

## 1 Approval Process Handbook

## 2 Definitions

- 2.1 "1<sup>st</sup> Shift" means activities conducted in 1<sup>st</sup> spell of time wherever two shift working exists.
- 2.2 "2<sup>nd</sup> Shift" means activities conducted in 2<sup>nd</sup> spell of time wherever two shift working exists.
- 2.3 "Academic year" means Academic Year of the concerned affiliating University and/or technical institution.
- 2.4 "Act" means the All India Council for Technical Education Act 1987 (52 of 1987).
- 2.5 "AICTE web-portal" means web site hosted by the Council at URL [www.aicte-india.org](http://www.aicte-india.org).
- 2.6 "Appellate Committee" means the appellate committee established under Section 12 of the Act.
- 2.7 "Applicant" means an applicant that makes an application to the Council for seeking any kind of approval under these Regulations.
- 2.8 "Approved Institution" means the Institute approved by Council.
- 2.9 "Architect" means an Architect registered with the Council of Architecture established under the Architect Act 1972.
- 2.10 "Autonomous Institution", means an Institution, to which autonomy is granted and is designated to be so by the Statutes of affiliating University.
- 2.11 "Bandwidth Contention" means the contention ratio, ratio of the potential maximum demand to the actual bandwidth.
- 2.12 "Chairman" shall means Chairman of the Council as described under sub-section (9) of section 4 of the Act.
- 2.13 "Co\_Ed Institute" means the Institute admitting male and female students.
- 2.14 "Commission" means University Grants Commission established under section 4 of the University Grants Commission Act, 1956
- 2.15 "Competent Authority for Admission" means a body responsible for admission to technical institutions in the State/UT concerned.
- 2.16 "Compliance Report" shall mean the report submitted by Technical Institution showing status of fulfillment of the norms set by AICTE in the format prescribed by AICTE from time to time.
- 2.17 "Council" Means All India Council for Technical Education establish under Section 3 of the Act.
- 2.18 "Course" means one of the branches of learning in Programme.
- 2.19 "Deemed University" means an institution declared as deemed to be university under section 3 of the University Grants Commission Act, 1956.
- 2.20 "Division" shall mean;  
 a batch of sixty seats in Under Graduate programme in Engineering / Technology / Pharmacy / Hotel Management & Catering Technology / Applied Arts & Crafts & post graduate programme in PGDM / MBA / MCA,  
 a batch of 40 seats in Under Graduate programme in Architecture / Town Planning,  
 a batch of 18 seats in Post Graduate programme in Engineering / Technology / Pharmacy / Hotel Management & Catering Technology / Applied Arts & Crafts / Architecture / Town Planning.
- 2.21 "E-Banking" means the internet banking.
- 2.22 "E-Receipt" means the payment receipt received on payment using internet banking on web-portal of AICTE.
- 2.23 "Executive Committee" means the Committee constituted by the Council under Section 12 of the

AICTE Act.

- 2.24 “Foreign National” means the citizen of all countries other than India who are not of Indian origin as defined under PIO.
- 2.25 “Foreign Student” means, the student who possesses a foreign passport.
- 2.26 “Fresher” means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- 2.27 “Government Aided Institution” means technical institution that meets 50% or more of its recurring expenditure out of the grant received from Government or Government organizations.
- 2.28 “Government Institution” means technical institution established and/or maintained by the Government.
- 2.29 “Head of the institution” means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- 2.30 “Integrated Campus” means a campus where Institutes offer Technical Education in two or more different programme in Technical Education.
- 2.31 “Mandatory Disclosure” means the disclosure of the information by a technical institution in the format prescribed by the Council for the purpose and/or uploading the same on the official website of Council.
- 2.32 “Metro City” means a Metropolitan area as declared by Ministry of Urban Development, New Delhi.
- 2.33 “Minority Educational Institution” or “Minority Institution” means a college or institution established or maintained by a person or group of persons belonging to a minority, recognized as such by the concerned State Government/UT Administration.
- 2.34 “NBA web-portal” means a web site at URL [www.nba-india.org](http://www.nba-india.org).
- 2.35 “NBA” means National Board of Accreditation set up by AICTE under section 10(u) of AICTE Act (52 of 1987).
- 2.36 “Non-Resident Indian (NRI)” means an Indian citizen who is ordinarily residing outside India and holds an Indian Passport.
- 2.37 “pdf file” means document in Portable Document Format .
- 2.38 “Persons of Indian origin (PIO)” shall mean the Persons who are citizens of other countries (except Pakistan & Bangladesh) who at any time held an Indian Passport, or who or either of his/her parents or any of his/her grand parents was a citizen of India by virtue of the provisions of the Constitution of India of Sec.2 (b) of the Citizenship Act, (57 of 1955).
- 2.39 “Prescribed” means as prescribed under these Regulations.
- 2.40 “Private–Self Financing Institution” means an Institution started by a Society/Trust and does not received grant/fund from Central and/or State Government and/or Union Territory Administration for meeting its recurring expenditure.
- 2.41 “Programme” means the field of Technical Education, i.e. Engineering, Technology, MCA, Architecture, Town Planning, Management–MBA, Management–PGDM, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programme and areas as notified by the Council from time to time.
- 2.42 “Public Private Partnership (PPP)” means a partnership based on a contract or concession agreement, between a Government or statutory entity on the one side and a private sector enterprise on the other side.
- 2.43 “Regional Committee” means a Regional Committee established under Section 14 of the Act.
- 2.44 “Shift” means spell of time in which educational activities of the technical institution are conducted.
- 2.45 “Single Shift working” means operation of institute in one shift.
- 2.46 “Society” means a Society registered under Society Registration Act 1860.

- 2.47 "State Level Fee Committee" means a Committee notified by the concerned State Government/UT Administration for regulation of fee to be charged by the technical institutions
- 2.48 "Trust" means a Trust registered under Charitable Trust Act 1950 or any other relevant act.
- 2.49 "Two Shift working" means operation of an institution in two shifts.
- 2.50 "University department" means a department established and maintained by the university
- 2.51 "University" shall means a University defined under clause(f) of Section 2 of the University Grants Commission Act, 1956.
- 2.52 "Women Institution" means technical institution set up for imparting education exclusively for women students.



