ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

CHANGES IN APPROVAL PROCESS HANDBOOK 2018-2019

APH 2017-18	APH 2018-19
	Chapters reorganized as

I	Grant of Approval through a single application for the following:
II	Grant of Approval through single application for the following:
III	Unapproved Institutions
IV	Penal Action in case of Violations of Regulations/ Approval Process Handbook 2017-18
V	Collaboration and Twinning Programme between Indian and Foreign University/ Institution in the field of Technical Education, Research and Training
VI	Norms and Requirements

I	Grant of Approval through a single application for the following:
II	Grant of Approval through single application for the following:
III	Collaboration and Twinning Programme between Indian and Foreign University/ Institution in the field of Technical Education, Research and Training
IV	Vocational Education Courses under NSQF
V	Norms and Requirements
VI	Penal Action in case of Violations of Regulations/ Approval Process Handbook 2018-19
VII	Unapproved Institutions

Clause numbers are modified in tune with the Chapter number

APH 2017-18	APH 2018-19
Definitions, Sl. No. 24 "Division" means A batch of maximum of Sixty (60) seats in Under Graduate Programme and Diploma in Engineering/ Technology/ Hotel Management and Catering Technology/ Applied Arts and Crafts, Post Graduate Programme in PGDM/ MBA/ MCA excluding 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; A batch of maximum of Fifty (50) seats in Under Graduate and Diploma in Pharmacy Programme excluding supernumerary seats – 5% TFW and 15% OCI/ PIO/ Foreign Nationals/ Children of Indian Workers in the Gulf Countries; A batch of maximum of Thirty (30) seats in Post Graduate Programme in Engineering/ Technology/ Hotel Management and Catering Technology/ Applied Arts and Crafts/ Architecture/ Planning;	**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; 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; **Contd…**

APH 2017-18	APH 2018-19
	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 maximum of Twenty (20) seats per year in fellowship Programme in Management. |

Chapter I

APH 2017-18

4.2   Details of Processing Fee

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

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

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1.3.5   (New) **Institutions Deemed to be University/ Private University 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 should apply separately for each campus for approval

1.4.2   Details of Technical Education Regulatory (TER) Charges

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

Sl. No.	Type of Institution	TER Charges ₹ in Lakh
i	Minority Institution	6.0
ii	Institution set up in J&K, North Eastern States	6.0
iii	Institution set up exclusively for women	6.0
iv	Government/ Government aided/ Central University/ State University	Nil
v	All other Institutions including Institution Deemed to be University/ Private University	**8.0**
vi	ALL Applicants under (i), (ii), (iii) and (v) whose application was rejected and issued Final LoR in the previous year i.e. 2017-18*	3.0
vii	Existing Institutions seeking approval for the first time from AICTE - Approved by Council of Architecture in the previous Academic Years/ Non-Technical Institutions conducting MCA/ MBA	2.0

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* Not applicable for Application which was rejected in 2017-18 and TER Charges refunded under Clauses 1.4.7.b and 1.10.j of this Chapter. Such Applicant shall apply afresh as a new Institution.

Applicants under (vi) are not eligible for refund of TER Charges as per Clauses 1.4.7.b and 1.10.j of this Chapter.

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

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4.5 Views of State Government and Affiliating University/ Board a. The State Government/ UT and the Affiliating University/ Board shall forward to the concerned Regional Office of the Council, their views on the application received by them, within a period of 21 days from the date of receipt of the application of an Institution, with valid reasons or otherwise along with the perspective plan of the Concerned State and in any case, not later than the last date of submission of application as per the prescribed schedule of AICTE.	**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. 1.5.2. c. After shifting of the Equipment, Library and other movable property from the existing Institution to the new Site/ Location another Expert Visit Committee shall be conducted before the start of academic session of the current Academic Year again to verify the availability of facilities at the new Site/ Location.

1.6.3 (New)

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.

1.9   Establishment of New Institutions (New)

1.9.4 Applicants shall not use the names of the Existing Institutions within the State. Existing Institutions having the same names run by the same/different Society/Trust/Company within the State/UT shall at least add the name of the Village/ Town/ City where it is located as an integral part of the name of the Institution.

1.9.5 All Institutions shall use same font and size for the full name of the Institutions, wherever it is displayed.

1.10 Grant of Approval (New)

j.   If the application for New Institution/Conversion of Diploma Level into Degree Level and vice-versa is rejected at the level of Scrutiny/Re-Scrutiny, the TER Charges after a deduction of ₹50000/- (Rupees Fifty Thousand only) shall be refunded to the Applicant.

m.   An Institution/ Applicant, if aggrieved by the decision of Executive Committee, shall appeal as per the Procedure given in Clause 1.12 of this Chapter and the final decision of the Council shall be uploaded on or before 30th April of the Calendar Year.

1.12 Appeal Procedure

a.   As per the provision laid down in Clause 1.10.m of this Chapter, an Institution/ Applicant, if aggrieved by the decision of the Executive Committee shall have the right to appeal once to the Council within 7 days from the date of uploading of LoR.

