

# Major Changes in Approval Process 2021-22



# CHAPTER- I



## APH 2020-21

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

## APH 2021-22

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.

**NO Changes Except Delimiting Pharmacy / Architecture**

Programs from AICTE Approval Process as per Hon'ble SC Directions.

# CHAPTER- I



## APH 2020-21

Incompliance to the order dated 08.11.2019 passed by the Hon'ble Supreme Court of India in CANo.364/2005, for the existing Institutions offering Courses in Architecture Programme, approval by the Council of Architecture is mandatory but AICTE approval is NOT necessary.

## APH 2021-22

Incompliance to the order dated 08.11.2019 passed by the Hon'ble Supreme Court of India in CANo.364/ 2005, for the existing Institutions offering Courses in Architecture Programme, **approval by the Council of Architecture is mandatory but AICTE approval is NOT necessary.** Similarly, in compliance to the order dated 05.03.2020 passed by the Hon'ble Supreme Court of India in Transferred Petitions(CIVIL) No 87- 101 of 2014, for the existing institutions offering courses in Pharmacy programme, **approval of PCI is mandatory but AICTE approval is NOT necessary.**

However, similar to Central /State / Private Universities taking approval (even though it is not Mandatory) for the purpose of getting benefits of AICTE schemes as per the prevailing policies/norms, interested Architecture / Pharmacy Institutions may apply to the AICTE for approval, provided, they are already having approval of CoA /PCI.

**NOTE: No Provision for Letter of Intent (LoI) in this A/Y 2021-22**

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## APH 2020-21

### 1.4.2 TER Charges

Existing Institutions seeking approval for the first time from AICTE as per APH 2020-21

### 1.4.3. Normal online submission of the application

## APH 2021-22

### 1.4.2 TER Charges

Existing Institutions seeking approval for the first time from AICTE as per APH 2021-22

(Refer Table 1.4.2 for change in TER Charges)

**1.4.3. Digitally Signed Application** should be submitted on AICTE Web-Portal on or before the last date as notified in the Public Notice /AICTE web-portal.

**Note:** Institutions shall NOT be permitted to submit Applications without DSC

# CHAPTER- I



## APH 2020-21

**1.5.3** The fund position of the Applicant  
(Operational Expenses)  
**Applicable for All Programs**

**1.6** Scrutiny/Re-Scrutiny/EVC **offline** converted to online  
(in view of pandemic)

**1.9 (c) Security Deposit**  
Applicable for all programs

## APH 2021-22

**1.5.3** The fund position of the Applicant  
(Operational Expenses)  
**Pharmacy – NOT APPLICABLE**  
**Architecture – NOT APPLICABLE**

**1.6** Scrutiny/Re-scrutiny/EVC **Online** with a provision for Offline ONLY under extra ordinary circumstances

**1.9 (c) Security Deposit**  
**Pharmacy – NOT APPLICABLE**  
**Architecture – NOT APPLICABLE**

**Not applicable as per clause 1.3.5**

## APH 2020-21

### 2.1. Introduction

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 but AICTE approval is NOT necessary.

## APH 2021-22

### 2.1. Introduction

In compliance to the order dated 08.11.2019 passed by the Hon'ble Supreme Court of Indian CA No.364 / 2005, for the existing Institutions offering Courses in Architecture Programme, **approval by the Council of Architecture is mandatory but AICTE approval is NOT necessary.**

Similarly, in compliance to the order dated 05.03.2020 passed by the Hon'ble Supreme Court of India in Transferred Petitions(CIVIL) No 87-101 of 2014, for the existing institutions offering courses in Pharmacy programme, **approval of PCI is mandatory but AICTE approval is NOT necessary.**

However, similar to Central / State / Private Universities taking approval (even though it is not Mandatory) for the purpose of getting benefits of AICTE schemes as per the prevailing policies/norms, interested Architecture / Pharmacy Institutions may apply to the AICTE for approval, provided, they are already having approval of CoA / PCI.

