

***Frequently Asked Questions (FAQ) related to  
Approval Process 2018-19***

Q-1 Ans-	Can I open AICTE web portal in any browser? Yes. You can open AICTE's Web Portal in any Web Browser.
Q-2 Ans-	Where I can find information related to Approval Process 2018-19? Information related to Approval Process 2018-19 can be found on <b>AICTE Home page</b> under <b>Quick Links</b> (Approval Process 2018-19).
Q-3 Ans-	How can I get New User-id and password (login credentials) for Website password? Please click on <b>Request New User Id</b> link on AICTE Web-portal or go to link <a href="http://portal.aicte-india.org/partnerportal_enu">http://portal.aicte-india.org/partnerportal_enu</a>
Q-4 Ans-	I have forgotten password for logging in AICTE Web Portal. What is the procedure to recover this? Click on 'Request for Forgot Password' in <a href="http://www.aicte-india.org/">http://www.aicte-india.org/</a> . Kindly fill User Id or Institute Permanent Id or any of the Application Ids and click on <b>Submit Request</b> . Click on <b>Click Here to Make Payment</b> and make Online Payment of Rs 5000. Thereafter, please submit affidavit in concerned Regional Office to retrieve forgot password. Affidavit format is available in AICTE Approval Process Handbook.
Q-5 Ans-	Is PAN No. field mandatory for 'Forgot Password' form? No, PAN Card is not mandatory. Only User Id or any one of the Application Ids is required.
Q-6 Ans-	When I try to login with Institute's Credentials, error message 'Invalid username and password' is displayed. What should I do? Recheck the login credentials (Case sensitive). Confirm whether someone else has logged in with the same credentials (Please note that per user only 3 sessions are allowed. Hence, if someone tries for 4 <sup>th</sup> session then again invalid user name and password message will popup). If no session is live and still getting an invalid username and password message then you can "Request for forgot password".
Q-7 Ans-	I am not able to find some tabs in New upgraded AICTE Web Portal. All sub tabs are available under drop down or You may find all available tabs in one page by Sitemap option. Sitemap option is available in Navigate Menu. Shortcut Keyboard key for Sitemap is Ctrl+Shift+A.
Q-8 Ans-	I am a diploma Institute and unable to enter details under Quality Education Mandate Screen. No. You cannot enter the details because this screen is only for Engineering under graduates institutes.
Q-9 Ans-	How to delete old faculty details? Faculty record cannot be deleted. Faculty can be marked as <b>Duplicate</b> or <b>Left the Institute in Faculty Details</b> tab.

Q-10 Ans-	Is Aadhaar/PAN details mandatory to update faculty details in AICTE Web Portal? Yes.
Q-11 Ans-	How to add re-joined faculty in AICTE Web Portal Click on <b>Left The Institute</b> tab. Enter date of rejoining. Automatically it will get reflected on Web portal.
Q-12 Ans-	I have made Online Payment but amount is not updated in portal. Generally, payment receipt gets updated immediately. Incase, your payment receipt is not updated then click on <b>View Transaction</b> Button under Payment tab. Otherwise it will get updated within 48 hours (2 working days). In case it is not updated even after that, please send details of the transaction (Transaction Id generated while making the payment) and application through Grievance form.
Q-13 Ans-	I am not able to make payment because AICTE Website is not directing to Payment Gateway. Please check whether your application has been submitted successfully or not. If submitted then allow Popups for AICTE Website through Web browser URL.
Q-14 Ans-	Who is Who button is not available in AICTE New Website. Please Visit Directory on Website.
Q-15 Ans-	Where to send the queries related to portal, payment and approval related issues for the Academic Year 2018-19? Raise a Grievance via grievance form available at <a href="http://www.facilities.aicte-india.org/ApprovalProcess/apformEmail.php">http://www.facilities.aicte-india.org/ApprovalProcess/apformEmail.php</a> .
Q-16 Ans-	Our Institution was allotted a User ID for the approval process 2017-18 as a new Institution. Some information was uploaded but the application could not be submitted at that time. Now I want to know that the same User ID can be used for approval process 2018-19. If you want to use existing user id then contact AICTE. Else apply afresh.
Q-17 Ans-	What we have to do in case we face server busy message? If you are getting Server busy message, try again after sometime or try during off peak hours.
Q-18 Ans-	We want to change details which are non-editable / read-only? The details which are seen non-editable cannot be changed beyond the specified schedule for uploading details; you may contact the Approval Bureau.
Q-19 Ans-	Whether Affidavit can be submitted in e-Stamp Paper? Permissible.
Q-20	We want to open new Management Institution and want approval for MBA and PGDM Course in one time. Required land and infrastructure (according to AICTE norms) are available and ready withthe Society. Please confirm whether we have to pay ₹8Lakh TER Charges for both the Courses or have to pay ₹8Lakh TER Charges