## Chapter I

### Approval Process for establishment of New Institution / Integrated Campus offering Technical Programme or Converting existing Technical Institutions in to an Integrated Campus

#### 3 Requirement for grant of approval

- 3.1 New Technical Institution / an Integrated Campus offering technical education shall not be established and / or started without prior approval of the Council.
- 3.2 Admission authority/body/Institution shall not permit admissions of students to a Technical Institution which is not approved by the Council.

#### 4 Eligibility for application and requirements

- 4.1 The Application Form for seeking approval of the council for establishment of New Degree Level Technical Institution / Integrated Campus offering Technical Education in the field of Engineering & Technology/Management/ Pharmacy/ MCA / Architecture/ Town Planning/Hotel Management & Catering Technology/ Applied Arts & Crafts can be submitted by:-
  - a. A Society registered under the Registration of Societies Act 1860 through the Chairman or Secretary of society or
  - b. A Trust registered under the Charitable Trusts Act 1950 or any other relevant Acts through the Chairman or Secretary of the trust or
  - d. Central or State Government / UT Administration or by a Society or a Trust registered by them or under Public Private Partnership mode through an officer authorized by Central or State Government / UT Administration.
- 4.2 The applicants fulfilling the following conditions on or before the last date prescribed for receipt of application by the Council shall be eligible to apply.
  1. The applicant is a Society/Trust, should have been registered under the Societies Registration Act, the Trusts Act or any similar Act.
  2. The land should have been registered in the name of the applicant Society/Trust on or before the date of submission of Application and it should be free from any encumbrances.
  3. Land use certificate should have been obtained from the Competent Authority as designated by concerned State Government/UT.
  4. Land conversion certification should have been obtained from the Competent Authority as designated by concerned State Government/UT.
  5. Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government/UT.
  6. The fund position of the applicant Society/Trust in the form of FDRs and Bank accounts in Nationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India should be as under on the date of application. Minimum Funds (Rupees in Lakhs) required for establishment of new technical Institution shall be as follows:-

| Category of new Institution            | Building Construction, Furniture, Equipment & Library and other facilities | Fixed Deposit | Total |
|--|--|---------------|-------|
| Engineering & Technology               | 100  | 35            | 135   |
| Pharmacy                               | 50   | 15            | 65    |
| Hotel Management & Catering Technology | 50   | 15            | 65    |
| Architecture                           | 50   | 15            | 65    |
| Applied Arts & Crafts                  | 50   | 15            | 65    |
| MCA                                    | 50   | 15            | 65    |
| PGDM / MBA                             | 50   | 15            | 65    |

Provided further that in case of an application for an integrated campus, the minimum fund shall be calculated by adding the amounts specified for each programme.

7. The use of word Government and/or Indian and/or National and/or All India and/or All India Council and/or Commission in any part of the name of a Technical Institution and/or any name whose abbreviated form leads to IIM/IIT/IISC/NIT/AICTE/UGC/MHRD/GOI shall not be permitted. These restrictions will not be applicable for those Institutions which are established with the name approved by the Government of India.
8. Name of the "Technical Institution" for which approval is accorded by the Council shall not be changed without the approval of the Council. The Council may permit the change of name as per laid down procedures as given in Clause/s 53 to 55.
9. New Technical Institutions in Engineering & Technology shall necessarily opt for courses from group 'C' of courses. Minimum number of courses to be selected from group 'C' with respect to total number of courses opted by new Institution is given in following table.

| Total number of courses opted by New Institution | Number of courses to be selected from group 'C' |
|--|---|
| 5  | 3 or more                                       |
| 4  | 3 or more                                       |
| 3  | 2 or more                                       |
| 2  | 1 or more                                       |
| 1  | 1   |

#### Courses listed in group 'C'

|  |
|--|
| Applied Electronics & Instrumentation                          |
| Chemical Engineering   |
| Civil Engineering  |
| Computer Science and Engineering                               |
| Electrical Engineering or Electrical & Electronics Engineering |
| Electronics and Communication Engineering                      |
| Information Technology   |
| Instrumentation and Control Engineering                        |
| Mechanical Engineering   |
| Production Engineering   |

10. In the case of an application by for Integrated Campus, the following conditions shall be complied with by the applicant:-
  - a. The campus shall be named as "..... Group of Institutions"
  - b. The head of the "Group of Institutions" shall be named as "Director" having qualifications satisfying existing norms as defined for Principal/Director for any of the one programme in the integrated campus.

- c. Each programme shall be named as "School / Faculty of .... " in the integrated campus.
- d. Each School/Faculty of.... shall have Dean or Associate Director at the level of Professor in the respective programme as per norms.
- e. Each School/Faculty of.... shall have its own teaching faculty as per existing qualifications and norms defined for respective programme.
- f. Departments like Mathematics, Humanities, Sciences, etc. may be common among the Institutions.
- g. Considering possibility of sharing, following concession, in land area requirement, as given in Appendix 4, will be applicable for Integrated campus. This concession shall be applied to the sum of land requirement for each School/Faculty of.... as given in Appendix 4.

| Mega City<br>(Delhi, Kolkatta, Chennai & Mumbai) | Metro City including State<br>Capital | Other places |
|--|---------------------------------------|--------------|
| 10%  | 15%                                   | 20%          |

- h. Instructional area requirements as stated in Appendix 4 will be applicable for each School/Faculty.... in the Integrated campus. However, there may be central facilities such as,

|                                   |         |   |
|-----------------------------------|---------|---|
| Central Library with Reading Room | 400 sqm | Additional Library (Reading room) area of 50 sqm/ per 60 student (UG+PG) intake beyond 420. |
| Computer Centre                   | 150 sqm | Additional Computer Centre area area of 30 sqm/ per 60 student (UG+PG) intake beyond 420.   |

- i. Administrative area requirements as stated in Appendix 4 will be applicable for Integrated campus as one Institution.
- j. Amenities area requirements as stated in Appendix 4 will be applicable for Integrated campus as one Institution.
- k. Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired for covering common walk ways, staircases, entrance lobby, etc.
- l. Requirement of Computers, Software, Internet and Printers for each School/Faculty of.... shall be as given Appendix 5.
- m. Requirement of Laboratory equipments and Experiments for each School/Faculty of.... shall be as given in Appendix 5.
- n. Requirement of Books, Journals and Library facilities for each School/Faculty of.... shall be as given in Appendix 5.
- o. Requirement of essential and desired requirements shall be as given in Appendix 6.
- p. The campus may have common administrative staff at the main office including Registrar/Chief Administrative Officer, maintenance and security. Technical and other supporting staff shall be appointed at required positions for each programme.

