



All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
www.aicte-india.org

GUIDELINES FOR INSTITUTES APPLIED FOR RUNNING VOCATIONAL COURSES

Reference

1. Chapter V of the AICTE Approval Process Handbook 2019-20 (pg no. 70-73).
2. SAMVAY document issued by MHRD accessible at: https://www.aicte-india.org/sites/default/files/SAMVAY_1.pdf

General instructions and Guidelines for seeking approval for introduction of Vocational Education programmes leading to Degree or Diploma in Vocational Education under National Skill Qualification Framework.

1. Only AICTE approved Technical Institutions are eligible to apply.
2. Institution willing to run Vocational Education Courses i.e. B.Voc./ D.Voc/ Diploma of Skill (D.Skills) should have AICTE approval in relevant area.
3. Institute can apply online, upto 100 seats from given specialization, with a batch size of 25 each. Institute may choose one specialization with 04 batches OR 04 specializations with 01 batch of each specialization OR any other similar combination.

4. Available Courses:

Courses	Eligibility	Duration	Awarding Body
Bachelor of Vocation (B.Voc)	Class XII Passed Students	03 years	University
Diploma of Vocation (D.Voc)	Class X Passed	03 years	Board of Technical Education
Diploma of Skill (D.Skills)	Not passed Class X	03 years	Board of Technical Education

5. Available Specialization:

S.No	Specialization	Relevant Sector
B.Voc/ D.Voc/ Skill Diploma		
1	Automotive Technology	Manufacturing Mechanical or any allied branches
2	Automobile Servicing	Mechanical or any allied branches
3	Production Technology	Mechanical or any allied branches
4	Industrial Tool Manufacturing (ITM)	Mechanical or any allied branches
5	Refrigeration and Air Conditioning	Electronics/ Mechanical or any allied branch
6	Software Development	Computer Science/ Information Technology/ MCA or any allied Branch
7	Graphics & Multimedia	Computer Science/ Information Technology/ MCA or any allied Branch
8	BFSI	MBA / PGDM or any allied Branch



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9	Travel & Tourism	MBA/ Hotel Management or any allied Branch
10	Food Processing	Agriculture/ Hotel Management or any allied Branch
11	Electronic Manufacturing Services	Electronics/ Electrical or any allied Branch
12	Medical Image Technology	Pharmacy or any allied Branch
13	Printing & Packing Technology	Printing Technology or allied Branches
14	Interior Design	Architecture or any allied Branch
Only B.Voc. Course		
15	Mobile Communication Only D.Voc.	Electronics/ Electronics and Telecommunication or any allied Branch
Only D.Voc Course		
16	Architecture Assistantship	Architecture or any allied Branch

*Allied Branches as prescribed by AICTE may be seen at Annexure 6 & 7 of the Approval Process Handbook 2019-20 (pg no. 227) uploaded at AICTE website:
<https://www.aicte-india.org/sites/default/files/APH%202019-20.pdf>

6. Procedure for processing application

- Existing Institution will apply for VE programme on AICTE Portal and select the available Sectors/Specialization from Portal.
- A nominated Scrutiny Committee shall verify the eligibility of Institution for the programme and give its recommendation for intake in applied sector and specialization based on available facility in the Institution.
- Opportunity will be given for re-scrutiny, in case of deficiency noted by the scrutiny Committee.
- The composition of Scrutiny Committee shall be academician/representative from sector Skill Council/ Industrial Association.
- Regional Scrutiny Committee report will be placed before the respective Regional Committee.
- Recommendation of Regional Committee shall be forwarded to HQ's for further processing.
- The final approval of Council will be communicated along with the EOA for 2019-20.
- In case the applying institute is not granted EoA for AY 2019-20, the institute will not be considered for Vocational Courses.
- In case the institute is under a 'No admission' category, the approval to run the vocational course will be withheld until the same is resolved.
- The approval shall be valid for **TWO** years.