Ans-	for individual Course? The TER Charges is 8 Lakh for both Courses together.
Q-21 Ans-	Is TER Charges refundable in case application for approval is rejected? Refer APH 2018-19 Clause 1.10(j) page 33 of APH 2018-19.
Q-22 Ans-	We have applied for New Programme (Engineering/Architecture/Management/Pharmacy/HMCT/MCA/Arts and Crafts) with level UG/PG/Diploma as New Institution in 2017-18. However, the same was rejected and we have received Final LOR. Can we apply again for starting New Institution in the same name? Yes. You can apply a fresh as new Institution under Chapter I of APH 2018-19. You can use the existing User ID and apply for new Institution and required to pay TER Charges as applicable.
Q-23 Ans-	Can a new standalone Management Institution start PGDM 120 seats and MBA 120 seats at the same time if they satisfy all the requirements of AICTE? No. The maximum Intake allowed for an Institution offering PG Programme in Management is 180 (inclusive of MBA and PGDM).
Q-24 Ans-	What is the last date of submission of hard copy application at Regional Office for the applications under Chapter I? All the Institutions applying under Chapter I should submit hardcopy of the application to respective Regional Office on the date of Scrutiny.
Q-25 Ans-	How the Mega and Metro Cities, Urban Area and Rural Area have been determined? The classification of cities has been made as per Census 2011 data.
Q-26 Ans-	I want to know whether any applicant of the organization can be the owner of the land or else if any member of the organization can give a lease to the applicant society. Moreover does the lease agreement needed to be registered or not. Please refer Appendix 16, page no. 129 of APH 2018-19.
Q-27 Ans-	I would like to convert from Diploma to Degree Level and vice-versa. What to do? Please refer Chapter I Clause 1.8, page 26 of APH 2018-19. Refer User Manuals uploaded on portal.
Q-28 Ans-	We have 5 Diploma Courses; Can we apply for conversion of Two Diploma Courses only into Degree Courses? Not permissible.
Q-29 Ans-	We would like to apply for conversion of our UG Degree Courses, but we don't find the nomenclature of certain Courses in Annexure 4 A. How can we apply? You have to continue at the same level or may opt for the closure of the Course(s). Please contact Approval Bureau for further clarification (if required).
Q-30 Ans-	Can we convert our First and Second Shift Diploma Courses into Degree Courses? Only First/Regular Shift Courses are eligible for conversion, Second Shift Courses shall be applied for Closure.
Q-31	We are having UG and PG Courses in Engineering and Technology. How can we