## 5 Submission of Application

- 5.1 The application (Part-A) in the prescribed format along with the enclosures (scanned from the originals) including Detailed Project Report (DPR) in the format as prescribed in Appendix 9, be submitted online at AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org). A unique identification number will be allotted to each application for further reference. By using this number the applicant Society/Trust will be able to track the status of the application at various stages of processing the application using AICTE web-portal. The Processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

| Type of Institution applied for                          | Processing Fees |
|--|-----------------|
| Minority Institution                                     | 80,000/-        |
| Institution set up exclusively for women                 | 80,000/-        |
| Institution set up in Hilly Area in North Eastern States | 80,000/-        |
| All other Institutions                                   | 1,00,000/-      |

The on-line application shall have, inter alias following documents annexed in scanned form. Additionally all information asked for in computerised application form must be uploaded.

1. Detailed Project Report (DPR) attached as a pdf file.
2. Registration document of the Society/Trust indicating members of Society/Trust and its objectives and Memorandum of Associations, duly attested / certified by the concerned Authority.
3. Resolution of the Society/Trust, pertaining to starting the Institution / Integrated Campus and allocation of land/ building/ funds etc. to proposed Institution in the format<sup>1</sup> prescribed on the web-portal.
4. Land document (s) showing ownership in the name of Society/Trust in the form of Registered Sale Deed/Irrevocable Gift Deed (Registered)/Irrevocable Government Lease (for a minimum period of 30 years) by the concerned authority of Government Or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant Society/Trust. In case, the land documents are in vernacular language, Notarized English translation of the documents shall be produced.
5. Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey No.s and a copy of road map showing location of the proposed site of the Institution.
6. Land Conversion Certificate permitting the land to be used for educational purpose to establish a college, from the Competent Authority along with Topo-sketch/Village Map indicating land Survey No.s and a copy of road map showing location of the proposed site of the Institution.
7. Khasra plan (master plan) to show that the land is contiguous.
8. Site Plan, Building Plan of proposed Institution prepared by an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority of the concerned State/UT administration.
9. Proof of working capital (funds) as stated in 6 of 4.2, in the form of either Fixed Deposits in the bank of latest Bank Statement of Accounts maintained by the Society/Trust applicant in a Nationalised Bank or Scheduled Commercial Bank recognised by Reserve Bank of India, along with a certificate issued by the Branch Manager of the Bank.
10. Audited statement of accounts of the Society/Trust for last three years, as may be applicable.
11. Details of built up structure available exclusively for the proposed Institution at the permanent site with a table clearly mentioning all rooms, with carpet area of each in sqm, as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.
12. Floor Plans, Sections and Elevations of all existing Academic building including Area details certified by Architect registered with the Council of Architecture.
13. Details of phase-wise Plan of construction certified by Architect registered with the Council of Architecture.
14. Syllabus copy, certified by Registrar of affiliating University related to the courses applied for.
15. In case of an application by existing Institution for conversion to Integrated Campus, following details shall also be produced with respect to each existing programme.
  - a. Details regarding existing teaching faculty with their qualifications, salary details, PF and TDS details.
  - b. Faculty:Student ratio
  - c. Details regarding technical and supporting staff



## 6 Submission of application

- 6.1 A print of the complete application and enclosures as uploaded to the AICTE web-portal, printed there on, shall be submitted to the following, on or before the date as mentioned in time schedule:
1. Affiliating University
  2. Concerned State Government/UT
  3. Concerned Regional Office of AICTE along with:-
    - a. Copy of e\_receipt as a proof of having remitted prescribed Processing Fee
    - b. an affidavit<sup>1</sup>, in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.
    - c. Proof of verification of Land documents, in a format<sup>2</sup> as prescribed on the web-portal, duly endorsed by High Court Advocate on a Non-Judicial Stamp Paper of Rs. 100/-.
    - d. Proof of verification of completed building construction with respect to approved building plan, carpet and built up area (sqm) and number of rooms with respect to AICTE norms, in a format<sup>3</sup> as prescribed on the web-portal, duly endorsed by an Architect registered with Council of Architecture.
    - e. Proof of verification of financial documents, like audited statement of accounts of the Society/Trust for last three years(if applicable), proof of working capital (funds) as stated in 6 of 4.2 in a format<sup>4</sup> as prescribed on the web-portal, duly endorsed by Chartered Accountant who is member of Institution of Chartered Accountants of India.
- 6.2 The State Government/UT and the affiliating university will forward to the concerned Regional Office of the Council by the date as mentioned in time schedule, their views on the applications received for establishment of new technical Institution / integrated campus or other wise, with reasons.
- 6.3 The views of the State Government/UT and the affiliating university will be taken into account by the Regional Committee while taking the decision whether the application is to be processed further for establishment of new technical Institution / integrated campus or not. In case the Regional Committee decides not to process the application further based on the views of the State Government/UT and/or the affiliating university, the same will be communicated by the Regional Officer concerned to the applicant Society/Trust along with reasons for such decision. In the absence of receipt of views from the State Government/UT and/or the affiliating University by the date as mentioned in time schedule, the Council will proceed for completion of approval process.

## 7 Evaluation of Application

- 7.1 The Applications shall be evaluated by a Scrutiny Committee constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal.
- 7.2 Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he will not be part of the committee.
- 7.3 The Scrutiny Committee will invite all applicants for presentation of their proposals along with,
1. Originals of all scanned documents 1 to 14(and 15) of 5.1, and a to e of 6.1
  2. Proof of submission of copy of application to concerned affiliating University
  3. Proof of submission of copy of application to concerned state Government/UT

4. A video CD of all facilities created for new Institutions.

Based on the recommendations of the Scrutiny Committee, the Regional Officer concerned will communicate deficiencies, if any, to the applicant Society/Trust by the date as stated in time schedule.