Chapter II

3.5 (Processing Fee)

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

2.3.5 TER Charges (In ₹)

Type of Institution	Extension of approval			Increase in Intake/ additional Course(s)/ Integrated/ Dual Degree 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

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4.e Institutions having Courses where the admission is less than 30% of "Approved Intake" for the last 5 years consistently **and if it continues for the current Academic Year, such Courses shall be closed next year with the approval of the Council.**	**2.3.12** A printout of the proof of payment, Affidavit[4] and additional documents as per Appendix 17 of APH 2018-19 (if applicable) shall be submitted along with a stamped receipt from an authorized signatory of Affiliating University/ Board and Concerned State Government/ UT as proof of submission of these documents (applicable for Institutions seeking approval other than EoA) within 7 days from the last date of submission of application to the Regional Office. **2.4.3** Institutions having Course(s) where admission is less than 30% of "Approved Intake" for the past 5 years consistently, the Council shall reduce 50% of the "Approved Intake" in such Course(s) in the current Academic Year with the approval of the Council.

2.6.3 (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.

2.6.4 (New)

b. The Standalone Institutions offering Post Graduate Course(s) which are in existence for less than FIVE YEARS or which are not eligible for applying for NBA accreditation shall be allowed to increase in Intake/ expansion without mandatory accreditation condition as per the following Table, subject to "Zero Deficiency" based on Self-Disclosure on the AICTE Web-Portal.

Increase in Intake/ Expansion in Institutions without NBA accreditation

Sl. No.	Programme	Maximum No. of Divisions allowed	Maximum Intake allowed
i	MCA	3	180
ii	Management	3	180

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.

2.11 To Start Diploma in Degree Pharmacy Institutions and vice-versa (New)

2.11.1 Requirements and Eligibility

a. AICTE approved existing Institutions offering Diploma in Pharmacy shall be permitted to start Degree in Pharmacy and vice-versa in the same Institution provided the requirement of the Built-up area shall be as per Appendix 4 and maintaining Faculty: Student as per Approval Process Handbook 2018-19.

b. The Institution shall apply on the AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.

2.11.2 Procedure

a. The same shall be considered upon verification of adequate Infrastructural facilities as per Approval Process Handbook 2018-19 by an Expert Visit Committee.

b. AICTE approved existing Institutions running Degree Pharmacy Programme shall only be permitted to run Pharm.D. Programme.

- The Institutions already running Pharm.D. with the approval of PCI shall apply on the AICTE Web-Portal for approval of AICTE. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.
- Applications for the Introduction of Pharm.D. shall be processed as per Clause 2.6 of this Chapter. Scrutiny Committee shall verify the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.

**2.12	Conversion of Management Institutions running PGDM Course into MBA Course (New)**

**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 per 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.

**2.12.2	Procedure**

a.	The same shall be considered upon verification of adequate Infrastructural facilities as per Approval Process Handbook 2018-19 by an Expert Visit Committee.

2.13   Conversion of Second Shift Course(s) into First Shift Course(s) (New)

2.13.1   Requirements and Eligibility

a.   Institutions offering Course(s) only in Second Shift or offering same Course(s) in both the First and Second Shifts at the same Level shall be permitted to convert the Second Shift Course(s) into First shift, subject to the fulfilment of the requirements of Built-up area as per Appendix 4 and maintaining Faculty: Student based on the combined "Approved Intake" as per Approval Process Handbook 2018-19.

b.   AICTE approved existing Institution seeking approval for Conversion of Second Shift Course(s) into First Shift Course(s) shall apply on the AICTE Web-Portal along with the additional documents as per Appendix 17 of Approval Process Handbook 2018-19.

2.13.2   Procedure

a.   The same shall be considered upon verification of adequate Infrastructural facilities as per Approval Process Handbook 2018-19 by an Expert Visit Committee.

APH 2017-18	APH 2018-19
11 Procedure for approval of Fellowship Programme in Management **11.1 Requirements and Eligibility** e. The Institutions should have at least 50% and 25% of the full time faculty members with Ph.D. from AIU recognized University/ reputed University from abroad or fellows from IIM, if the Institutions apply for **10 seats and 5 seats** respectively. These faculty members should have at least two papers published in reputed referred indexed cited International/ National Journals.	**2.15 Introduction of Fellowship Programme in Management Programme** **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 or fellows from IIM, if the Institutions apply for 20 seats and 10 seats respectively. These Faculty members should have at least two papers published in referred 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. **2.16.g Para 3 (New)** • Further, any vacant seat in the "Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries" after the last round of the admission of the concerned State Government/ UT may be filled with NRI seats subject to approval from AICTE for the NRI seats and fulfillment of requisite Infrastructure as per the Approval Process Handbook 2018-19.

17 per

APH 2017-18	APH 2018-19
15. Change in name of the Institution or Trust/ Society/ Company or Affiliating University/ Board **15.1 Conditions for Approval** **a.** The Institution shall be AICTE approved existing Institution/ Technical campus. b. AICTE approved existing Institution seeking Change in name of the Institution or Trust/ Society/ Company or Affiliating University/ Board shall apply on Portal. c. Applicants shall submit relevant documents as per Appendix 17 to Regional office (RO) along with the application.	**2.20 Change in name of the Trust/ Society/ Company** **2.20.1 Requirements and Eligibility** a. AICTE approved existing Institution seeking approval for Change in name of the Trust/ Society/ Company including merging of Trust/ Society/ Company shall apply on the AICTE Web-Portal. b. Applicants shall submit relevant documents as per Appendix 17 of Approval Process Handbook 2018-19 to Regional Office along with the application. c. Merger shall be permitted only for those Trusts/ Societies/ Companies having the same common objects of education etc. and either of which have not been disqualified by AICTE/ Court of Law/ any Statutory Body in the past. d. Merging of Trust/ Society/ Company shall be processed as per the respective laws laid down in the Acts.