Ans-	convert our Courses into Diploma Level? Only UG Courses are eligible for conversion, PG Courses shall be applied for closure. For the process, refer Clause 1.8, page 26 of APH 2018-19.
Q-32 Ans-	We want to apply for reduction in Intake within a Division for certain Courses. What is the maximum number of UG and PG Courses, we can opt for reduction? There is no limit, any number of UG and PG Courses may be selected.
Q-33 Ans-	Can we apply for reduction in Intake in Second Shift Course within a Division? Not permissible.
Q-34 Ans-	Can we apply for expansion/increase in Intake in Second Shift Course(s) with NBA Accredited courses? Not permissible.
Q-35 Ans-	The Institution has been placed under 20% reduction for 2017-18. How to get the restoration of the reduced Intake in 2018-19? As per Clause 2.4, page 38 of APH 2018-19, you are required to apply for restoration online on Web Portal. Refer User Manual on portal.
Q-36 Ans-	<p>a) Our Institution got approval upto the Academic Year 2015-16 and we were unable to submit application in the years 2016-17 and 2017-18. We want to apply for 2018-19.</p> <p>b) We are running an Engineering Course and taken approval from AICTE for the Courses in 2011-12. After that we could not take extension of approval from AICTE due to some reasons. Now we want to take extension of approval in year 2018-19. We have ID and password allotted by AICTE in 2011. Should we continue to fill online application on Web Portal of AICTE using that ID and Password?</p> <p>Answer for (a) and (b): As per Clause 2.4, page 38 of APH 2018-19, you are required to apply for Break in EOA online on Web Portal. The same user ID and password can be used.</p>
Q-37 Ans-	Our Institution was given Withdrawal of Approval in 2017-18. We are not able to create 2018-19 application. You can apply ONLY as new Institution in 2019-20.
Q-38 Ans-	Our Institution was placed under No admission category in the previous year (2017-18). What we have to do for getting approval for the 2018-19? As per APH 2018-19, you are required to apply for 2018-19 online on Web Portal like any other institution. Your institution need not apply under Restoration category separately. However, your institution will be treated under Break-in-EOA Category with applicable Fee.
Q-39	Our Institution was placed under Reduction in Intake with EoA category in the previous year. We What we have to do for getting approval for the 2018-19?

Ans-	As per APH 2018-19, you are required to apply for restoration online on Web Portal by answering ring the relevant Question under Questionnaire 4.
Q-40	We are not able to fill online Application for EoA for 2018-19. The status of EoA shows 2017-18 open. Please enable the Institution for filling online application for EoA for 2018-19.
Ans-	Contact Approval Bureau through respective Regional Office, for allowing to create application for 2018-19. Please send an email of Institution representation on the Letterhead to helpdeskab@aicte-india.org.
Q-41	<p>a) We are an existing Institution and wish to apply for new Programme (Engineering and Technology/Architecture/ Planning/ Management / Pharmacy/ HMCT/ MCA/Arts and Crafts)in the existing Institution</p> <p>b) We are an Engineering Institution started in 2011-12 with Intake of 300 seats. We want to start MBA and MCA Courses in the same Institution with same ID. What is the procedure?</p>
Ans-	<p>Answer for (a) and (b):</p> <p>NOT permissible to apply for addition of New Programme in the existing Institution as per APH 2018-19.You need to obtain new User ID and apply as New Institution having exclusive facility under Chapter I of APH 2018-19.</p>
Q-42	We have unused User ID and password obtained prior to 2017-18. Can we use the same for applying for starting new Institution under Chapter I?
Ans-	NO. The existing credentials cannot be used
Q-43	We want to apply for Conversion of Women's Institution into Co-Ed Institution or and Change of Site under Chapter I and also for increase in Intake/addition of new Courses under Chapter II. Can we apply for all these together and how the application will be processed?
Ans-	Yes. You can apply for all these together. However, your application under Chapter I will be processed first following the procedure given in APH 2018-19. Simultaneously your application for increase in Intake/ addition of new Course under Chapter II will be processed. Approval for increase in Intake /New Course will be given based on Clause 2.6 page 39 of APH 2018 -19 and subject to Nil deficiency report.
Q-44	We have an existing Technical Institution and wish to apply for new Technical Institution in the same Campus/Site/Plot. Will the EVC conducted for all existing Institutions including proposed new Institution?
Ans-	Yes. EVC will be conducted for the proposed new Institution along with all the existing Institutions, if they are in the same site to verify the availability of exclusive facilities for existing Institution(s) and running of the proposed new Institution.

