of the Programme(s)/ Course(s), and if such application is not approved by the Council due to certain deficiencies; the Institution shall be given Extension of Approval with ZERO Intake for the current Academic Year. However, the Institution shall not be eligible for any refund of TER Charges.

The application for the Closure of the Programme(s)/ Course(s) shall be valid for the duration of the respective Course offered by the Institution within which the Institution should submit the required mandatory documents. Else, AICTE shall initiate appropriate action to close the Programme(s)/ Course(s).



## 2.23 Change in the Name of the Institution or affiliating University/ Board or **Type of Institution (Institution(s) converted into a University)**

### 2.23.1 Requirements and Eligibility

- a. The existing Institution seeking approval for Change in the Name of the Institution or affiliating University/ Board or **Type of Institution (Institution(s) converted into a University)** shall apply on AICTE Web-Portal along with the relevant documents as per Appendix 17 of the Approval Process Handbook.
- b. Institutions applying for Change in the Name of the Institution shall follow the conditions specified in Clauses 1.5.4 and 1.5.5 of the Approval Process Handbook.
- c. **Applicant shall submit a copy of the application to the affiliating University/ Board and their views on the same shall be forwarded to the concerned Regional Office, within one month from the date of receipt of the application.**

**In the absence of the receipt of the views from the affiliating University/ Board on the application, the Council shall proceed for further processing.**



- d. Institution (s) of the same Trust/ Society/ Company applying for Change of Type of Institution (Institution(s) converted into a University) shall apply separately for EoA based on Self-Disclosure/ any other categories mentioned in Chapter II/ III and pay the TER Charges, as applicable. The Institution may also seek for Change in the Name of the Institution.

## 2.23.2 Procedure

- a. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as per Appendix 17 of the Approval Process Handbook submitted for Change in the Name of the Institution or affiliating University/ Board or type of Institution (Institution(s) converted to a University), as applicable.

However, in the application submitted for Change of Type of Institution (Institution(s) converted into a University), if the Institution(s) applying for additional Intake than the “Approved Intake”, the requirements, eligibility and procedure shall be as per the concerned Clauses of Chapter II/ III of the Approval Process Handbook.

## **2.24 Change in the Minority Status of the Institution**

### **2.24.1 Requirements and Eligibility**

- a. The existing Institution seeking approval for Change in the Minority status of the Institution shall apply on AICTE Web-Portal along with the relevant documents as per Appendix 17 of the Approval Process Handbook.

### **2.24.2 Procedure**

- a. The Scrutiny/ Re-Scrutiny Committee shall verify the additional documents as per Appendix 17 of the Approval Process Handbook submitted for Change in the Minority status of the Institution.
- b. The Institution may also seek for Change in the Name of the Institution.
- c. The Change in the Minority status of the Institution shall be effected only after the grant of approval by the Council.

### **2.24.3 Refund of TER Charges/ Security Deposit in excess shall not be allowed for Institutions applying for the Change in the Minority status of the Institution.**

## 2.27 Extended EoA

### 2.27.1 Requirements and Eligibility

- a. In case of Institutions having **Academic Autonomous status given by UGC and** conferred by the affiliating University **or Graded Autonomy given by AICTE to Standalone Institutions**, and if the live Autonomy period is valid beyond 10<sup>th</sup> April of the next Calendar Year, the period of approval for such Institutions for the existing Course(s) shall be for a minimum period of **THREE** years or for the Academic Year up to which the Autonomy is valid, whichever is more.

## 2.32 Grant of Approval (New)

**2.32.2** Applications for Conversion of Diploma Level into Degree Level and vice versa/ Conversion of Women's Institution into Co-ed Institution and vice-versa/ To start new Programme/ Level in the existing Institutions, if rejected by Council shall be processed for Extension of Approval. However, the deficiencies noted by the Scrutiny/ Re-Scrutiny/ Expert Visit Committee shall be fulfilled before the issue of EoA for the next Academic Year.