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	e. In case of any dispute among the members of merged Trusts/ Societies/ Companies is of such nature that it would affect the standard of the Institution, then AICTE shall withhold the approval as long as it may deem fit. f. Further, AICTE shall have the right to lien over the FDR till such time dispute among Trustees or members is not settled by an Arbitrator or the Court of competent jurisdiction as contemplated in the Trust/ Society/ Company document, by virtue of which amalgamation took place.
16 (Expert Visit Committee)	**2.21 Expert Visit Committee (New)** h. If any document submitted is found to be fraudulent, criminal case shall be filed against the Principal of the Institution and the Chairman/ Secretary of the Trust/Society/Company.

Chapter IV

Vocational Educational Courses under NSQF

Chapter V

Norms and Requirements

APH 2017-18	APH 2018-19
Appendix 6 Standalone Language Laboratory -Essential The Language Laboratory is used for language tutorials. These are attended by students who voluntarily opt for Remedial English classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. This especially benefits students who are deficient in English and also aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skills etc. This Laboratory shall have 25 Computers for every 1000 students.	**5.6** The Technical Institutions shall follow **Norms for Essential and Desirable requirements** as provided in the Appendix 6 of Approval Process Handbook 2018-19. The Language Laboratory shall be used for language tutorials. These are attended by students who voluntarily opt for remedial English Classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. These especially benefits students who are deficient in English and also aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skills etc. This Laboratory shall have an area of 66 m^2 and to be provided with 25 Computers for every 1000 students for each Institution offering Diploma/ Under Graduate Courses.

APH 2017-18	APH 2018-19
Chapter VI, 7 The Technical Institutions shall follow Norms for Faculty requirements and recommended Cadre ratio at Under Graduate and Post Graduate level as provided in the Appendix 7.	**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. In all other Programmes, ONLY under exigent conditions such as relieving/retirement of faculty members/ delay in Faculty recruitment, Institutions may avail the services of Adjunct Faculty/ Resource Person up to a maximum of 10% of the required faculty members as per the "Approved Intake", for a period not exceeding one Academic Session. The Institutions may appoint more number of Adjunct Faculty for the benefit of the students to get the Industrial exposure. Aadhaar seeding has to be provided for the Faculty. The Technical Institutions may introduce online Aadhar linked Biometric attendance for regular Faculty members.

APH 2017-18	APH 2018-19
	5.11 (New) Induction training for 3 weeks is mandatory for First Year Students. **5.12 (New)** Model Structure of the Curricula/Syllabus for different Course(s) are proposed by the Council and available in the AICTE Web-Portal shall be used as a guideline and Institutions/ Universities may adopt the same with suitable changes. **5.34.6** For the Institutions approved for Progressive Closure, FDR shall be released upon the request from the Trust, subject to the submission of a Certificate from the Affiliating University/Board stating that no students are studying in the Institution.
Chapter VI **30 Release of FDR** 30.6 For the Institutions approved for Progressive Closure, FDR shall be released upon the request from the Trust.	

Chapter VI

Penal Action in case of Violations of

Regulations/Approval Process Handbook 2018-19

APH 2017-18	APH 2018-19
Chapter IV, 4 Non-fulfillment in faculty student ratio, not adhering to Pay Scales and/ or qualifications prescribed for teaching staff The Council may also initiate penal action for not disbursing the salary of the faculty and staff members regularly.	**6.4 Non-fulfillment of Faculty: Student ratio, not adhering to Pay Scales and/ or qualifications prescribed for Faculty (New)** The Council may initiate penal action for not regularizing and ensuring the timely and full payment of the salary of the Staffs through Electronic Clearing Service (ECS) by nationalized banks. The Institution collecting/ withholding any of the original Educational/Professional Certificates of a Faculty member shall be liable to any one or more of the above said punitive actions by the Council.
10 Charging excess fee than the fee prescribed by the concerned State/ Fee Regulatory Committee No Technical Institution shall be entitled to receive from the students fee for the subsequent years and any other fee (Payment/ Amount) whatever name it may be called in addition to the fee fixed by the State/ Fee Regulatory Committee. If any Institution does not follow the said guidelines, the Institution shall be liable to punitive actions from any one or more of the following by the Council:	**6.10 Charging excess fee than the fee prescribed by the concerned State/ Fee Regulatory Committee** The Institutions shall have to announce all fees such as tuition fee, examination fee etc. on their Web Site transparently and adhere to the same strictly. No Technical Institution shall collect any other fee (Payment/ Amount) from the students, whatever name it may be called in addition to the fee fixed by the State/ Fee Regulatory Committee. If any Institution does not follow the said guidelines, the Institution shall be liable to punitive actions from any one or more of the following by the Council:

APH 2017-18	APH 2018-19
• Penalty for charging excess fee than the fee prescribed by the concerned State/ Fee Regulatory Committee levied against each case shall be twice the total fee collected per student and excess fee collected shall be refunded to the student. • Suspension of approval for supernumerary seats for one Academic Year • Reduction in "Approved Intake" • No admission status in one/ more Courses for one Academic Year • Withdrawal of approval for Programme/ Course. • Withdrawal of approval of the Institution	• Penalty for charging excess fee than the fee prescribed by the concerned State/ Fee Regulatory Committee levied against each case shall be twice the total fee collected per student and excess fee collected shall be refunded to the student. • Suspension of approval for supernumerary seats, if any, for one Academic Year • Reduction in "Approved Intake" • No admission status in one/ more Course(s) for one Academic Year • Withdrawal of approval for Programme(s)/ Course(s) • Withdrawal of approval of the Institution **6.11 Institutions not allowing Expert Visit Committee for physical verification of Infrastructural facilities (New)** 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

6.13 Refund Cases

Institutions not following guidelines issued by the Council regarding refund of fee on cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the Council.