Q-45 Ans-	In a State, if one University is merged with another University by Act of the State Government, how to change the name of the affiliating University under Course Tab. Select the option “Do you want to change the Affiliating University?” Then select Yes and select the name of new affiliating University from the drop down menu. Contact Approval Bureau through Regional Office along with a request letter in the letter head of the Institution enclosing copies of State Government resolution / Gazette Notification in case if the University name is Appearing/NOT appearing in the dropdown. The process is mentioned in Clause 2.18 page 52 of APH 2018-19.
Q-46 Ans-	Name of our affiliating University does not appear in the affiliating University dropdown. Contact Approval Bureau for inclusion of the University name in the portal even though the institution can add the University Name at their end. Send an email of scanned copy of Institution representation on the Letter head to <a href="mailto:helpdeskab@aicte-india.org">helpdeskab@aicte-india.org</a> .
Q-47 Ans-	Is Integrated M.E./M.Tech Programme permitted? Yes. Refer Clause at Page 35, Chapter II of APH 2018-19.
Q-48 Ans-	Our Institution wants to change Name of the Course. What is the procedure? Apply in the portal as per APH 2018-19. Just Answer the question in Questionnaire tab as “Yes” against the question Change in Name of the course. Institutions applied for Change in Name of the course will be called for Scrutiny at Regional level. The documents which are to be produced during Scrutiny in connection with change in name of course will be intimated to the applied institutions well in advance. <b>Note:</b> There is no need for the institution to enter New Name of the Course in the portal.
Q-49 Ans-	When we have established our Institution in 1980, we have got the Completion Certificate issued by the then Competent Authority, but we don't have Occupancy Certificate for 2017. How can we apply for EoA? Your Completion Certificate is acceptable. Structural Stability Certificate from the registered Structural Engineer is also to be submitted every ten years after the expiry of a period of thirty years from the issue of Completion Certificate.
Q-50 Ans-	We have One Course with valid NBA accreditation. How many increase/new Course our Institution is eligible? You can add one Division in the Course having NBA accreditation. (Total number of Divisions after expansion per Course shall not exceed THREE Divisions) or a new Course within the Programme. However, NBA accreditation can be used only once in the valid duration of the accredited course.

Q-51	We have Two Courses with valid NBA accreditation. How many increase/New Courses our Institution is eligible?
Ans-	Additional Division is permissible for the Courses having a valid NBA accreditation. (Total number of Divisions after expansion per Course shall not exceed THREE Divisions) or can add Two New Courses (with One Division each) or One Division in new Course with One Division in existing valid NBA accredited Courses (total number of Divisions after expansion per Course shall not exceed THREE Divisions). However Two Divisions in a new Course is not allowed. However, NBA accreditation can be used only once in the valid duration of the accredited course.
Q-52	We have Three Courses with valid NBA accreditation. How many increase/New Courses our Institution is eligible?
Ans-	Additional Division is permissible for the Courses having a valid NBA accreditation. (Total number of Divisions after expansion per Course shall not exceed THREE Divisions). Refer Clause 2.6.3, page40ofAPH 2018-19. However, NBA accreditation can be used only once in the valid duration of the accredited course.
Q-53	We have Four or more Courses with valid NBA accreditation. How many increase/new Course our Institution is eligible?
Ans-	Institutions shall be eligible for new Course(s)/ expansion of existing Course(s), equal to the number of valid NBA accredited Course(s), limited to a maximum FOUR new Course(s)/expansion of existing Course(s) within the definition of Division/Programme/level in the Regular/ First Shift. However, NBA accreditation can be used only once in the valid duration of the accredited course.
Q-54	<p>a) Our Institution is eligible to apply for NBA accreditation but does not applied for getting NBA accreditation for the Courses. Can we apply for new/expansion Courses?</p> <p>b) We have started UG Course in pharmacy in 2009. Now we want to increase in Intake for our B.Pharm. Course and addition of PG Course in pharmacy. We do not have NBA accreditation. Whether we can add a new Course?</p>
Ans-	No. Your Institution is not eligible for new/expansion of Courses. For more information contact Approval Bureau.
Q-55	Our Institution has valid NBA accredited Courses. Is it necessary to upload valid NBA letter on portal and send hardcopy to Regional Office?
Ans-	Yes.
Q-56	Our Institution has applied for NBA, whether we are eligible for adding a new Course?
Ans-	We will certainly consider your case, if the accreditation of existing Course is known officially before April 10, 2018 and subject to the fulfilment of other norms as per