- 7.4 The Applicant Society/Trust may rectify the deficiencies and submit compliance by the date as stated in time schedule for reconsideration by the Scrutiny Committee. The list of deficiencies will also be posted in the AICTE web-portal for information. The last date for reconsideration of such applications by the Scrutiny Committee will be as stated in time schedule.
- 7.5 Only in those cases which are found to be in order in all respects by the Scrutiny Committee, the application will be processed further for issuance of Letter of Approval. The list of such applications will also be posted in the AICTE web-portal for information.
- 7.6 All applicants recommended by Scrutiny Committee shall fill Part-B of application in the prescribed format and upload following enclosures (scanned from the originals) on AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org).
- a. Proof of verification of completed building construction with respect to approved building plan, clearly stating readiness of Instructional, Administrative, Amenities and circulation area with respect to AICTE norms and safety & hygiene precautions ensured during partial occupation, if any, in a format<sup>3</sup> as prescribed on the web-portal, duly endorsed by an Architect registered with Council of Architecture.
  - b. Copy of the advertisement for recruitment of Principal/Director and faculty members
  - c. Stock Register of Equipment
  - d. Stock Register of Computers
  - e. Stock Register of System Software
  - f. Stock Register of Application Software
  - g. Stock Register of Printers
  - h. Proof of provision of Internet bandwidth in Mbps and contention ratio.
  - i. Accession Register for Library Books (Last 3 Pages)
  - j. Copy of Invoice/Cash Memo for equipments and Library Books
  - k. Details of International Journals subscribed
  - l. Details of National Journals subscribed
  - m. Details of E-Journals subscribed
  - n. Information regarding availability of potable water supply
  - o. Sanction of electrical load by electric supply provider company
  - p. Details of provision of backup power supply
  - q. A certificate by an architect giving details of sewage disposal system
  - r. Details of telephone connections available at the proposed Institute
  - s. Details about boys & Girls hostel facility, if any.
  - t. Details of medical facility and counseling arrangements
  - u. Details of reprographic facility available for students
  - v. Details of transport facility available for students and staff
  - w. Details about Barrier free environment and toilets created for physically challenged
  - x. Video Clip (Compatible with "Windows Media Player") with date and time of shooting indicating the complete physical infrastructure / facilities and highlighting following:
    - Front & Back side of the entire Institute building
    - Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms as mentioned in programme-wise Instructional area requirements in Appendix 4.
    - Internal portion of the principal's room, board room, main office, departmental offices, faculty cabins/seating arrangement and all other rooms as mentioned in Administrative area requirements in Appendix 4.
    - Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
    - Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.

- 7.7 Other applicants, not recommended by the Scrutiny Committee will be informed by the Council about non-approval of the proposal.

## 8 Expert Committee Visit

- 8.1 An Expert Committee shall visit the proposed premises of the Institution to verify,
- preparation with respect to Appendix 5, i.e. Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities for Technical Institution
  - preparation with respect to Appendix 6 i.e. Additional Essential and Desired requirements for Technical Institution
  - progress related to appointment of Principal/Director and faculty with respect to the norms, standards and conditions prescribed by the Council.

The Expert Committee Visits will be conducted between dates as mentioned in time schedule.

The Expert Committee shall be constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal.

Concerned Regional Officer or an Officer of the Council will assist the committee and make necessary arrangements for conduct of the Expert Committee Visit, however, will not be part of the committee.

Expert Committee will have access to the report of the Scrutiny Committee.

The applicant Institution/Society/Trust shall be required to make available the following original documents / necessary information to the Visiting Expert Committee.

1. A copy of the application submitted to the Council.
2. A copy of DPR submitted with the application.
3. Proof of sanction of required electrical load.
4. List of equipment required as per syllabus and equipment available.
5. Stock Register of Equipment, Computers, Softwares, printers, etc.
6. Accession Register for Library Books.
7. Copy of Invoice/Cash Memo for equipments and Library Books.
8. Copy of the advertisement for recruitment of Principal/Director and faculty members
9. List of candidates applied and proposed to be called for interview for recruitment of Principal/Director and faculty members
10. Video CD (Compatible with "Windows Media Player") with date and time of shooting indicating the complete physical infrastructure/ facilities and highlighting following:
  - Front & Back side of the entire building
  - Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms as mentioned in programme-wise Instructional area requirements in Appendix 4.
  - Internal portion of the principal's room, board room, main office, departmental offices, faculty cabins/seating arrangement and all other rooms as mentioned in Administrative area requirements in Appendix 4.
  - Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
  - Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.
11. Syllabus copy, certified by Registrar of affiliating University related to the courses applied for.

The applicant will arrange for,

- video recording with date and time of the entire proceedings of the Expert Committee visit, which will form part of the Expert Committee report.
- Laptop/desktop with internet facility.

The Expert Committee shall upload,

- its report in the format<sup>5</sup> prescribed on the web-portal of AICTE on the same day of the visit.
- video recording of Expert Committee visit.
- attendance sheet in the format<sup>5</sup> as prescribed on the Web-portal of AICTE, duly signed / digitally authenticated by,
  - the expert Committee members
  - representatives of applicant Society/Trust present during the visit

## 9 Evaluation by the Regional Committee

The uploaded report will be made available to the meeting of the Regional Committee, which will consider the report along with views of concerned State Government/UT and affiliating University and recommend further for issuance of Letter of Approval or otherwise by the date as mentioned in time schedule.

The Regional Officer will inform the applicant Institutions, whose applications are recommended for grant of approval by the Regional Committee by the date as mentioned in time schedule for submission of a Fixed Deposit along with an affidavit<sup>2</sup> in the same respect.