**2.32.3** Applicants, whose applications are recommended for the Conversion of Women's Institution into Co-ed Institution/ Conversion of Diploma Level into Degree Level/ Closing one Programme and starting another Programme shall create the Security Deposit for the balance amount of the Security Deposit created earlier, as per the requirements of the Approval Process Handbook for the remaining period of 10 years, as applicable. No deposit is required where NOC was already issued to the Institution for the release of the earlier FDR.

Applicants for starting new Programme/ Level (except Government/Government aided Institutions) whose applications are recommended for Approval by the Executive Committee shall be informed for the creation of Security Deposit.

Existing **Pharmacy Institutions** offering Diploma/ Degree in Pharmacy starting Degree/ Diploma Level shall not require to create Security Deposit.

**2.32.10** Student enrolment details shall be uploaded in the Web-Portal before 30<sup>th</sup> September of the Calendar Year.the Institution/ Complaints against the Institution.

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## 2.33 Submission of applications

<b>Category</b>	<b>Submission of Application</b>
Extension of Approval based on Self-Disclosure	Public Notice
Introduction/ Continuation of seats for Non Resident Indian(s)	Public Notice
Change of Site/ Location	Year round
Conversion of Diploma Level into Degree Level and vice-versa	Public Notice
To start new Programme/ Level in the existing Institutions	Public Notice
Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus	Public Notice
Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake	Public Notice
To start Diploma/ Degree in Pharmacy in existing Institutions	Public Notice
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	Public Notice
Conversion of Women's Institution into Co-ed Institution and vice-versa	Year round
Increase in Intake/ Additional Course(s)	Public Notice
Introduction of Integrated/ Dual Degree Course	Public Notice
Closure of the Institution	Year round
Conversion of PGDM Course(s) into MBA Course(s) and vice-versa	Public Notice
Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa	Public Notice

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Conversion of Courses into allied Vocational Courses	Public Notice
Introduction/ Continuation of Fellow Program in Management	Public Notice
Change in the Name of the Course(s)/ Closure of Programme(s)/ Course(s)	Year round
Merger of the Courses/ Reduction in Intake	Public Notice
Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University)	Year round
Change in the Minority Status of the Institution	Year round
Change in the Name of the Bank	Year round
Change in the Name of the Trust/ Society/ Company	Year round
Extended EoA	Year round
Introduction/ Continuation of Collaboration and Twinning Programme	Public Notice
Vocational Courses	Public Notice
Open and Distance Learning Courses	Public Notice

Note: Public Notice shall have a specified deadline for the submission of application.

Institutions Deemed to be Universities shall also submit the application as applicable.

The applications eligible to submit “Year round” shall also make payment of the TER Charges as per the Approval Process Handbook through online.

The applications submitted after the cutoff date mentioned in the Public Notice shall not be processed during the current Academic Year, but shall be processed for the successive Academic Year only.

Shifting of the Campus in case of “Change of Site/ Location” shall be done only during vacation time.

# Chapter III

## 3.3 TER Charges

Sl. No.	Type of Institution	Collaboration between Foreign University/ Institution and the Indian Partner Institution	
		Introduction ₹ in Lakh	Continuation ₹ in Lakh
i	Minority Institution/ Institution set up in J&K/ North Eastern States/ Institution set up exclusively for Women/ PwD	7.5	3.0
ii	Government/ Government aided Institutions/ Central/ State University	Nil	Nil
iii	All other Institutions	<b>10.0</b>	<b>5.0</b>

## 3.4 Procedure

The **Scrutiny/ Re-Scrutiny Committee as per Clause 1.6** shall verify the additional documents as per Appendix 17 of the Approval Process Handbook submitted for Collaboration and Twinning Programme.



# Chapter V

## Grant of Approval for Standalone Institutions/ Institutions Deemed to be Universities through online application for Open and Distance Learning Education

### 5.2 Norms and Requirements

**5.2.1** The Standalone Institutions/ Institutions Deemed to be Universities intending to run Courses in Open and Distance Learning mode shall submit an application to the Council for the approval and subsequent years for the Extension of Approval for the Courses approved/ Increase/ reduction in Approved Intake in the Courses/ Introduction of new Course(s)/ Closure of Course(s).