	APH 2018-19. However, you need to apply on portal (by answering the NBA question).
Q-57	My Institution has obtained Provisional Accreditation for two Courses which are valid till 2017. I have used these Courses for adding two new Courses during 2016-17. If my Institution secures accreditation again during 2018 for the same Courses, can I apply for the introduction of New Course/ increase in Intake using it.
Ans-	No. A Course having valid NBA accreditation can be used for adding New Course/increase in Intake only once within a span of 6 years.
Q-58	Our Institution wants to apply for 2nd Shift/Part Time Courses and we are NBA accredited/Not eligible for applying NBA accreditation Institution. How can we apply?
Ans-	Introduction of 2nd Shift/Part Time Courses are not permitted.
Q-59	<p>a) Our Institution is not eligible to apply for NBA accreditation. But we want expansion/new Courses how we can apply?</p> <p>b) Our Engineering College started in 2013. Could you kindly help with the information on applying for new Courses?</p> <p>c) Our Institution is set up in 2013 as a standalone Management Institution, Offering PGDM Course and we have added a Course (MBA) in the year 2014 and as such we are not eligible for accreditation. How can we add a Course?</p>
Ans-	<p>Answer for (a), (b) and (c):</p> <p>Institutions can apply for new Courses as per APH 2018-19, Clauses 2.6.4 page 41 of APH 2018-19.</p>
Q-60	Our Institution is not eligible to apply for NBA accreditation and we have 5 Courses with total Intake of 300. Can we start a new Course by closing one existing Course?
Ans-	Institutions with less than Seven years shall apply for closure of Course(s) and apply for increase in Intake/ new Course within the maximum permissible Intake as per Approval Process Handbook, subject to “Zero Deficiency” on the Portal.
Q-61	We are running a private Polytechnic Institution (3 years) from last year. Now we want to Increase in Intake/Expansion in seats and branch in our running Institution, currently we are running 5 branches with 300 Intake. How many branches we can add? How many seats we can Increase?
Ans-	You cannot add any new branch or increase in Intake. Institutions with less than Seven years shall apply for closure of Course(s) and apply for increase in Intake/ new Course within the maximum permissible Intake as per APH 2018-19.
Q-62	We have approved Intake of 60 seats in Electronics and Communication Engineering in UG Course. Now we want to reduce the Intake by 30 in Electronics and Communication Engineering and in lieu of it can we would like to add the one