- Fine for non-compliance of refund rules of fee levied against each case shall be five times the total fee collected per student

6.14 (New)

AICTE shall initiate appropriate penal action, if Plagiarism is found in the academic, research, project work, journal publication, etc. of the Institutions. Each Institution should have a Plagiarism Software to check the integrity of work of the students and Faculty by ensuring that all content is unique.

6.15   FDR Cases (New)

In case of Institutions where FDRs are encashed before the date of maturity or non-creation of required FDR at the time of LoA, a penalty of 10% of the value of the FDR shall be imposed. However, Institutions that had not created FDR/created FDR for lesser duration/ lesser amount than prescribed at the time of LoA have to create the same accordingly as specified in Approval Process Handbook 2018-19.

6.16

Complaints regarding the use of fake Certificates of SC/ST/OBC to be investigated in time bound manner and if found guilty, such admission should be cancelled. Further, appropriate action shall be initiated accordingly with due intimation to AICTE.

6.18   Complaint Cases (h)

h.   Each Institution shall upload the number of Complaints and Grievances received and action taken in their Web site and update AICTE through monthly online status report.

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Appendix

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Appendix 1

viii	All Programmes	Entry to First year	Passed Diploma examination from an AICTE approved Institution; with at least 45% marks (40% in case of candidates belonging to reserved category) ~~in appropriate branch of Engineering/ Technology,~~ subject to vacancies in the first year in case the vacancies at lateral entry are exhausted.

Appendix 1

ix	All Programmes	Entry to First year	Passed Diploma examination with at least 45% marks (40% in case of candidates belonging to reserved category), subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.

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Appendix 4

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

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Appendix 4

Programme	Land Area requirement in Acre								
	Diploma/ Post Diploma			Under Graduate Programmes			Standalone 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	-	-	-
Pharmacy	$	0.75	2.0	$	0.75	2.0	-	-	-
Architecture and Planning	$			$					
a. Architecture	$	1.0	2.0	$	1.0	2.0	-	-	-
b. Planning		1.0	2.0		1.0	2.0	-	-	-
Applied Arts and Crafts	$	0.5	1.5	$	0.5	1.5	-	-	-
Hotel Management and Catering Technology	$	1.0	2.0	$	1.0	2.0	-	-	-
MCA	-	-	-	-	-	-	$	0.5	1.0
Management	-	-	-	-	-	-	$	0.5	1.0

a. *…   Mega and Metro Cities: Greater Mumbai (UA), Delhi (UA) and Kolkata (UA), Chennai (UA) Bangalore (UA), Hyderabad (UA), Ahmedabad (UA), Pune (UA), Surat (UA) as per the Census of India 2011.

$For the Land area requirements the following conditions need to be adhered:

a. The Built-up area requirements as per Approval Process Handbook (which is in-force) are adhered to.

b. The build-up area, achieved, has to be approved by the concerned Development Authority as per the latest Building Bye-laws (Development Controls) in that City. A copy of certified Building Byelaws be made available by the applying Institution. Copy of approved Plan from local statutory body and completion Plan along with Completion Certificate from the same body, be also provided. Provisional Occupancy Certificate shall be considered only for 2 consecutive Academic Years; after two years the only afore-mentioned Completion Certificate and Completion Plan shall be considered for continuance of approval.

c. Fire and life Safety Certificate from Fire Department of the concerned State is to be taken before the approval is sought/filled at AICTE.

d. Additional Course(s)/Programme(s), in future can be allowed subject to the availability of Built-up areas as per optimum FSI (FAR). However, if the additional construction is to be undertaken in the existing Building then Structural Stability Certificate and Certificate of Safe Foundation to be provided by a Structural Engineer having Master's Degree with specialization in Structure.

e. Competent Authority has to certify that the place is located in Mega and Metro, Urban and Rural areas.

f. The Land area required in the Mega and Metro cities shall be calculated on the basis of the requirements as per AICTE norms for carpet area and the Municipal Corporation byelaws. However, the total Built-up area is to be calculated for the entire duration of the Course with mandatory prior sanctions and approvals from Competent Authority for the entire proposal.

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Appendix 4.2.1 Instructional Area (Carpet Area) in m²

A.   Engineering and Technology (Degree/ Diploma/ Post Diploma Institution)

	Number of Rooms required	Carpet Area in m² per Room
Class Rooms	Total Number of Divisions@ x 0.75	66/33*
Tutorial Rooms+	25% of total Classroom	33
Laboratory$	2 per Course per year**	66
Laboratory for Post Graduate	1 per Course	66
Workshop#	1	200#
Additional Workshop/ Laboratory for X Category Courses	1	200
Computer Center#	1	150
Drawing Hall#	1	132
Seminar Hall	1 per 2 Under Graduate Courses	132
	1 per Post Graduate Department	66
	1 per Diploma Institution	132
Library++	1 per Degree Institution	400
	1 per Diploma Institution	300
Language Laboratory	1	66