**5.2.2** No Standalone Institution/ Institution Deemed to be University shall offer a Course in Open and Distance Learning mode and admit students without the approval by the Council.

## 5.2.4 Academic and Administrative Requirements

a. A Standalone Institution/ Institution Deemed to be University shall have a designated Centre of Distance Education at Headquarters for operationalising the Courses in Open and Distance Learning mode, which shall be headed by a regular functionary not below the rank of a Professor and shall have the following positions on Full Time and dedicated basis, excluding the designated positions in the Open Universities as per their respective Act(s), along with the infrastructural facilities. In addition to the Headquarters, an Institution may have Learner Support Center(s).

If an Institution is intending to operate the Headquarters as Learner Support Center, an intake upto 10000 Learners shall be permitted. In case, the enrolment is higher than 10000 at Headquarters, the number of positions and Infrastructure shall be increased on prorata basis.

b. The total number of Learners admitted at any Learner Support Centre shall not exceed 1000 at any time, subject to fulfilment of other conditions as described as per the respective Annexure IX of AICTE (Open and Distance Learning Education) Guidelines. In case the enrolment is higher than 1000 at a Learner Support Centre, the number of positions and Infrastructure shall be increased on prorata basis.

## **5.2.5 Infrastructure Requirements**

**5.2.6** Maintenance of infrastructural, academic and other quality standards by Standalone Institution/ Institution Deemed to be University shall be as per the respective Part III of AICTE (Open and Distance Learning Education) Guidelines.

**5.2.7** Admission, Examinations and Learner Support shall be as per the respective Part IV of AICTE (Open and Distance Learning Education) Guidelines.

**5.2.8** Assessment, Accreditation, Audit, Inspection and Monitoring shall be as per the respective Part V of AICTE (Open and Distance Learning Education) Guidelines.

## **5.2.9 Norms for Intake**

The Standalone Institution shall apply for the Courses (Appendix 2 of the Approval Process Handbook) at Diploma/ Post Diploma Certificate/ Post Graduate Certificate/ Post Graduate Diploma Levels with the proposed Intake in Headquarters and/ or each Learner Support Centre.

Institution Deemed to be University shall apply for the Courses (Appendix 2 of the Approval Process Handbook) at Diploma/ Post Diploma Certificate/ Post Graduate Certificate/ Post Graduate Diploma/ Post Graduate Degree levels with the proposed Intake in Headquarters and/ or each Learner Support Centre.

The Council shall grant approval for the Courses along with their Approved Intake in each Learner Support Centre, subject to the fulfilment of AICTE (Open and Distance Learning Education) Guidelines by<sup>44</sup> the Headquarters and the number of Learner Support Centres through the Procedure specified in this Chapter.

## 5.6 Seeking approval of the Council

### 5.6.1 Requirements and Eligibility

The Standalone Institutions/ Institutions Deemed to be Universities offering Courses in Open and Distance Learning mode in Management, Computer Applications and Travel and Tourism in pursuance of an approval granted to it till 2017-18 for the purpose by the University Grants Commission (UGC) shall make an online application to the AICTE Web-Portal

OR

Standalone Institutions/ Institutions Deemed to be Universities intending to offer a Course in ODL mode having NBA accreditation with at least 700 points on a scale of 1,000 or equivalent shall make an online application to the AICTE Web-Portal, subject to the fulfilment of the following conditions:

- a. The Institution has necessary Infrastructure, Faculty and Support System for offering the Courses in Open and Distance Learning mode in Management, Computer Applications and Travel and Tourism.
- b. The Institution is already offering similar Course with the approval of the AICTE in the conventional mode of classroom teaching and has completed five years of existence or from where at least two batches of students have passed out.

## 5.6.8 Procedure

- a. The application for establishment of Headquarters/ Learner Support Centres shall be processed as per Clause 1.6 (Scrutiny/ Re-Scrutiny Committee) followed by an Expert Visit Committee to as per Clause 2.29 of the Approval Process Handbook. The date of visit shall be communicated through e-mail.
- e. The decision of the Executive Committee shall be uploaded on the Web-Portal in the form of a Letter of Approval (LoA) (in case of First approval) or Extension of Approval (in case of already approved) or Letter of Rejection (LoR) with specific reasons for rejection of the application.