7. Admission Procedure, Curriculum and Fees:



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- The Institution shall publish in their brochure & website the details of this scheme and the specialization offered along with the approved intake.
- The institute shall also display the tuition and other fees charged by the institute for these specialization on their brochure & website.
- The Institution can invite applications by giving advertisement in newspapers and publishing the same in the Institution's website.
- These courses may be affiliated with existing University or any Skill University/ National University having jurisdiction for affiliation/ Board of Technical Education as the case may be.
- The Procedure, Rules and Regulations for admission shall be as prescribed by the affiliating University or Board of Technical Education.
- The Institution shall display information regarding admitted candidates in their website for information to the students and other stakeholders.
- Admission of students to these seats shall be done on merit basis as per the State Reservation Policy. Admissions will be done as per the academic calendar prescribed by AICTE in APH 2019-20 (Refer to Appendix 19 of the AICTE Approval Process Handbook 2019-20 (pg no. 167).
- Reservation of Economically Backward Section is also to be considered as per the policy in vogue.
- Although, Model curriculum is available at AICTE website suitable changes can be undertaken by affiliating bodies based on local/ prevailing needs after due approval of the respective Academic Councils. Curriculum for such courses will be as prescribed by Board of Technical Education/ University of respective state.
- Education component will be taught by the institute and the skill component will be covered by AICTE approved SKP/ Training Provider approved by NSDC or Govt. Agency.
- The SKP must be located near the vicinity of college.
- In case there is no AICTE approved SKP or Training Provider approved by NSDC or Govt. Agency near to the vicinity of college, the college can sign an MoU with any Training Partner/ Industry with the prior approval of AICTE.
- The classes may be offered in flexi hours by the institute.
- On completion of D.Voc, student may take Lateral Entry in 2nd year of Engineering in the same or allied sector (Refer to Table 1.3 (pt. viii (e)) of the AICTE Approval Process Handbook 2019-20 (pg no. 92).
- Since Diploma of Skill (D.Skills) is purely to provide skills (and not formal education), hence there is no equivalence for the same (Refer to Table 1.1 of the AICTE Approval Process Handbook 2019-20 (pg no. 90).
- There is **NO** vertical mobility for Diploma of Skill (D.Skills). In case a student exits after the first or second year, she/he will be provided with Certificate Skills 1/ Certificate Skills 2 respectively (Refer to Table 1.1 of the AICTE Approval Process Handbook 2019-20 (pg no. 90).



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- The Institute is required to have a MoU/ LoI/ LoA with SKP/ Training Provider (TP) approved by AICTE or other authorized bodies such as NSDC or Govt. Agency at the time of scrutiny (Refer to chapter V (5.1 (g)) of the AICTE Approval Process Handbook 2019-20 (pg no. 70).

8. Assessment and Certification

- University/Board will conduct examination for Education as per norms for University/ Collegiate Education.
- SKP/Training Provider will do assessment for skill competency through certified skill assessors (Refer SAMVAY document at AICTE website: https://www.aicte-india.org/sites/default/files/SAMVAY_1_.pdf).
- The Skill Knowledge Provider/Trainers (SKP) will submit the Necessary skill credits of the students to the institute where student is registered.
- Both these credits will be transferred to the Technical Board or the University as the case may be, which compiles the Vocational Skill credits and the formal education credits and if all such credits are available as required by the certification level, then the Technical Board or the University shall award the certification of that level.
- Credit calculation and certification will be as per SAMVAY, the skill credit framework notified by MHRD.

9. Norms for running Vocational Education Courses:

- The existing resources of the Institution including Faculty, Library, Class Room, Computer Centre, etc. shall be used for running the Vocational Courses subject to the condition that AICTE approval had been granted for same or allied sector for regular Courses. All the requirement shall be met with existing infrastructure/ facilities in the Institution for conduct of Programmes under consideration.
- Industry experts or Guest Faculty may be called for supplementing the curriculum as required.
- In case of any violation of the above said norms, the same shall be processed as per Chapter VII of Approval Process Handbook.

10. Documents required to be submitted by institute to the Scrutiny Committee:

- a) Copy of AICTE approval for the AY 2017-18 and 2018-19.
- b) List of Faculty/Trainer identified for Vocational Course (as per the given format in **Annexure-I**)
- c) List of available equipment/instruments in the institute for the proposes Course (as per the given format in **Annexure-II**)
- d) Copy of MoU with SKP/Training Partner/ Industry Partner **OR** copy of Expression of interest with the SKP/Training Partner/ Industry partner (as per the given format in **Annexure-III**).
- e) Copy of NOC from Affiliating University/ DTE/ Board of Technical Education **OR** Acknowledgement receipt submitted to the University/ DTE/ Board of Technical Education requesting for approval.



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ANNEXURE -I

DETAILS OF FACULTY AND TRAINERS IDENTIFIED FOR THE COURSE :

S N	Specialization	Name	Department	Designation	Highest Qualification	Total Experience	Comments of Experts (to be filled by AICTE)



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ANNEXURE -II

DETAILS OF AVAILABE EQUIPMENT IN INSTITUTE FOR THE PROPOSED COURSES:

S.No.	Proposed Specialization	Department / Sector	Make	Name of Equipment	Quantity	Relevance	Comments of Experts (to be filled by AICTE)