Ans-	Division of 30 students in lateral entry in Engineering UG Course. Reduction in intake to 30 is possible. But, adding one more division of 30 in lateral entry is not permissible.
Q-63 Ans-	Our Institution has Six UG Courses. How many seminar halls we need for running UG Programme? Please refer Appendix 4, Clause 4.2.1 page 99 of APH 2018-19.
Q-64 Ans-	Our Institution wants to make admission under lateral entry facility for Engineering and Technology (UG and Diploma Level), Pharmacy and MCA Courses. Is there any provision in APH 2018-19? Please refer Clause 5.9, page 63 of APH 2018-19.
Q-65 Ans-	Our Institution has two Divisions in MBA programme with Intake of 60 and 30 seats, now can we apply for increase in Intake of Second Division from 30 to 60 Intake without NBA accreditation? Yes, as per Clause 2.6.7, page 43 of APH 2018-19.
Q-66 Ans-	We are running Five PG Courses in Civil Engineering. How many Professors with Ph.D. qualification are required? For every PG Course, there should be at least one Professor with Ph.D. qualification. Refer Appendix 7, page 110 of APH 2018-19.
Q-67 Ans-	My Institution is approved by AICTE to run B.Pharm. and is also offering Pharm.D. Course approved by PCI. How to apply to AICTE for its approval? Please refer Clause 2.6, page no. 39 of APH 2018-19.
Q-68 Ans-	With reference to APH 2018-19, whether subscription of e-journal is mandatory. Refer Appendix 10 of APH 2018-19. Subscription of the journal will add value to the quality of Technical education and skill.
Q-69 Ans-	I would like to know, whether a Deemed to be University/State Private Technical University is required to take approval of AICTE to conduct technical Courses. Universities have obligation or duty to conform to the standards; and norms laid down by the AICTE in order to conduct Technical Courses.
Q-70 Ans-	How a State Private Technical University/Deemed to be University can apply to take approval of AICTE to conduct technical Courses. State Private University/Deemed to be University can apply on AICTE Portal like a New Institution to commence a new Department or Course and Programme(s) in Technical Education by taking New User ID and Password. Refer User Manual and instructions available under Quick Links "Approval Process 2018-19".

Q-71	I would like to know, whether a Deemed to be University / State Private Technical University having AICTE Approval till 2016-17 as an AICTE Approved institution can use the old Login Credentials to take approval of AICTE now for the University (now)to conduct technical Courses.
Ans-	NO. The University need to take new login credentials and to apply as a new Institution.
Q-72	We are Deemed to be University/State Public University with three Campuses/Constituent Colleges at different locations. Can we apply with common Login Credentials to take AICTE Approval for the Programs/Courses running in all three Campuses/Constituent Colleges?
Ans-	NO. You need to apply separately for all the three campuses with separate login credentials.
Q-73	We are currently running Diploma in Pharmacy and we want to apply Degree Course in Pharmacy. Can we share the Laboratories and Faculty with the Diploma in Pharmacy?
Ans-	Please refer to Appendix 4 Clause 4.2.1(b), page 100of APH 2018-19.
Q-74	Please clarify the qualification and age limit of Adjunct faculty. Whether a same Adjunct faculty can be associated with different Institutions? Is there any Maximum no of Institutions that an Adjunct faculty should be associated?
Ans-	Please refer Annexure 13,page 254 of APH 2018-19.
Q-75	Is it possible to merge standalone MBA programme with the Engineering Institution of the same trust?
Ans-	No.
Q-76	Can we merge Production Engineering Course of Intake 60 with Mechanical Engineering Course of Intake 60 to offer a single Course in Mechanical Engineering of Intake 120, under major discipline of Mechanical Engineering?
Ans-	Yes.
Q-77	We have Three Divisions in Computer Science Engineering and Three Divisions in Information Technology. Can we get Three Divisions after merging?
Ans-	Merging is permitted as per the nomenclatures given in Annexure 4, so that the Intake after merging shall be equal to the sum total of the individual Courses and Divisions, subject to the condition that total number of Divisions after merging per Course shall not exceed THREE Divisions, provided the faculty student ratio be maintained. Please refer Clause 2.6.6, page 43 of APH 2018-19.
Q-78	We have Three Divisions in Information Technology. Can we merge Two Divisions of it with Computer Science, retaining One Division in Information Technology?