**5.10** The students shall be admitted twice (July and January) in an Academic Year within the Approved Intake for each Course.

**5.11** Students' enrolment data in all the Learner Support Centres shall be uploaded to AICTE Web-Portal within one month from the last date for admission every year. If it is not uploaded, the Council shall not grant approval to the Standalone Institution/ Institution Deemed to be University in the next Academic Year.

**5.12** The Standalone Institution/ Institution Deemed to be University shall create a separate Department/ School/ Centre as Headquarters for offering Courses in Open and Distance Learning mode.

The Institutions shall mandatorily mention the details of Headquarters, enrolment number allotted to each student by AICTE and the mode of study as Open Distance Learning Education in their Diploma/ Degree Certificate and mark sheets as per the format available in AICTE Portal.

**5.14** Extension of Approval/ increase/ reduction in Intake/ Introduction of new Course(s)/ Closure of Course(s)/ Change in the Name of the Course(s)

# Chapter VII

**7.3.2** All branches of Engineering and Technology shall offer Elective Courses in the EMERGING AREAS, viz., Artificial Intelligence (AI), Internet of Things (IoT), Blockchain, Robotics, Quantum Computing, Data Sciences, Cyber Security, 3D Printing and Design, Augmented Reality/ Virtual Reality (AR/VR) as specified in Annexure 1 of the Approval Process Handbook.

- a. Under Graduate Degree Courses in EMERGING AREAS shall be allowed as specialization from the same Department. The minimum additional Credits for such Courses shall be in the range of 18-20 and the same shall be mentioned in the degree, as specialization in that particular area. For example, doing extra credits for Robotics in Mechanical Engineering shall earn B.E./ B.Tech. (Hons) Mechanical Engineering with specialization in Robotics.
- b. Minor specialization in EMERGING AREAS in Under Graduate Degree Courses may be allowed where a student of another Department shall take the minimum additional Credits in the range of 18-20 and get a degree with minor from another Department.
- c. Universities are free to evolve their own syllabus for any Minor Degree / Hons. for which model syllabus is not available on AICTE's Website.
- d. If an Institution is having the required Infrastructure facilities, Faculty and other requirements as per the Approval Process Handbook, for conducting the Core (Under Graduate Degree) Courses, the specialization in EMERGING AREAS shall be permitted **WITHIN THE APPROVED INTAKE WITHOUT HAMPERING THE GENERIC COURSE.**



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e. The Institutions/ Universities shall adopt the following important instruction while offering the **Minor Degrees/Hons. in Emerging Areas:**

Sl. No.	Minor Degree / Hons.	To be offered as Hons., Only for following Major Disciplines. (For any other Major Disciplines which is not mentioned here, it may be offered as Minor Degree)
1	Artificial Intelligence and Machine Learning	Computer Science and Engineering; Electronics and Communication Engineering; Electronics Engineering
2	Blockchain	Computer Science and Engineering; Electronics and Communication Engineering; Electronics Engineering
3	Cyber Security	Computer Science and Engineering; Electronics and Communication Engineering; Electronics Engineering

.....

**Disclaimer:** Areas in which Minor Degree/Hons. may be offered are numerous. It is up to the Universities with the help of their Academic Board/Council to decide whether Minor Degree/Hons. is to be offered or not in any particular area, which is not mentioned above. **AICTE approval is not required for offering Minor Degree/Hons. in any such area,** however the criteria that “Minor Degree or Hons. will cumulatively require additional 18 to 20 credits in the specified area in addition to the credits essential for obtaining the Under Graduate Degree in Major Discipline (i.e. 160 credits)”.

**7.10** In general, the teaching learning process shall take place either in the form of “face to face” mode in a class room (Regular Course) or “Open and Distance Learning” mode by providing flexible learning using a print, electronic, MOOCs, online and occasional interactive face-to-face meetings.