Such applicant shall create a Fixed Deposit in a Nationalised Bank or Scheduled commercial Bank recognized by the Reserve Bank of India, for a period of 8 years in favour of Member Secretary, All India Council for Technical Education for an amount as applicable to the category of the Institutions indicated below (Government and Government Aided Institutions are exempted).

| Programme                    | Amount of FDR  |                      |
|------------------------------|--|----------------------|
|                              | Minority Institutions / Institutes set up exclusively for women / Institutions in Hilly Area in North Eastern States | All other applicants |
| Engineering & Technology     | Rs. 28.00 Lakhs  | Rs. 35.00 Lakhs      |
| Pharmacy                     | Rs. 12.00 Lakhs  | Rs. 15.00 Lakhs      |
| Architecture / Town Planning | Rs. 12.00 Lakhs  | Rs. 15.00 Lakhs      |
| Applied Arts & Crafts        | Rs. 12.00 Lakhs  | Rs. 15.00 Lakhs      |
| MBA / PGDM                   | Rs. 12.00 Lakhs  | Rs. 15.00 Lakhs      |
| HMCT                         | Rs. 12.00 Lakhs  | Rs. 15.00 Lakhs      |

Provided further that, in case of an application for an integrated campus, the total amount of the requisite Fixed Deposit shall be calculated by adding the amounts specified for each programme.

The original Fixed Deposit receipt shall be submitted to the concerned Regional Office of the Council by the date as mentioned in time schedule and the same shall be kept under the custody of the Council.

The interest accrued on the fixed deposit shall be credited to the Council.

The Fixed Deposit shall be permitted to be en-cashed on expiry of the term of the Fixed Deposit and principle amount shall be returned to the Society/Trust. However, the term of the fixed deposit could be extended for a further period as may be decided on case to case basis and/or forfeited in case of any violation of norms, conditions, and requirements and/or non-performance by the Institution and/or complaints against the Institution.

Provided further that, on accreditation of course/s, the Institute may apply for encashment of Fixed Deposit by providing Bank Guaranty through any Nationalized Bank for an equal amount and for a period to complete 8 years of period as stated above.

## **10 Grant of Approval**

The recommendations of the Regional Committee shall be placed before Executive Committee of the Council and based on the recommendations of the Regional Committee and on confirmation of submission of Fixed Deposit, along with an affidavit<sup>2</sup> in the prescribed format, the Executive Committee shall take decision at its meeting on grant of approval for establishment of a new Institution / integrated campus or otherwise.

Further, based on the decision of the Executive Committee, Letter of Approval for specified period or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

## **11 Appointment of Principal / Director and teaching staff in newly established Institution**

The Institutions granted Letter of Approval shall comply with appointment of Principal/Director and teaching staff as per norms stated by the Council and other technical supporting staff & administrative staff by the date as mentioned in time schedule. The information about these appointments of staff in the prescribed format<sup>6</sup> shall also be uploaded on the web-portal of AICTE by the date as mentioned in time schedule.

## **12 Procedure for Appeal before Appellate Committee**

In cases where approval is denied for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, the applicant Society/Trust shall be informed of the decision along with grounds of denial. The list of such applicant Societies/Trust along with the deficiencies will also be posted in the AICTE web-portal for information.

The Applicant shall have only one opportunity for appeal. The Applicant Society/Trust after rectifying the deficiencies may appeal by the date as mentioned in time schedule to the Appellate Committee constituted by the Chairman, AICTE by selecting members using automated selection process provided by the AICTE web-portal.

An Officer of the Council will place the records before the Appellate Committee. However, he will not be part of the Appellate Committee. A representative of the Applicant Society/Trust will be invited to place their point of view before the Appellate Committee.

The Appellate Committee may also depute an Expert Committee for conduct of the verification of the claims made by the applicant Society/Trust,

Based on the recommendations of the Appellate Committee, the Council shall take the final Decision in the matter. Letter of Approval or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

In case the appeal is rejected by the council, the applicant Society/Trust will submit a fresh Application as stated in Clause/s 5 of this handbook.

### 13 Time Schedule for processing of applications for establishment of new Technical Institutions / Integrated campus

|     | Date of submission of application – during  | Jan <sup>YY</sup> –Jun <sup>YY</sup>                            | Jul <sup>YY</sup> –Dec <sup>YY</sup>                            |
|-----|---|---|---|
|     | Processing of application for starting New Institution / Integrated Campus in academic year   | 20YY+1 - 20YY+2   | 20YY+1 - 20YY+2   |
|     | <b>Activity</b>   | <b>Deadline<br/>dd–mm-yy</b>                                    | <b>Deadline<br/>dd–mm-yy</b>                                    |
| 1.  | Up loading of <b>Part A</b> of application on line at AICTE Web-portal and submission of print copy to the concerned Regional Office and to State Government and Affiliating University | Up to 30-06-YY  | Up to 31-12-YY  |
| 2.  | Presentation of proposal by the applicant Societies/Trust before Scrutiny Committee and evaluation of proposal by the Scrutiny Committee  | 01-07-YY<br>to 31-07-YY   | 01-01-YY+1<br>to 31-01-YY+1                                     |
| 3.  | Communication of the deficiencies to the applicant Societies/Trust, if found by the Scrutiny Committee  | Up to 31-07-YY  | Up to 31-01-YY+1  |
| 4.  | Submission of compliance by the Applicant Societies/Trust for reconsideration by the Scrutiny Committee.  | Up to 16-08-YY  | Up to 15-02-YY+1  |
| 5.  | Reconsideration of rectified applications by the Scrutiny Committee   | Up to 31-8-YY   | Up to 28-02-YY+1  |
| 6.  | All applicants recommended by Scrutiny Committee shall fill Part-B of application along with attaching/scanning required documents online at AICTE web-portal www.aicte-india.org.      | within 3 days from date of recommendation by Scrutiny Committee | within 3 days from date of recommendation by Scrutiny Committee |
| 7.  | Views by State Government/UT & Affiliating University   | Up to 31-8-YY   | Up to 28-02-YY+1  |
| 8.  | Expert Committee Visits   | 10-07-YY<br>to 15-09-YY   | 10-01-YY+1<br>to 15-03-YY+1                                     |
| 9.  | Meetings of the Regional Committee for Consideration of Expert Committee reports along with views by State Government/UT & Affiliating University                                       | 01-09-YY<br>to 20-09-YY   | 01-03-YY+1<br>to 20-03-YY+1                                     |
| 10. | Receiving recommendations of Regional Committee, recommendations of the Scrutiny Committee, reports of the Expert Committee by AICTE New Delhi  | Up to 22-09-YY  | Up to 22-03-YY+1  |
| 11. | Informing the applicant Institutions, whose applications are recommended for grant of approval by the Regional Committee to submit a Fixed Deposit                                      | Up to 22-09-YY  | Up to 22-03-YY+1  |
| 12. | Receiving FDR and an affidavit <sup>2</sup> at the Regional Office.   | Up to 30-09-YY  | Up to 30-03-YY+1  |
| 13. | Meetings of the Executive Committee of the Council to consider the recommendations of the Regional Committees   | Last week of September-YY                                       | Last week of March-YY+1   |
| 14. | Issue of Letter of Approval   | Up to 10-10-YY  | Up to 10-04-YY+1  |
| 15. | Submission of appeal by the applicant Society/Trust for reconsideration to be considered by Appellate Committee   | Up to 15-10-YY  | Up to 15-04-YY+1  |
| 16. | Meetings of the Appellate Committee   | 16-10-YY  | 16-04-YY+1  |