## APH 2020-21

### 2.3.3 TER Charges

TER Charges shall be levied for Government-Aided Institutions (if they are running some self-financing courses)

### 2.3.3 NOTE

**(b)** In an extraordinary circumstance (including **Court directions**) - additional Scrutiny Committee and Standing Hearing Committee/ Standing Appellate Committee has to be conducted to any type of Institutions, then the Applicant has to remit **₹ 1.0 Lakh** through online as an additional TER Charges.

## APH 2021-22

### 2.3.3 TER Charges

**NO TER Charges** shall be levied for Government-Aided Institutions **(Even if they are running some self-financing courses)**

### 2.3.3 NOTE

**(b)** In an extraordinary circumstance (including Court directions) - additional Scrutiny Committee and Standing Hearing Committee/ Standing Appellate Committee has to be conducted to any type of Institutions, then the Applicant has to remit **₹ 0.5 Lakh** through online as an additional TER Charges.

## APH 2020-21

### 2.3.3 (c) Additional EVC

In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted (including Court directions) to any type of Institutions, the Applicant has to remit **₹2.0 Lakh** through online as an additional TER Charges

## APH 2021-22

### 2.3.3 (c) Additional EVC

In an extraordinary circumstance, if an additional Expert Visit Committee has to be conducted (including Court directions) to any type of Institutions, the Applicant has to remit **₹1.0 Lakh** through online as an additional TER Charges

Please Refer Clause- 1.4.2 for more detail



# CHAPTER- II



## APH 2020-21

## APH 2021-22

**2.8.** Conversion of Diploma level into Degree level and vice-versa

**2.8.** Conversion of Diploma level into Degree level and vice-versa

**2.8.1 (e)** Merger of courses NOT permitted

**2.8.1 (f)** Merger / Addition of new courses in Conventional/ Traditional discipline NOT permitted

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

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

### **2.9.1 (a)**

Existing Institutions shall be permitted to start program/course(s) in Engineering and Technology **ONLY in emerging areas.**

### **2.9.1 (a)**

Existing Institutions shall **continue to be** permitted to start new program/course(s) in Engineering and Technology **ONLY in Emerging/ Multi-disciplinary areas.**

# CHAPTER- II



## APH 2020-21

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

The existing Institutions of the same Trust/ Society/ Company operating in the same location 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.

## APH 2021-22

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

The existing Institutions of the same Trust/ Society/ Company operating in the same location/ **City 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/required.**

### **2.10.1 (b)**

**NOTE:** Intra-Day movement of Students and Faculty NOT Allowed under any circumstances (in case of infrastructure & other facilities required by Parent institution after merger are in multiple locations). Institutions going for such merger shall duly inform all the stake holders regarding schedule of conduct of Programs / Courses prior to admission

### **2.10 (f)**

**NOTE:** Child Institutions shall be allowed to submit their application ONLY for EOA (No changes will be permitted).

# CHAPTER- II



## APH 2020-21

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

### 2.10.1 (e)

The total land required shall be the Sum of highest land required the programs/levels being offered by the parent Institute plus fifty percent of the land required for the remaining programs

## APH 2021-22

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

### 2.10.1 (e)

The total land required shall be the **highest amongst the programs/ levels being offered by the Institute.** However, institute shall have sufficient built up area to cover all the requirements of ALL the programs/levels conducted as per the provisions of Approval Process Handbook

# CHAPTER- II



## APH 2020-21

**2.13** Introduction/Continuation of supernumerary seats for Foreign Nationals/Over seas Citizen of India (OCI)/ PIO / Children of Indian Workers in Gulf Countries

### 2.13.1(b)

Institutions selected for Study in India Programme by the Government of India are eligible for the grant of introduction of FN/**OCI/PIO**/Children of Indian Workers in Gulf Countries in ALL Programmes / Courses without Expert Visit Committee and TER Charges.