The Courses offered in the timings of Regular Shift, First Shift, Second Shift and Part Time shall be considered as Regular Courses. The Institutions shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements to offer the Regular Courses as per the norms specified in the Approval Process Handbook for the Total Approved Intake and the Institutions may conduct the Courses in the timings of Regular Shift, First Shift, Second Shift and Part Time not exceeding the “Approved Intake” of each Course, as per the convenience of all stakeholders. All such Institutions shall create the necessary Faculty, Infrastructure and other facilities **WITHIN 2 YEARS** to fulfil the norms. Student enrolment details shall be uploaded in the Web-Portal.

The Institutions shall run Skill Development Courses, student developmental activities such as Research Park, Start-up Centre, Innovation Club, Entrepreneurship, etc. in the excess Built-up area.

**7.11** The AICTE approved Institutions shall be permitted to collaborate with each other for Student Exchange Programme so that the students admitted in an Institution may spend one Semester in another Institution.

**7.12** An Institution shall only allow up to 20% of the total Courses being offered in a particular Programme in a Semester through the Online Learning Courses provided through SWAYAM platform as per the AICTE (Credit Framework for online learning course through SWAYAM) Regulations, 2016.

**7.13 Institutions having Course(s) where admission is less than or equal to 30% of the initial “Approved Intake” for the past 5 years consistently (from the year of admission of the students), the Council shall reduce 50% of the “Approved Intake” in such Course(s) in the current Academic Year with the approval of the Council.**

In the Courses approved by the Council, if the Institution fails to admit the students/ not started the Course(s) due to Non-affiliation by the University/ Board or Non-Fulfilment of State Government/ UT requirements in the year of establishment, the same shall be informed to the Council, else ALL the Courses shall be considered for implementing the above Clause.

The Institution falling under this category need not apply for restoration in the next Academic Year and the Intake shall be automatically reinstated by the Council, if the enrolment becomes more than 30% based on the student enrolment data provided by the Institution. However, such Institutions shall not be eligible to apply for other categories listed under Chapter II/ III/ V/ VI of the Approval Process Handbook except Extension of Approval.

Further, if such Institutions apply for restoration of Intake against the punitive action if any, in the previous Academic Year(s) and if the earlier “Approved Intake” being restored through EVC followed by SHC/ SAC, then this Clause shall be applied after five years.

## 7.14 Admission to Lateral Entry to Second Year Course(s)

- g. **NRI candidates shall also be permitted for admission in Lateral Entry to Second Year, subject to the approval from AICTE for the NRI seats and fulfilment of requisite norms as specified in the Approval Process Handbook.**
- h. Vacant seats arising out of the students withdrawing the admission in the First Year shall also be considered for Lateral Entry.

**7.15** 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 the Approval Process Handbook.  
**The Institutions shall ensure the timely and complete payment of the salary of Faculty by Electronic Clearing Service through Nationalized Banks. Expert Visit Committee shall ensure the Faculty availability by the annual salary paid statements of the faculty in addition to their physical presence.**

**Contd...**

**The Institution should not demand for the Original Degree Certificates from the Faculty members at the time of joining the Institution.** The Faculty members shall avoid the practice of leaving an Institution in the midst of the semester without completing the courses assigned in the Semester.

- a. Adjunct Faculty shall not be engaged in not more than two Institutions at the same time.
- b. The contractual faculty who have taught for 2 consecutive semesters in the preceding Academic Year on Full Time basis ONLY shall be considered for the purpose of calculation of Faculty.
- c. The Faculty norms as specified in Appendix 7 of Approval Process Handbook shall be fulfilled for the Course(s) conducted in the timing of Second Shift.
- d. The Faculty norms as specified in Appendix 7 of Approval Process Handbook shall be fulfilled for the Course(s) conducted in the timing of Part Time (shall have 50% Regular Faculty and 50% additional Faculty).
- i. The Technical Institutions shall introduce Biometric attendance for regular Faculty members.
- j. Each Institution shall have appropriate Grievance Redressal mechanism/ Internal Complaint Committee (ICC) to address the issues of the Faculty.

**7.16** The Technical Institutions shall follow **Faculty Cadre and Qualifications** as provided in the Appendix 8 of the Approval Process Handbook.