|     |   |                              |   |
|-----|---|------------------------------|---|
|     |   | to 12-11-YY                  | to 12-05-YY <sup>+1</sup>                           |
| 17. | Visit by experts as directed by the Appellate Committee   | 16-10-YY<br>to 10-11-YY      | 16-04-YY <sup>+1</sup><br>to 10-05-YY <sup>+1</sup> |
| 18. | Considering recommendations of the Appellate Committee by the Council   | 11-11-YY<br>to 14-11-YY      | 11-05-YY <sup>+1</sup><br>to 14-05-YY <sup>+1</sup> |
| 19. | Last date for issue of Letter of Approval after reconsideration/appeal  | Up to 15-11-YY               | Up to 15-05-YY <sup>+1</sup>                        |
| 20. | The Institutions granted Letter of Approval shall comply with appointment of teaching staff as per norms stated by the Council and other technical supporting staff & administrative staff. The information about these appointments of staff in the prescribed format <sup>6</sup> shall be uploaded on the web-portal of AICTE. | Up to 30-06-YY <sup>+1</sup> | Up to 30-06-YY <sup>+1</sup>                        |

Applicant can apply any time during the year. The application shall be processed in two prescribed time schedules as given above. The application received between, Jan<sup>YY</sup>-Jun<sup>YY</sup>, e.g., Jan<sup>10</sup>-Jun<sup>10</sup>, shall be considered for academic year 20<sup>YY+1</sup>- 20<sup>YY+2</sup>, i.e., 20<sup>11</sup>- 20<sup>12</sup> and as per given time schedule, the due date for Letter of approval would be up to 10-10-YY, i.e. 10-10-10 (or up to 15-11-10 on appeal before the Appellate Committee). In the event of denial of the proposal, the applicant can again submit a fresh application in the second slot, i.e. during Jul<sup>YY</sup>- Dec<sup>YY</sup>, i.e. Jul<sup>10</sup>- Dec<sup>10</sup>, before 31-12-10, and can still expect letter of approval up to 10-04-YY<sup>+1</sup>, i.e. 10-04-11 (or up to 15-05-11 on appeal before the Appellate Committee) and start new Institution in the academic year 20<sup>YY+1</sup>- 20<sup>YY+2</sup>, i.e., 20<sup>11</sup>- 20<sup>12</sup>.

In the event of holiday on specified day, the next working day shall be considered.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal [www.acite-india.org](http://www.acite-india.org) for updated time schedule, if any.





## Chapter II

### Approval Process for Grant of Extension of Approval to existing Technical Institution

Technical Institution / an Integrated Campus offering technical education shall not continue technical courses or programmes beyond the specified period of approval of council.

Each Institution offering Post Graduate and/or Under Graduate Technical Programme at degree level shall submit an application to the Council, every year, for extension of approval of courses offered by the Institution.

Provided further that, in case/s of accredited course/s, the period of approval for such course/s shall be for the complete period of accreditation. However, though approval is granted for the complete period of accreditation, the Institution shall submit "Compliance Report" online at AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org). It may be further noted that though extension of approval is granted, the Council shall monitor for fulfillment of all norms by the Institute. In the event of non-fulfillment, the Council shall initiate penal action as per regulation 56, framed by the Council.

#### 14 Requirement for grant of approval

Procedure for processing "Compliance Report" for extension of approval of existing Technical Institutions

- 14.1 For the purpose of applying for extension of approval, each Institution shall submit "Compliance Report" and "Mandatory Disclosure" in the format as provided in the Appendix 8 along with the enclosures (scanned from the originals) online at AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org). A unique identification number will be allotted to each application for further reference. By using this number the applicant will be able to track the status of the application at various stages of processing the application through the AICTE web-portal. The Processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

| Type of Institution                                      | Processing Fees |
|--|-----------------|
| Minority Institution                                     | 40,000/-        |
| Institution set up in Hilly Area in North Eastern States | 40,000/-        |
| Institution set up exclusively for women                 | 40,000/-        |
| All other Institutions                                   | 50,000/-        |

- 14.2 Submission of "Compliance Report" in the prescribed format on or before the last date as mentioned in time schedule is mandatory.

Last date for submission of "Compliance Report" and "Mandatory Disclosure" with surcharge in addition to the processing fee as above shall be as mentioned in time schedule.

| Type of Institution                                      | Amount of Surcharge |
|--|---------------------|
| Minority Institution                                     | 1,20,000/-          |
| Institution set up in Hilly Area in North Eastern States | 1,20,000/-          |

|  |            |
|--|------------|
| Institution set up exclusively for women | 1,20,000/- |
| All other Institutions                   | 1,50,000/- |