### 2.13.3

The Institution shall submit online application for Continuation of approval for supernumerary seats for admitting Foreign National/ Overseas Citizen of India (OCI)/PIO/Children of Indian Workers in Gulf Countries, as a part of application of Extension of Approval, every year, giving details of Faculty and other facilities

## APH 2021-22

**2.12** Introduction/Continuation of supernumerary seats for Foreign Nationals/Over seas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries

### 2.12.1(b)

**PIO merged with OCI.**

As per the GoI Norms

### 2.12.3

The Institution shall submit online application **MANDATORILY FOR EACH COURSE** (If Required /Interested) for Continuation of approval for supernumerary seats for admitting Foreign National/ Overseas Citizen of India (OCI)/Children of Indian Workers in Gulf Countries, as a part of application of Extension of Approval, every year, giving details of Faculty and other facilities

# CHAPTER- II



## APH 2020-21

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

**2.15.3** Institutions with Accredited courses – up to 4 divisions are allowed However, the increase in intake is allowed **ONLY** in EMERGING Areas

## APH 2021-22

**2.14** Increase in Intake/ Additional Course(s)

**2.14.3** Institutions with Accredited courses – up to 4 divisions are allowed

**NOTE:** **NBA validity of one accredited course can be used for increase in intake of other Non Accredited course (Emerging Area). However, the increase in intake is allowed ONLY in Emerging/ Multi-disciplinary Area Courses.**

**2.14.1.1** Increase in intake (over and above the maximum allowed intake per course) of ONE Division in **Regional Languages is allowed ONLY in conventional Accredited courses.**

# CHAPTER- II



## APH 2020-21

### 2.15.4

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) allowed with One division per course within the approved intake of 2019-20

## APH 2021-22

### 2.14.4

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)

**Only ONE new course (only one division) is allowed within the approved intake of 2020-21.**

**NOTE: New Course shall be allowed ONLY for the Institutions with more than 50% overall Enrolment in academic year 2019-20 (at respective level & program).**

### 2.14.6

Affiliation with two different Universities for same Programme/Course shall **NOT** be permitted

# CHAPTER- II



## APH 2020-21

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

#### 2.24.2

All the benefits/facilities applicable for the Minority institutions shall come in to force from the next academic year .

## APH 2021-22

### 2.20 Change in the Minority Status of the Institution

#### 2.20.2

All the benefits/facilities applicable for the Minority institutions (converted from Non-Minority to Minority) shall come in to force **ONLY from the subsequent academic year.**

**NOTE:** The online procedure shall remain same for change in Minority Status (Minority to Non-Minority or Non-Minority to Minority) except for the documents to be produced as mentioned in **Appendix 17** of Approval Process Handbook

# CHAPTER- II



## APH 2020-21

### 2.26 Change in the Name of the Trust/ Society/Company

#### 2.26.2 Procedure

The procedure as defined in **Clause 2.26.2** of APH 2020-21 was applicable

### 2.27 Extended EoA

#### 2.27.2 Procedure

There was no NOTE

## APH 2021-22

### 2.22 Change in the Name of the Trust/ Society/Company

#### 2.22.2 Procedure

The procedure as applicable for new institution defined under the **Clause 1.5.8** (Except EVC) shall be followed for Change in the Name of the Trust/ Society/Company

### 2.23 Extended EoA

#### 2.23.2 Procedure

**Note:** Institutions under extended EOA period shall **apply for extension of approval annually and provide the data on AICTE portal as required & applicable**



## Collaboration and Twinning

- (a) Collaboration and Twinning shall be allowed with Foreign University having ranking within top 500 as per the QS World Ranking and Indian University shall be within top 100 NIRF Ranking in the preceding year.
- (b) Collaboration and Twinning shall also be allowed between AICTE approved Institutions (having valid NBA accredited courses) with an Institute of National Importance passed by an Act of Parliament OR Any other AICTE approved Institutes (having valid NBA accredited courses) with Institutes falling within top 100 in NIRF ranking.
- (c) Collaboration and Twinning shall also be allowed between AICTE approved Institutes (having valid NBA accredited courses) and Category-I Universities.