The age of superannuation of all faculty members and Principal/ Director of the Institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those Faculty members who are physically fit, have written technical books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

**The pay related issues of the Faculty shall be suitably addressed by the concerned State Government.**

**7.17** The Technical Institutions shall follow **Norms for Land and Built-up requirements** as provided in the Appendix 4 of the Approval Process Handbook.

b. 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 Settlement Deed/ Registered Sale Deed/ Irrevocable Gift Deed (Registered)/ Irrevocable Government/ 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). **However, Private Lease of Building is permissible ONLY for Mega/ Metro Cities due to the scarcity of Land.**



- 7.37** 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 **Hostel**, Research Park, Start-up Centre, Innovation Club, Entrepreneurship, etc.
- 7.40** In National Defence/ Security areas, the maximum Divisions or Intake over and above specified in Appendix 3 of the Approval Process Handbook shall be considered as the case may be, subject to the fulfilment of other norms of the Approval Process Handbook. **However, the details of such Institutions may not be shared to the public.**
- 7.41** Recommendations of National Fee Committee for the maximum Tuition and Development Fee for the Programme(s) as given in Annexure 11 of the Approval Process Handbook have been accepted by the Council and shall have to be followed. **The Institutions shall adopt the Fee fixed by the concerned State Fee Regulatory authority. However, the authorities shall take into account the Central Pay Commission emoluments, increase in DA from time to time, etc. while fixing the Fee for various Courses. Institutions Deemed to be Universities shall comply the UGC norms for Fee in Professional Education.**
- The Institutions shall not directly or indirectly, demand or charge or accept, Capitation Fee or demand any donation, by way of consideration for admission to any seat in any Course.**

# Chapter VIII



- 8.3 Non-Fulfilment of requirement of qualified Principal/ Director**
- 8.4 Non-Fulfilment of Faculty: Student ratio, not adhering to the Pay Scales and/ or qualifications prescribed for Faculty**
- 8.6 Non-Fulfilment of Essential requirements**
- 8.8 Excess admission**
- 8.9 Charging excess Fee than the Fee prescribed by the concerned State/ Fee Regulatory Committee**
- 8.10 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/ Institutions Deemed to be Universities not having NAD/ Institutions demanding for the Original Degree Certificates from the Faculty members at the time of joining the Institution**

**g. Not eligible to receive any grant from AICTE**

## **8.11 Violation of norms of admission by the Institutions/ Universities conducting PGDM/ PGCM Courses/ PGDM Institutions not having NAD or Institutions offering PGDM Course(s) in Regular or ODL mode not uploading student enrollment data and list of students completed the Course(s) successfully along with their CGPA/ % of marks in the AICTE Web-Portal**

Norms for conducting PGDM/ PGCM Courses shall be as per Appendix 9 of the Approval Process Handbook. If any Institution/ Institution Deemed to be University fails to comply with any of the conditions specified therein/ any violation in the admission procedure specified in Approval Process Handbook for the PGDM/ PGCM Courses/ PGDM Institutions not having NAD or Institutions offering PGDM Course(s) not uploading student enrollment data in the AICTE Web-Portal, the Council after giving reasonable opportunity of being heard through Standing Appellate Committee shall be liable for any one or more of the following punitive actions by the Council:

- a. No admission for one Academic Year
- b. Withdrawal of approval of the Institution
- c. Withdrawal of graded autonomy granted by the Council

# Appendix 1

## 1.4 Post Graduate Diploma/ Post Graduate Degree Programmes

Sl. No.	Programme	Duration	Eligibility
ix	Hotel Management and Catering Technology	2 years	Passed Bachelor Degree in Hotel Management and Catering Technology/ <b>Hotel Management of minimum 4 years duration</b> or equivalent Degree.
x	MCA	2 years	<p><b>Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree.</b></p> <p>OR</p> <p>Passed B.Sc./ B.Com./ B.A. with Mathematics at 10+2 level or at Graduation Level (<b>with additional bridge Courses as per the norms of the concerned University</b>).</p> <p>Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.</p>