- 14.3 The on-line application shall have, inter alias documents as mentioned in the application annexed in scanned form. Additionally all the information asked for in computerised application form must be uploaded.
- 14.4 A print of the complete application and enclosures as uploaded to the AICTE web-portal shall be submitted by the date as mentioned in time schedule to Concerned Regional Office of AICTE along with following:-
- Copy of e\_receipt as a proof of having remitted prescribed Processing Fee
  - an affidavit<sup>1</sup>, in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs. 100/, duly sworn before a First Class Magistrate stating that all the information given in the Compliance Report is true and that if it fails to disclose the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.
- 14.5 The Applications shall be evaluated by a Scrutiny Committee constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal. Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he will not be part of the committee.
- 14.6 Based on the recommendations of the Scrutiny Committee, the Regional Officer concerned shall communicate deficiencies, if any, to the Institution by the date as stated in time schedule.
- 14.7 The Institution shall rectify the deficiencies and submit compliance by the date as stated in time schedule for reconsideration by the Scrutiny Committee. The list of deficiencies will also be posted in the AICTE web-portal for information. The last date for reconsideration of such applications by the Scrutiny Committee will be as stated in time schedule.
- 14.8 However, only in those cases which are found to be in order in all respects by the Scrutiny Committee, the application shall be processed further for extension of approval.
- 14.9 The Regional Committee, which will consider the report of Scrutiny Committee shall recommend further for issuance extension of approval or otherwise by the date as mentioned in time schedule.
- 14.10 The recommendations of the Regional Committee will be placed before Executive Committee of the Council. Based on the recommendations of the Regional Committee the Executive Committee shall take decision at its meeting on grant of extension of approval.
- 14.11 Based on the decision of the Executive Committee, the Letters of Extension of Approval and the rejection letters shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

## 15 Procedure for Appeal before Appellate Committee

- 15.1 In cases where extension is denied or granted with punitive action/s as given in regulation 56, for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, the Institution shall be informed of the decision along with grounds of denial. The list of such Institutions along with the deficiencies will also be posted in the AICTE web-portal for information.
- 15.2 The Institution shall have only one opportunity for appeal. The Institution after rectifying the deficiencies may appeal by the date as mentioned in time schedule to the Appellate Committee constituted by the Chairman, AICTE by selecting members using automated selection process provided by the AICTE web-portal.

- 15.3 An Officer of the Council will place the records before the Appellate Committee. However, he will not be part of the Appellate Committee. A representative of the Institution may be invited to place their point of view before the Appellate Committee.
- 15.4 The Appellate Committee may also depute an Expert Committee, for physical verification of the claims made by the Institution.
- 15.5 Based on the recommendations of the Appellate Committee, the Council shall take the final decision in the matter. Letters of Extension of Approval and the rejection letters shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

## 16 Time Schedule for processing “Compliance Report” for Extension of Approval of existing Technical Institutions

|     | Processing of application for Extension of approval for academic year   | 20YY <sup>+1</sup> - 20YY <sup>+2</sup>             |
|-----|---|---|
|     | Activity  | Deadline<br>dd-mm-yy                                |
| 1.  | Submission and uploading of “Compliance Report” on line to the AICTE Web-portal and a Print copy to the concerned Regional Office.  | Up to 31-12-YY                                      |
| 2.  | Communication of the deficiencies to the applicant, if found by the Scrutiny Committee  | Up to 31-01-YY <sup>+1</sup>                        |
| 3.  | Submission of compliance of deficiencies by the Applicant for reconsideration by the Scrutiny Committee.  | Up to 15-02-YY <sup>+1</sup>                        |
| 4.  | Last mandatory date to submit “Compliance Report” with surcharge.   | Up to 20-01-YY <sup>+1</sup>                        |
| 5.  | Reconsideration of rectified applications by the Scrutiny Committee   | Up to 28-02-YY <sup>+1</sup>                        |
| 6.  | Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee for issuance extension of approval.   | 01-03-YY <sup>+1</sup><br>to 20-03-YY <sup>+1</sup> |
| 7.  | Executive Committee meetings for deciding about grant of extension of approval.   | Last week of<br>March-YY <sup>+1</sup>              |
| 8.  | Issue of Letter of Extension of Approval  | Up to 10-04-YY <sup>+1</sup>                        |
| 9.  | Submission of appeal by the applicant for reconsideration to be considered by Appellate Committee   | Up to 15-04-YY <sup>+1</sup>                        |
| 10. | Meetings of the Appellate Committee   | 16-04-YY <sup>+1</sup><br>to 12-05-YY <sup>+1</sup> |
| 11. | Visit by experts as directed by the Appellate Committee   | 16-04-YY <sup>+1</sup><br>to 10-05-YY <sup>+1</sup> |
| 12. | Consideration of recommendations of the Appellate Committee by the Council  | 11-05-YY <sup>+1</sup><br>to 14-05-YY <sup>+1</sup> |
| 13. | Last date for issue of Letter of Extension of Approval after reconsideration / appeal.  | Up to 15-05-YY <sup>+1</sup>                        |
| 14. | The Institutions granted Letter Extension of Approval shall comply with appointment of teaching staff as per norms stated by the Council and other technical supporting staff & administrative staff. The information about these appointments of staff in the prescribed format <sup>6</sup> shall be uploaded on the web-portal of AICTE. | Up to 30-06-YY <sup>+1</sup>                        |

In the event of holiday on specified day, the next working day shall be considered.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org) for updated time schedule, if any.



## Chapter III

### Approval Process for introduction of new programme, new course/s and additional divisions in existing Technical Institutions

- 17 The approved Technical Institution may expand its activities by adding additional programme/courses/divisions, in the existing Technical Institution and may also opt for an additional programme/courses/divisions in 2nd shift or for a separate Technical Institution in the existing Technical Institution in 2nd shift

to shall cater to,

- increasing demand of technically skilled personnel
- increase utilization of infrastructure available at the Technical Institutions
- facilitate cost effective education to masses through increased utilization of infrastructure available at the Technical Institutions

- 18 Application for Introduction of new programme/ course / division shall be considered in accordance with Intake & Number of Courses/Divisions in the Technical Institution given in Appendix 3 of this handbook and on fulfillment of the following requirements:-

- a. availability of Principal/Director qualified as per AICTE norms in existing Technical Institution
- b. 100% fulfillment in Faculty : Student ratio in existing Technical Institution
- c. 100% fulfillment of built up area and other infrastructure requirement for existing Technical Institution
- d. readiness of built up area and other infrastructure requirement for additional programme / course / divisions as applicable

- 19 The application for introduction of new Institution / Programme / Course / Division from an institute, denied extension of approval for existing courses, shall not be entertained.

- 20 Provided further that, the application for introduction of new Institution / Programme / Course / Division from an institute granted extension of approval with punitive action on any grounds by the council, shall not be considered.