Lateral Entry and supernumerary seats shall not be allowed in Foreign Collaboration and Twinning Programme.

## Collaboration and Twinning

- Degree/Diploma shall be awarded as per the provisions prescribed by UGC on the subject as amended from time to time.
- Violation of any Norms will lead to Withdrawal of Approval for the Institute/University.
- Institutions/Universities shall fulfil all terms and conditions as prescribed by Ministry of External affairs & MoE from time to time (In addition to the Standard & Norms set by AICTE)



## Grant of Approval for Universities

### 4.1 Introduction

- Universities /Institutions Deemed-to-be-Universities shall NOT be permitted to run PGDM/PGCM course(s) along with other programs
- Council shall NOT grant approval for any Integrated program(s)/course(s) without NOC from respective Regulatory body.
- Some of the Universities have taken Partial Approval for some courses which is creating confusion in the minds of students. **Therefore, Application for partial approval of any Programme(s) /Course(s)/ Intake at any level shall NOT be Permitted.**
- For more information kindly refer APH 2021-22 Page No 73 to 80

# CHAPTER-V

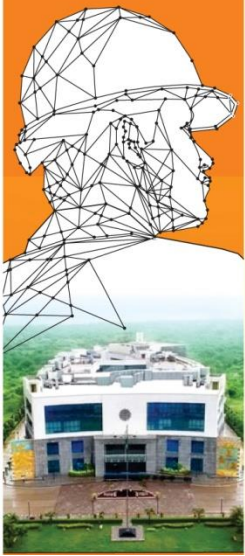


## **Grant of Approval for ODL/ONLINE for Standalone Institutions/Institutions Deemed to be Universities /Universities**

**New Guidelines** : AICTE (Open and Distance Learning Education and Online Education) Guidelines, 2021 F. No. AICTE/P&AP/ODL-ONLINE/2021 Notified on 3rd March, 2021

<https://www.aicte-india.org/sites/default/files/aicte-odl-online-guidelines-2021.pdf>

**For more information kindly refer APH 2021-22 Page No 81 to 91**



# CHAPTER- VI



## Grant of Approval through online application for Vocational Education Courses under NSQF

### 6.2.1 Requirements and Eligibility

Please refer APH 2021-22

#### 6.2.1 (h)

All Institutions initially shall be eligible for a maximum of four (4) Sectors/ Specializations per location, consisting of a maximum 120 students with a batch size of 30 students or (1) **sector/Specialization with maximum 120 students with batch size as 120 students. (All Combinations Permitted)**

#### 6.2.1 (i)

**The institutions can also apply for closure/reduction in intake of existing courses and can apply for vocational courses with sector/specialization to a maximum of 120 intake.**

### 6.3 Norms for Extension for Approval (EoA)

The approval for Vocational Courses shall be valid for **ONE year.**

**TER Charges NOT Applicable for Vocational Courses**

## Norms & Requirements

**7.15 (i)** Each Institution shall have appropriate Grievance Redressal mechanism/ Internal Complaint Committee (ICC) to address the issues of the Faculty & Students **As per the procedure given in Grievance Redressal mechanism**

### **7.19 Norms for Essential and Desirable requirements**

**Specifications shall be decided course-wise as given in Appendix 4.2.1.**

**7.20.** Induction training for 3 weeks and **2 weeks** is mandatory for First Year UG and **Diploma** students **respectively.**

**7.22.** The Technical Institutions shall initiate MoUs with the Industries for the internships of the students and report the outcomes of the same in their website. **The industry with whom MoU is signed shall be a registered industry having valid TIN/GST number.**

**7.35.** **Starting other Academic Course(s)/ Institutions (Technical/ Non-Technical) in the excess Built-up area/Land, arising out of the Courses approved for Closure, not started, etc., is permissible.** However, the Applicant has to make Material/ Non-Material amendment of the Building Plan, Site Plan, etc. approved by the concerned Competent Authority to suit the requirements of the new Programme.