# Appendix 4

## 4.1 Land Requirements for the Technical Institutions

**\*\* Institutions offering only Pharmacy Programme shall fulfil the Land requirements of AICTE or PCI.**

Note:

- a. Starting other educational Course(s)/ Institutions (Technical/ Non-Technical) in the surplus Land arising out of the prevailing/ reduced norms of Land requirement is permissible. Further such surplus Land shall be used as per the Land use Certificate given to the Trust/ Society/ Company by the concerned authority, subject to such Course(s)/ Institutions having their own facilities to conduct such Programmes without sharing the essential facilities, such as Class Room, Laboratory etc. with the already approved Technical Institution. However, Common Amenities such as **Administrative infrastructure**, Canteen, Auditorium, Playground, Parking, etc. may be shared, provided it caters to all the students of all the Programmes.
  
- f. **For Change of Site/ Location or To start new Programme/ Level in the existing Institutions, mortgage of land is acceptable.**

## 4.2 Minimum Built-up Area Requirements

d. In case of allied branches in Engineering and Technology, a maximum of 30% of Laboratories may be shared.

### 4.2.1 Instructional Area (Carpet Area) in m<sup>2</sup>

#### C. Pharmacy (Diploma/ Under Graduate/ Post Graduate Degree) Institution

# 66 and 75 m<sup>2</sup> for 60 and 100 Intake respectively.

Wherever the animal experiments are being conducted using simulations, the requirement of animal house and registration with the Committee for the Purpose of Control And Supervision of Experiments on Animals (CPCSEA) is not required for such institutions, else the same shall be in conformity with the provisions of the Prevention of Cruelty to Animals Acts, 1960 and the Breeding and Experiments on Animals (Control and Supervision) Rules 1998.

# Appendix 6



## 6.1 Essential requirements of the Technical Institutions

9	Implementation of mandatory Internship policy for students**	Essential
11	Implementation of student Induction Programme***	Essential
13	Implementation of examination reforms (Applicable for Standalone Institutions and Universities) ****	Essential
14	Compliance of the National Academic Depository (NAD) as per MHRD directives, (Applicable for Standalone Institutions and Universities)	Essential
24	Rain Water Harvesting	Essential
25	Waste Management and environment improvement measures to ensure a sustainable Green Campus	Essential

\*\* An Affidavit to be uploaded on the Portal for the compliance of Implementation of Internship Policy of AICTE.

\*\*\* An Undertaking to be uploaded on the Portal that the Institution shall possess an UHV Induction Programme trained Faculty for every 20 newly joined students before AY 2022-23.

\*\*\*\* An Undertaking to be uploaded on the Portal that the Internal Assessment & Laboratory Work shall be carried out following AICTE Exam Reforms and all the existing Faculty shall be trained for the same.

# Appendix 7

## 7.0 Norms for Faculty requirements and Cadre Ratio for the Technical Institutions

### 7.1 Diploma/ Post Diploma Certificate Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Head of the Department	Lecturer	Total
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D = A+B+C</b>
Engineering and Technology/ Architecture/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology	1:25	1	1 per Department	$(S/ 25) - 1$	S/25
Pharmacy	1:20	1	1 per Department	$(S/ 20) - 1$	S/20
S - Sum of the number of students as per “Approved Intake” at all years					

## 7.3 Post Graduate Degree Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>A+B+C+D</b>
*Engineering and Technology	1:15	-	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15}$

However, Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall **have Faculty: Student as 1:15** and maintain a better Cadre ratio **in order to achieve excellence in Technical Education.**

# Appendix 9

**9.19** The Standalone Institutions are falling under THREE categories, as Category I, II and III based on the All India Council for Technical Education (Categorisation of Standalone Institutions (SIs) for Grant of Graded Autonomy) Regulations, 2019.

Category I/ II Institutions 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. An Affidavit<sup>2</sup> to this effect shall be submitted annually to AICTE. Student enrolment details shall be uploaded in the Web-Portal within one month from the last date for admission every year.

If any complaints are received about the violation of the norms, AICTE shall inspect the Institution, the action as specified in the Approval Process Handbook shall be initiated.



Thank  
you!