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department

@ Total Number of Divisions = (Number of Division/Year) X Duration of the Course

* For Post Graduate Programme

** For Courses having more than 2 Divisions, additional Laboratories equivalent to the required number on pro rata basis for the said Courses shall be created

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+ No Tutorial Rooms required for Post Graduate Courses

++ Additional Library area of 50m^2 per 60 Students beyond 420 Approved Intake

X Category Courses: Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied Courses shall require Additional Laboratory/ Workshop od 1 per Course (Maximum of 2)

Drawing Halls, Computer Centres and Workshops to be created as given below:

Intake	Computer Centre	Workshop	Drawing Hall
Up to 600	1	1	1
601-1200	2	2	2
Infrastructure Requirement shall be calculated on pro-rata basis for Intake greater than 1200			

$ Additional Laboratories (including Basic Science) to be created (if required) as per Curriculum of the concerned University/ Board

Under Graduate Laboratories if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum

Research Laboratory is to be provided with an area of 120 m^2 for each Institution offering Post Graduate Courses

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B. Pharmacy (Degree/ Diploma) Institution

	Number of Rooms required	Carpet Area in m^2 per Room
Classrooms	Total Number of Divisions@ x 0.75	66/33*
Tutorial Rooms+	25% of total Classroom	33
Laboratory (for First Year)	4	75
Laboratory (other than First Year)	2 per Course per year	75
Laboratory for Post Graduate	1 per Specialization	75
Animal House**	1	75
Computer Center inclusive of Language Laboratory	1	132
Seminar Hall	1 per Under Graduate Institution	132
	1 per Diploma Institution	132
Library	1	150

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department.

@ Total Number of Divisions = (Number of Division/Year) X Duration of the Course

* For Post Graduate Programme

** Applicable for Post Graduate Course only

+ No Tutorial Rooms required for Post Graduate Courses

For Post Graduate Programmes, Seminar Hall of respective Under Graduate Programme may be shared

Seminar Hall may be shared, if Diploma and Degree Pharmacy are offered in the same Institution

Laboratories include Machine room and Instrumentation Room

Diploma Laboratories, if shared with Under Graduate Courses shall be upgraded to meet requirements of Under Graduate Curriculum

Under Graduate Laboratories, if shared with Post Graduate Courses shall be upgraded to meet requirements of Post Graduate Curriculum

Research Laboratory is to be provided with an area of 120 m^2 for each Institution offering Post Graduate Courses

C. Architecture/ Planning (Degree/ Diploma) Institution

	Number of Rooms required	Carpet Area in m² per Room
Classrooms	Total Number of Divisions@ x 0.75	66/33*
Laboratory including Computer Laboratory(for First Year)	1	66
Laboratory including Computer Laboratory (other than First Year)	2 per Course per year	66
Post Graduate Studio	1per Specialization	66
Model making and Carpentry Work Shop	1	132
Computer Center	1	75
Under Graduate Studio	Total Number of Divisions@ x 0.75	120
Seminar Hall	1 per Under Graduate Institution	132
	1 per Diploma Institution	132
Library	1	150
Art Court+	1	100
Multi-Purpose Hall+	1	400
Language Laboratory	1	66

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department

@ Total Number of Divisions = (Number of Division/Year) X Duration of the Course

*For Post Graduate Programme

+Desirable

For Post Graduate Programmes, Seminar Hall of respective Under Graduate Programme may be shared

For Courses having more than 2 Divisions, ONE Additional Laboratory for each Division need to be created

Under Graduate Laboratories, if shared with Post Graduate Courses shall be up graded to meet requirements of Post Graduate Curriculum

Research Laboratory shall be provided with an area of 120 m² for each Institution offering Post Graduate Courses

D. Applied Arts and Crafts (Degree/ Diploma/ Post Diploma) Institution

	Number of Rooms required	Carpet Area in m^2 per Room
Classrooms	Total Number of Divisions@ x 0.75	66/33*
Tutorial Rooms+	25% of total Classroom	33
Laboratory including Photography and Computer Laboratory (for First Year)	1	66
Laboratory including Photography and Computer Laboratory (other than First Year)	1 per Course per year	66
Laboratory for Post Graduate	1 per Specialization	66
Workshop	1	200
Computer Center	1	75
Studio/ Display Room	1	132
Seminar Hall	1 per Under Graduate Institution	132
	1 per Diploma Institution	132
Library	1	150
Language Laboratory	1	66

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department.

@ Total Number of Divisions = (Number of Division/Year) X Duration of the Course

* For Post Graduate Programme

+ No Tutorial Rooms Required for Post Graduate Programme

For Post Graduate Programmes, Seminar Hall of respective Under Graduate Programme may be shared

For Courses having more than 2 Divisions, ONE Additional Laboratory for each Division need to be created

Under Graduate Laboratories, if shared with Post Graduate Courses shall be up graded to meet requirements of Post Graduate Curriculum

Research Laboratory is to be provided with an area of 120 m^2 for each Institution offering Post Graduate Courses

E. Hotel Management and Catering Technology (Degree/ Diploma) Institution

	Number of Rooms required	Carpet Area in m^2 per Room
Classrooms	Total Number of Divisions@ x 0.75	66/33*
Tutorial Rooms+	25% of total Classroom	33
Laboratory (Guest Room/ House Keeping/ Front Office) for First Year	3	66
Laboratory (Guest Room/ House Keeping/ Front Office/ Kitchen) other than First Year	2 per Course per year	66
Laboratory/ Guest Room for Post Graduate	1 per Specialization	66
Kitchen with Dining Hall	1	132
Computer Center	1	75
Restaurant	2	66
Seminar Hall	1 per Under Graduate Institution	132
	1 per Diploma Institution	132
Library	1	150
Language Laboratory	1	66