## Norms & Requirements

### 7.49 Tuition Fee Waiver Scheme (TFW)

#### 7.49(d) Admission Procedure

Under this Scheme, up to a maximum of 5% of “Approved Intake” per Course shall be available for this admission. These seats shall be supernumerary in nature. These supernumerary seats shall be available only to such Course(s) in an Institution, where a **minimum of 50% of the seats in Approved Intake are filled up in the last academic year**

**NOTE** : The fee waiver scheme will be implemented by the respective PGDM/PGCM institutes as per the Respective Institution Policy (Following General Guidelines Issued by AICTE).

## Penal Action in case of Violation of the Norms & Regulations

- Refer APH 2021-22 Page No 110 to 115 for details regarding Penal Action in case of Violation of the Norms & Regulations
- **NOTE: Any changes in the Schedule for any of the approval (including academic) related activities as notified by the Council from time to time is binding on all the AICTE Approved Institutions / Universities**
- AICTE has strengthened the Grievance redressal system to address the grievance of faculty. If the grievance is not addressed initially at the Institution and University (UG & PG level) /DTE (Diploma level), then ONLY the faculty can approach the Council.



## Appendix 1

### **Norms for Duration, Entry Level Qualifications and Statutory Reservations of the Technical Programmes**

The Entry Qualification for Diploma and Under Graduate degree courses in Engineering and Technology has been modified as **‘Any of three Subjects’** (out of 13) studied in the 10+2 level shall be taken into account for entry into Diploma/Degree level

Please refer Appendix 1 of APH 2021-22 from page no 116 to 121

## Appendix 4 - 4.1

### **Land Requirements for the Technical Institutions**

Please refer Appendix 1 of APH 2021-22 from page no 152 to 159

# APPENDIX



## Appendix 6-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	Desirable
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.

# APPENDICES



## 6.2 Desirable requirements of the Technical Institutions

3. Fabrication facility Laboratory (FABLAB)/ **AICTE-IDEA LAB**/Tinkering Laboratory/ Innovation Laboratory
8. Efforts to encourage Final Year students to **appearing various competitive** examinations
9. Efforts to encourage students to participate in National/International competition like SIH, IDEATHON, etc
10. Efforts to encourage students to take-up internship and project work in Indian Knowledge System related Areas/Topics
16. Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)
25. Measures for Cyber security

### 6.3.2 Grievance Redressal Mechanism.

Please refer APH 2021-22 from Page no 165 to 170

## Appendix 7

Norms for Faculty requirements and Cadre Ratio of faculty in Technical Institutions

Please refer APH 2021-22 page 172 to 173

## Appendix 9 - Norms for PGDM/PGCM Courses

Please refer APH 2021-22 page no 175 to 176

**9.18** 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.

Also, Institutions should upload both the Transcripts and Certificates of all the students passed out on National Academic Depository(NAD) and provide NAD registration details on AICTE portal.

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-2 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.

## **Appendix 10 - Subscription of Journals**

Please refer APH 2021-22 page no 177 for the changes.

## **Appendix 13 – Structure of Various Committees**

### **13.6 Expert Visit Committee (EVC)**

In the Existing Composition Architect may be of Assistant Professor Level (Academic Background) in addition to Associate Professor / Private Practicing Architect.

## Appendix 16

### **Documents to be uploaded/submitted for Setting up a New Technical Institution offering a Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level**

#### **16.2**

Brief outline about the institute, its facilities and faculty as required by the EVC shall be prepared in advance by Director/Principal and Video Recording of about 30 min shall be uploaded in the you tube and URL link shall be provided in the AICTE Portal for advance viewing of by the Expert .

#### **16.3**

Faculty data as per the prescribed Format should form the part of mandatory disclosure.