Ans-	Partial merging of Divisions is not permissible.
Q-79	Can we merge B.E. Electrical Engineering Course with B.E. Computer Science Engineering Course?
Ans-	Not permissible. Refer Annexure 4 of APH 2018-19 for the Courses permitted for merging
Q-80	Our Institution was approved as a Private / Un-aided Institution. Recently our Institution has been recognized as minority Institution. How to change the status in AICTE?
Ans-	The request will be processed offline. You are required to submit the application with all supporting documents to Regional Office, AICTE. The fee concession will be considered only after issue of formal approval. In view of this, the Institution may be suggested to submit their online application within the stipulated time for getting approval for 2018-19 without waiting for the change in their Minority status on the portal. If approved, the eligible refund shall be done.
Q-81	<p>a) Whether MCA/MBA Department of Arts and Science College is eligible to apply for AICTE approval?</p> <p>b) Whether University Departments can apply for AICTE approval?</p>
Ans-	<p>Answer for (a) and (b):</p> <p>Yes. Refer Clause 1.3.4, page 21 of APH 2018-19. In case of non-Technical Institutions seeking approval for conducting MCA/ MBA and University Departments/ Constituent Colleges seeking approval for conducting MCA/ MBA/ M.Pharm./ M.Tech. Programmes apart from their existing Courses, separate building and Principal are not required. However, in such cases all other norms (as per Approval Process Handbook 2018-19) such as separate Head of the Department, Faculty, Infrastructure, Built-Up area, etc. should be fulfilled.</p>
Q-82	Our Institution is approved for the Academic Year 2017-18. However, we are unable to take printout of EoA. How can this be rectified?
Ans-	The reason may be due to non-filling of information relating to staffs, students, etc. Upload the data to take print out of EoA.
Q-83	We have got EoA for 2017-18 and subsequently we have got the approval for change in name of the Affiliating University, but it is not reflecting in the EoA.
Ans-	Check the Corrigendum.
Q-84	How to apply for 2nd Shift/ Part Time / Dual Degree Programme?
Ans-	From Academic Year 2016-17, Introduction of 2nd Shift and Part Time Courses has been withdrawn. Only existing 2nd Shift and Part Time Courses will continue subject to fulfilment of the mandatory requirement for running the Courses. Dual Degree

	Programme have been re-designated as Integrated Programme keeping in view UGC notification No. F. 5-1/2013 (CPP-II) of March 2014.
Q-85 Ans-	Is it essential to have representative of AICTE in the Board of Governors? The suggested composition of Board of Governors for the AICTE approved Institutions has been given in Appendix 18, page 140 of APH 2018-19.
Q-86 Ans-	Do we need Research Laboratory for each PG Programme? No. Research Laboratory shall be provided with an area of 120 m <sup>2</sup> for each Institution offering PG Programmes.
Q-87 Ans-	Can we charge the fee as per the Recommendation of National Fee Committee given in APH? Institutions have to contact the respective State Fee Regulatory Committee for finalizing the fee.
Q-88 Ans-	How much is the Development Fee is recommended by the National Fee Committee? No split up for Development Fee is available in the report of the National Fee Committee.
Q-89 Ans-	Whether our Institution can start ITI with same infrastructure available in our Polytechnic? No. Please refer Chapter IV, page 58 of APH 2018-19. The Institutions may conduct skill development Courses of any other Regulatory Body using the existing facilities, or by creating additional facilities as per the provisions laid down in the norms and standards of the respective Regulatory Bodies without affecting the quality of education prescribed by both Regulatory Bodies after taking NOC from the Council.
Q-90 Ans-	Whether Lateral Entry is permitted in Diploma? Please refer Clause 5.9, page 63 of APH 2018-19. 12th or 10th + (2 years ITI) shall be eligible for admission to Second Year Diploma Courses up to a maximum of 20% "Approved Intake" (30% for Institutions in Andaman, Nicobar, Lakshadweep, Daman and Diu) which shall be over and above, supernumerary to the "Approved Intake", plus the unfilled vacancies of 1st year as per the Approval Process Handbook.
Q-91 Ans-	How can an Institution apply for National Digital Library? Ministry of Human Resource Development under its National Mission on Education through Information and Communication Technology has initiated the National Digital Library (NDL) pilot project to develop a framework of virtual repository of learning resources with a single-window search facility. The pilot project is devising a framework suitable for future scale up with respect to content volume and diversity to become a full-blown National Digital Library of India over time. It is being developed at IIT Kharagpur. To apply, Institutions has to log on to