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department

@ Total Number of Divisions = (Number of Division/Year) X Duration of the Course

* For Post Graduate Programme

+ No Tutorial Rooms required for Post Graduate Programme

For Post Graduate Programmes, Seminar Hall of respective Under Graduate Programme may be shared

For Courses having more than 2 Divisions, ONE Additional Laboratory for each Division need to be created

Under Graduate Laboratories, if shared with Post Graduate Courses shall be up graded to meet requirements of Post Graduate Curriculum

Research Laboratory shall be provided with an area of 120 m^2 for each Institution offering Post Graduate Courses

F. Management/ MCA Institution

	Number of Rooms required	Carpet Area in m^2 per Room
Classrooms	Total Number of Divisions$^@$ x 0.75	66/33*
Tutorial Rooms$^+$	25% of total Classroom	33
Computer Center	1	150
Computer Laboratories*	1	66
Seminar Hall	1	132
Library	1	100

Of the Total Number of Classrooms required, at least ONE shall be a Smart Classroom per Department

@ Total Number of Division = (Number of Division/Year) X Duration of the Course

*For MCA only

Appendix 5

Internet speed required for the Institution

Approved Intake	Internet speed
up to 300	16 Mbps
301 – 600	23 Mbps
601 – 900	48 Mbps
901 – 1500	64 Mbps
> 1500	100 Mbps

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

Appendix 5.3 (Sl. No. 13)
33% of total number of titles and volumes each can be in the form of e-books with intranet access.

Appendix 5

Internet speed required for the Institution

Approved Intake	Internet speed
up to 300	32 Mbps
301 – 600	48 Mbps
601 – 900	64 Mbps
901 – 1500	100 Mbps
> 1500	200 Mbps

Arrangement to view NPTEL/ SWAYAM etc. shall be made available.

Appendix 5.3 (Sl. No. 12)
50% of total number of Titles and Volumes each can be in the form of e-books with intranet access.

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Appendix 6

Appendix 6

14	@@ Safety and Security measures in the Campus (as per Chapter V of Approval Process Handbook 2018-19)	Essential
27	@@Establishment of Online Grievance Redressal Mechanism as per Annexure 12 of Approval Process Handbook 2018-19	Essential

6	Availability of at least ONE Smart Classroom per Department	Desirable
11	Efforts to encourage Final Year students to write GATE examination	Desirable
19	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	Desirable
20	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environment friendly disposal of used sanitary napkin through sanitary napkin incinerator	Desirable

12	Implementation of Unnat Bharat Abhiyan	Essential

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

7.1 Diploma/ Post Diploma Programme

	Faculty : Student based on Approved Intake*	Principal/ Director	Head of the Department	Lecturer	Total
		A	B	C	D = A+B+C
Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts, HMCT	1:20	1	1 per Department	(S/ 20) – (A+B)	S/20

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

7.1 Diploma/ Post Diploma Programme

	Faculty : Student based on Approved Intake*	Principal/ Director	Head of the Department	Lecturer	Total
		A	B	C	D = A+B+C
Engineering and Technology/ Architecture/ Planning/ Applied Arts and Crafts/ Hotel Management and Catering Technology	1:25	1	1 per Department	(S/ 25) – (A+B)	S/25

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7.2 Under Graduate Programme

	Faculty : Student based on Approved Intake*	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
Engineering and Technology	1:15	1	$\frac{S}{15xR}-1$	$\frac{S}{15xR}\times2$	$\frac{S}{15xR}\times6$	$\frac{S}{15}$
Pharmacy	1:15	1	$\frac{S}{15xR}-1$	$\frac{S}{15xR}\times2$	$\frac{S}{15xR}\times6$	$\frac{S}{15}$
Architecture and Planning	1:16	1	$\frac{S}{16xR}-1$	$(\frac{S}{16xR}\times2)$	$(\frac{S}{16xR}\times6)$	$\frac{S}{16}$
a. Architecture						
b. Planning						
Applied Arts and Crafts	1:10	1	$\frac{S}{10xR}-1$	$\frac{S}{10xR}\times2$	$\frac{S}{10xR}\times6$	$\frac{S}{10}$
HMCT	1:15	1	$\frac{S}{15xR}-1$	$\frac{S}{15xR}\times2$	$\frac{S}{15xR}\times6$	$\frac{S}{15}$

* Of which, a minimum of 80 % should be Regular/ full time faculty and the remaining shall be Adjunct Faculty/ Resource persons from industry as per Annexure 10.