## **Affidavit 2 (Closure of the Institution)**

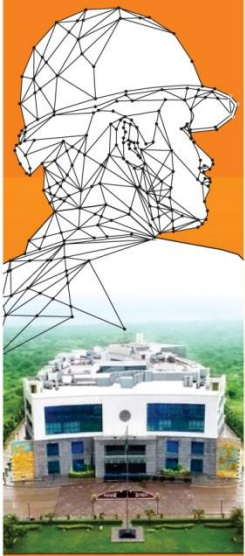
Please refer APH 2021-22 page no 210 to 211 for the updated format

## **Affidavit 6 (Release of Security Deposit)**

Please refer APH 2021-22 page no 216 for the updated format

## **Affidavit 11 (Collaboration and Twinning Programme)**

Please refer APH 2021-22 page no 221 for the updated format



## **Annexure 2 (Educationally Backward (Aspirational) Districts)**

Please refer APH 2021-22 page no 241 to 242 for the updated information.

## **Annexure 8 (State Wise Competent Authorities to issue Certificates with Respect to the Land/ Building)**

Please refer APH 2021-22 page no 275 to 285 for the updated information

## **Annexure 9 (Appointment of Adjunct Faculty/ Resource Persons from Industry )**

Please refer APH 2021-22 page no 286 to 287 for the updated information.

## **Annexure 10 (Mandatory Disclosures)**

Please refer APH 2021-22 page no 288 to 293 for the updated information/format.

## **Annexure 13 (Documents to be submitted to Scrutiny Committee/ Expert Visit Committee )**

Please refer APH 2021-22 page no 297 to 303 for the updated information.

## **Annexure 14 (MBA/PGDM in Innovation, Entrepreneurship and Venture Development (IEV))**

Please refer APH 2021-22 page no 304 for the updated information



## ANNEXURE 15 - Ready Reckoner



1. **NO** need to submit the hard copy of the application to the Regional Office.
2. University Departments shall apply under the **SAME PID** of the University
3. In case of applications under Chapter II, NOC from the State Government/ UT is required as per **Appendix 17**.
4. If the Applicant/ Institution is invited to appear before the Scrutiny/ Re-Scrutiny to verify the documents/to present their case before the Standing Hearing Committee/ Standing Appellate Committee for compliance of the deficiencies, the representative(s) **shall also bring the documents presented to the Scrutiny/**Expert Visit Committee to make use of the opportunity given effectively.
5. If an Institution intends to utilise a Building constructed earlier, the Building approvals obtained from the then authorities shall be produced, else the approval for the same shall be obtained from the current approving authorities.
6. To include new nomenclatures in the Diploma/ Under Graduate/ Post Graduate Degree Courses, approval from the University/ Board, as applicable along with the Curriculum and Syllabus shall be sent to the Policy and Academic Planning Bureau, AICTE.
7. Student admission (Except PMSSS) is the subject of State Authorities.
8. AICTE does **NOT** insist on separate boundary walls for Institutions existing in the same Campus by the same Trust/ Society/ Company, provided the Land and Built-up norms shall be fulfilled for the Programmes/ Courses approved.

## ANNEXURE 15



9. An Institution requesting for any modification in the Extension of Approval and if the same is approved by the Council, a corrigendum shall be issued.
10. EVC shall check the facilities only for “Approved Intake”, not based on admitted students.
11. Certificate verification for PGDM Programme, for employment/ higher Education shall be obtained from the concerned Institution.
12. **Excess payment shall be refunded, not adjusted in future transactions.**
13. TER charges are accepted only by digital payment through the Portal, Demand Draft is not accepted under any circumstance.
14. Once the application is processed as per the stipulated procedure, **TER charges are not refundable** (other than those mentioned in the Approval Process Handbook), if the application is rejected.
15. For the release of **Security Deposits through FDR/RTGS, only online applications are accepted.** The status of processing shall be viewed through the portal.
16. To submit any documents to the AICTE HQ/ Regional Office, use **e-mail ids as provided in Appendix 14.**
17. Any Queries/Clarifications related to policy shall be sent ONLY to **helpdeskab@aicte-india.org** and All technical queries (portal related) shall be sent ONLY to **helpdesk1@aicte-india.org**
18. All information related to Approval Process will be available in AICTE website; **www.aicte-india.org**

**Thanks  
Namaste**