	<p><a href="https://ndl.iitkgp.ac.in/">https://ndl.iitkgp.ac.in/</a> and go to Institutional Registration. It is offered at absolute Free of Cost.</p>
<p>Q-92 Ans-</p>	<p>What is National Academic Depository? How to apply? NAD is a Unique, Innovative and Progressive step towards achieving Digital enablement of the Education Records. NAD aspires to make the vision of Digital Academic Certificates for every Indian a reality. NAD is not only a database copy of the certificate records for Academic Institutions but a complete system for Issuing Online Certificates to well identified and registered students. It will be an active online place for Students, Academic Institutions and Verification Users. To apply, Institutions shall log on to <a href="https://nad.ndml.in/about-nad.html">https://nad.ndml.in/about-nad.html</a> and proceed towards the link “New Registrations”.</p>
<p>Q-93 Ans-</p>	<p>What is Food and Safety Act 2006? How to comply with its norms? It is an act under Ministry of Law and Justice to consolidate the laws relating to food and to establish the Food Safety and Standards Authority of India for laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import, to ensure availability of safe and wholesome food for human consumption and for matters connected therewith or incidental thereto. The provision under the act is available at <a href="http://www.fssai.gov.in/home/fss-legislation/food-safety-and-standards-act.html">http://www.fssai.gov.in/home/fss-legislation/food-safety-and-standards-act.html</a>.</p> <p>The Canteen/Mess running in all AICTE approved Institutions should obtain a certificate from the Local Self Government/ any other Competent Authority stating that the same is complying with the norms &amp; standards mentioned in the Act.</p>
<p>Q-94 Ans-</p>	<p>Whether Supernumerary Seats are permissible for B.Pharm. Course? The Division in B. Pharm. has 60 seats, inclusive of Supernumerary Seats.</p>
<p>Q-95 Ans-</p>	<p>Why an applicant for New Technical Institution should refer Perspective Plan? Based on the Perspective Plan, few States have decided not to permit the setting up of new Technical Institution. Hence it is suggested that the applicant shall refer the AICTE Web Portal for the States that have provided the Perspective Plan.</p>
<p>Q-96  Ans-</p>	<p>a) Ours is a Deemed to be University/Private University established under UGC Act offering Technical Programmes but not seeking approval from AICTE. What is the procedure for getting the programmes approved by AICTE during 2018-19?</p> <p>b) Our University is 07 years old Private University approved by UGC. Whether Private University running technical Programmes/ Courses in Engineering, Management, Architecture, MCA, etc. are required to obtain AICTE approval?</p> <p>Answer for (a) and (b): Institutions Deemed to be University/Private University seeking approval for the first</p>

	time from AICTE (in compliance to the order dated 03.11.2017 passed by the Hon'ble Supreme Court Order CA No.17869-17870 /2017) shall submit an application as a new Technical Institution. Refer User Manual and instructions available under Quick Links "Approval Process 2018-19".
Q-97 Ans-	My Institution is offering PGDM Course. Can I convert the same to MBA with the same Intake? Yes. Please refer Clause 2.12, page 47 of APH 2018-19.
Q-98 Ans-	My Institution is offering Second Shift Courses in Engineering and Technology. Can I convert it with the same Intake to First Shift Courses? Yes. Please refer Clause 2.13 page 47 of APH 2018-19.
Q-99 Ans-	Is Adjunct Faculty being considered for the requisite Faculty Student ratio? No. Please refer Annexure 13, page 254 of APH 2018-19.
Q-100 Ans-	Is it necessary to provide details for Quality Education Mandate? Yes. It is mandate for all the Engineering & Technology Institutions running UG Courses. Only UG related Course information should be provided under WUality Education Mandate Form.