S = Sum of number of students as per "Approved Intake" for all years, R = (1+2+6)

7.2 Under Graduate Degree Programme

	Faculty: Student based on Approved Intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
Engineering and Technology	1:20	1	$\frac{S}{20xR}-1$	$\frac{S}{20xR}\times2$	$\frac{S}{20xR}\times6$	$\frac{S}{20}$
Pharmacy	1:15	1	$\frac{S}{15xR}-1$	$\frac{S}{15xR}\times2$	$\frac{S}{15xR}\times6$	$\frac{S}{15}$
Architecture and Planning						
a. Architecture	1:16	1	$\frac{S}{16xR}-1$	$\frac{S}{16xR}\times2$	$\frac{S}{16xR}\times6$	$\frac{S}{16}$
b. Planning	1:16	1	$\frac{S}{16xR}-1$	$\frac{S}{16xR}\times2$	$\frac{S}{16xR}\times6$	$\frac{S}{16}$
Applied Arts and Crafts	1:10	1	$\frac{S}{10xR}-1$	$\frac{S}{10xR}\times2$	$\frac{S}{10xR}\times6$	$\frac{S}{10}$
Hotel Management and Catering Technology	1:20	1	$\frac{S}{20xR}-1$	$\frac{S}{20xR}\times2$	$\frac{S}{20xR}\times6$	$\frac{S}{20}$

S = Sum of number of students as per "Approved Intake" for all years, R = (1+2+6)

7.3 Post Graduate Programme

	Faculty : Student based on Approved Intake$	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
*Engineering and Technology	1:12	-	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
*Pharmacy	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*Architecture and Planning						
a. Architecture	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
b. Planning	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*Applied Arts and Crafts	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*HMCT	1:12	-	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
#MBA/ PGDM	1:15	1	$\frac{S}{15xR}-1$	$\frac{S}{15xR}\times2$	$\frac{S}{15xR}\times6$	$\frac{S}{15}$
#MCA	1:15	1	$\frac{S}{15xR}-1$	$\frac{S}{15xR}\times2$	$\frac{S}{15xR}\times6$	$\frac{S}{15}$

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
*Engineering and Technology	1:12	~	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
*Pharmacy						
M.Pharm.	1:10	~	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
Pharm. D.	1:15	~	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15}$
*Architecture and Planning						
a. Architecture	1:10	~	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
b. Planning	1:10	~	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*Applied Arts and Crafts	1:10	~	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*Hotel Management and Catering Technology	1:12	~	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
#MCA	1:20	1	$\frac{S}{20xR}-1$	$\frac{S}{20xR}\times2$	$\frac{S}{20xR}\times6$	$\frac{S}{20}$
#MBA/ PGDM	1:20	1	$\frac{S}{20xR}-1$	$\frac{S}{20xR}\times2$	$\frac{S}{20xR}\times6$	$\frac{S}{20}$

Number for Science and Humanities Faculty depends on the University Curriculum.

The Second Shift shall have 50% Faculty from those working in Regular/First shift and 50% additional Faculty are to be appointed for each Second Shift Course.

Cadre Ratio shall be 1:2:6

Appendix 9.0 Norms for PGDM Programme

e.   Admission to PGDM Institutions shall be made only from the candidates qualified from any one of the six All India tests i.e.; CAT, XAT, CMAT, ATMA, MAT, GMAT or the common entrance examinations (if any) conducted by the respective State Governments for all Institutions other than Minority Institutions.

The candidates shall be short listed on the basis of the overall rank computed taking into account of the following components and their weights:

- Score in the Common Admission test - 35 to 60%
- Score for academic performance in X Std., XII Std., Under Graduate Degree/ Post Graduate Degree - 5 to 25%
- Group discussion/interview - 20 to 45%
- Weightage for participation in Sports, Extra-Curricular activities, Academic diversity and Gender diversity – 5 to 20%

f.   PGDM Institutions shall publish the information regarding the name of the Common Admission test, from which the candidates are selected for admission, the percentage of scores of above components in its web-site, admission Brochure and well before the admission process initiated and inform the Applicants through specific communications.

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h.   PGDM Institutions shall upload students' enrolment data in the prescribed format on the AICTE Web-Portal since its establishment before December 2017. Thereafter students' enrolment data shall be uploaded to AICTE Web-Portal within one month from the last date for admission every year.

j.   Board of Governors is to be constituted as per Appendix 18 of Approval Process Handbook 2018-19 for Standalone PGDM Institutions.

k.   PGDM/ PGCM Institutions shall refund the fee collected, after deducting an amount of ₹1000/- (One Thousand only) as processing fee and return the Certificates to the students withdrawing the admission before the last date of admission, irrespective of the reasons for withdrawal of admission. The last date for withdrawal of admission for the purpose of refund of fees shall be 30th June of every year.

l.   PGDM/ PGCM Institutions shall publish the fee being charged in its web-site and admission Brochure well before the admission process is initiated and inform the Applicants through specific communications.

p.   Institutions shall appointment OMBUDSMAN as per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Lega112012, dated 25.05.2012.

Appendix 10.0   Subscription of Journals

Programme	Total number of Divisions	National Journals	International Journals
Engineering and Technology/ Pharmacy/ Architecture/ Planning, Applied Arts and Crafts, Hotel Management and Catering Technology (Diploma)	B	Half the number as required for Under Graduate Course in the same Programme	Desirable
Engineering and Technology (Under Graduate)	B	$6xB^{\#}$	
Pharmacy (Under Graduate)	B	$6xB^{\#}$	
Architecture (Under Graduate)/ Planning (Under Graduate)	B	$6xB^{\#}$	
Applied Arts and Crafts (Under Graduate)	B	$6xB^{\#}$	
Hotel Management and Catering Technology	B	$6xB^{\#}$	
Engineering and Technology/ Pharmacy/ Architecture/ Planning/ Applied Arts and Crafts (Post Graduate)	B	$5xB^{\#}$	$^{\#}$Essential
MBA/ PGDM/ MCA (Post Graduate)	B	$12xB^{\#}$	

It is desirable to procure the hard copy of International Journals. However, subscription to National Journals is essential. E-journals are recommended.
 #As per the Programme(s)/Course(s) offered by the Institution relevant e-journals from Web of Science or Scopus shall be subscribed.
The e-Shodh Sindhu is providing support in negotiating the prices of e-resources to the AICTE approved Technical Institutions. The same shall be explored by the Institutions.
 Journals shall also include subjects of Science and Humanities.

Appendix 17 Documents to be submitted/uploaded for (New)

17.3   Additional documents to be submitted for approval of Institutions to start Diploma in Degree Pharmacy Institution and vice-versa

- No Objection Certificate from Concerned State Government/ UT in the Format[10].
- No Objection Certificate from Affiliating University and Board in the Format[11].
- Resolution by the Trust/ Society/ Company approving the Institution to start Diploma in Degree Pharmacy Institution and vice-versa, duly signed by the Chairman/ Secretary in the Format[12].
- PCI approval and Affidavit6 for Institutions already running Pharm.D.

17.4   Additional documents to be submitted for approval of Conversion of Management Institutions running PGDM Course into MBA Course

- Resolution by the Trust/ Society/ Company approving the Management Institution for Conversion of PGDM Course into MBA Course, duly signed by the Chairman/ Secretary in the Format[12].

17.5   Additional documents to be submitted for approval of Conversion of Second Shift Course(s) into First Shift Course(s)

- No Objection Certificate from Concerned State Government/ UT in the Format[10].
- No Objection Certificate from Affiliating University/ Board in the Format[11].
- Resolution by the Trust/ Society/ Company approving the Institution for Conversion of Second Shift Course(s) into First Shift Course(s), duly signed by the Chairman/ Secretary in the Format[12].

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

- In case of merger of Trust/ Society/ Company, the transferor Trust/ Society/ Company should transfer its Land, assets and Infrastructure by a registered transfer/conveyance deed in the name of the transferee Trust/ Society/ Company

Annexure 12 (New)
GUIDELINES FOR ESTABLISHMENT OF GRIEVANCE REDRESSAL MECHANISM

The Ministry of Human Resource Development (MHRD), Government of India has emphasized that there is a need of structured mechanism for online registration as well as disposal of the Grievances of students/Faculty/stakeholders in every Institution approved by AICTE.

In view of the above, all the Institutions are requested to urgently put in place an online mechanism, if not presently existing, for registering and disposing of Grievances. Once this mechanism is established, the following outcomes are desired to be fulfilled:

i.   Each AICTE approved Technical Institution should be able to receive and dispose of the Grievances online.

ii.   Each of these Institutions should have a notice board/flex board fixed near the Office of its Head, indicating the details of online Grievance Redressal Mechanism i.e. URL of the online Grievance Redressal Portal, names, contact nos. and e-mail IDs of members of the Grievance Committee, to ensure publicity/awareness of the establishment of Grievance Redress Mechanism/Students Grievances Portal. This would help speedy Redressal of the Grievances and obviate/reduce the urge to lodge the Grievance on pg.portal of DARPG.

iii. An **online monthly Status Report** regarding the number of Grievances received, disposed off and pending as on the last day of the previous month should be informed to AICTE.

iv.   Non-registration of Grievances on the Web Site of the Institution resulting in more number of Grievances being registered on the pg.portal of Central Government which would be an indication that the Grievance Redress Mechanism of the respective Institution/Organisation is not working properly to the satisfaction of the petitioners.

v.   The performance of the Grievance Redress Mechanism at the point of arising of the Grievance, i.e. Institution may be taken into account by the Accreditation Agencies.

vi.   The Council shall take into account the performance of the Grievance Redress Mechanism at the point of origin of the Grievance, i.e. Institution, at the time of renewal of their permission/approval every year.

All the Institutions are requested to take necessary steps to implement the above.

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Annexure 10	**Annexure 13**
GUIDELINES FOR APPOINTMENT OF ADJUNCT FACULTY/ RESOURCE PERSONS FROM INDUSTRY IN AICTE APPROVED TECHNICAL INSTITUTIONS	**GUIDELINES FOR APPOINTMENT OF ADJUNCT FACULTY/ RESOURCE PERSONS FROM INDUSTRY IN AICTE APPROVED TECHNICAL INSTITUTIONS**
Point (4)	4. QUALIFICATIONS AND EXPERIENCE: An Adjunct Faculty/ Resource person should be a Faculty retired from Technical Institution or a person of eminence, with or without a Post Graduate or Ph.D. qualifications having 10 to 15 years of experience from Industry/ Organization. There shall be no upper age limit for Adjunct Faculty/ Resource Person as long as he/she add value to the education and academic activities of the Institution.
EXPERIENCE: Any candidate for Adjunct Faculty/ Resource person having 10 to 15 years of experience from industry/ organization shall satisfy the following norms:	
	6. STRENGTH OF ADJUNCT FACULTY: In case of Architecture and Planning, up to a maximum of 30% Adjunct Faculty/ Resource Persons are permissible, since the Programme requires exhaustive practical field exposure. In all other Programmes, ONLY under exigent conditions such as relieving/retirement of faculty members/ delay in Faculty recruitment, Institutions may avail the services of Adjunct Faculty/ Resource Persons up to a maximum of 10% of the required Faculty members as per the "Approved Intake", for a period not exceeding one Academic Session.