- 21 Provided further that, the application for introduction additional Intake in lieu of Intake reduced due to punitive action taken by the council, shall not be considered unless that institution / Programme / Course / Division is closed by process prescribed for Closure of Programme / Institution / Course / Division.

- 22 Separate division in 2<sup>nd</sup> year of Engineering/Technology courses for admitting Diploma and B.Sc. Degree holders shall be allowed with following conditions,

- a. This division shall be allowed in the courses already available in the Engineering/Technology Institutions.
- b. Tuition Fee waiver scheme shall not be available for this division.
- c. Provision for Foreign Nationals / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries shall not apply to this division.
- d. 10% supernumerary seats for lateral entry as per "Regulations on Lateral Entry to second year of Engineering degree course" shall not apply to this division.
- e. Admission procedure for these seats shall be decided by concerned State Government/UT authorities.
- f. With respect to Regulations on "Intake & Number of Courses/Divisions in the Technical Institution", refer Appendix 3, this division shall be considered as "ONE" division for calculation of maximum number of divisions in the Institution.
- g. Prescribed Faculty : Student ratio shall be applicable to this intake.

## 23 Additional programme/courses/divisions in 1<sup>st</sup> and 2<sup>nd</sup> shift working

23.1 Approval for additional programme/courses/divisions in single shift working shall be considered on with views by State Government/UT and Affiliating University and on fulfillment of following conditions:-

- 100% fulfillment of infrastructure requirement for existing Technical Institution
- availability of Principal/Director qualified as per AICTE norms in existing Technical Institution
- 100% fulfillment in Faculty : Student ratio in existing Technical Institution
- readiness of built up area and other infrastructure requirement for additional programme / course / divisions as applicable

23.2 Approval for additional programme/courses/divisions in second shift working shall be considered on with views by State Government/UT and Affiliating University and on fulfillment of following conditions:-

- At least one batch from existing Institution is graduated.
- 100% fulfillment of infrastructure requirement for existing Technical Institution
- Availability of Principal/Director qualified as per AICTE norms in existing Technical Institution
- 100% fulfillment in Faculty : Student ratio in existing Technical Institution
- The total intake of UG & PG programme/courses/divisions, in the 2<sup>nd</sup> shift shall be governed as given in the following table.

| Programme  |    | Minimum Intake | Maximum Intake in 2 <sup>nd</sup> shift   |
|--|----|----------------|---|
| Engg /Tech, Pharmacy, Applied Arts & Craft, HMCT                               | UG | 60<br>(1 Div)  | ½ the intake of all programme/courses/divisions of Institution (Single/1 <sup>st</sup> shift working) or ½ the maximum number of divisions and/or intake as given in Appendix 3, whichever is less. If the number is less than 60, minimum intake shall be 60(1 div)(See illustrations below)   |
| Architecture / Town Planning   | UG | 40<br>(1 Div)  | ½ the intake of all programme/courses/divisions of Institution (Single/1 <sup>st</sup> shift working) or ½ the maximum number of divisions and/or intake as given in Appendix 3, whichever is less. If the number is less than 40, minimum intake shall be 40(1 div)(See illustrations below)   |
| MCA, MBA and PGDM  | PG | 60<br>(1 Div)  | 2/3 <sup>rd</sup> the intake of all programme/courses/divisions of Institution (Single/1 <sup>st</sup> shift working) or 2/3 <sup>rd</sup> the maximum number of divisions and/or intake as given in Appendix 3, whichever is less. If the number is less than 60, minimum intake shall be 60(1 div) (See illustrations below)  |
| Engg /Tech, Pharmacy, Architecture / Town Planning, Applied Arts & Craft, HMCT | PG | 18<br>(1 Div)  | No. of divisions for PG courses in the 2 <sup>nd</sup> shift shall be limited to total number of UG (include MCA, if any in Engg/Tech Institute) divisions at intake level in the single/1 <sup>st</sup> shift. In such cases creation of following additional instructional area shall be essential.<br><br>PG laboratory, 1/course,<br>Research Laboratory, 1/course<br>(see 4.2 of Appendix 4) |

- f. Intake in the 2nd shift shall be strictly in the multiple of intake of division and shall be limited to maximum number as stated above.(See illustrations)
- g. In 2nd shift, additional divisions shall be allowed with ceiling of 1 division/course, in the courses which are already available in the Institution. However, with a view to promote PG education, this condition shall not apply to PG courses/divisions in the 2nd shift.
- h. 2nd shift working shall necessarily require exclusive teaching staff as per norms specified in Appendix 7. It shall also have separate technical, administrative and supporting staff at required positions.
- i. Additional laboratory equipments needed especially for PG programme, shall be procured and made available as per norms.
- j. Only one division (60) of MCA shall be allowed as an additional course in Engineering/Technology Institution.
- k. Availability of Dean at the level of Professor in the 2nd shift to supervise overall functioning of 2nd shift shall be mandatory.

23.3 The Council shall allow following programme/courses/divisions in Technical Institutions in single shift working as well as in the 2<sup>nd</sup> shift working subject to fulfillment of conditions as prescribed herein above:-.

| Existing Institution             | Allowable additional Programme/Courses/Divisions |  |                                |                             |                  |   |                              |     |     |      |   |                               |                         |              |
|----------------------------------|--|--|--------------------------------|-----------------------------|------------------|---|------------------------------|-----|-----|------|---|-------------------------------|-------------------------|--------------|
|                                  | Engineering/Technology Degree (UG and PG)        | Engineering/Technology Degree -2 <sup>nd</sup> Yr <sup>@</sup> | Engineering/Technology Diploma | Pharmacy Degree (UG and PG) | Pharmacy Diploma | Arch & Town Planning Degree (UG and PG) | Arch & Town Planning Diploma | MCA | MBA | PGDM | Applied Arts & Crafts Degree (UG or PG) | Applied Arts & Crafts Diploma | HMCT Degree (UG and PG) | HMCT Diploma |
| Engineering / Technology Degree  | ✓  | ✓  | ✓                              |                             |                  |   |                              | ✓   |     |      |   |                               |                         |              |
| Engineering / Technology Diploma |  |  | ✓                              |                             |                  |   |                              |     |     |      |   |                               |                         |              |
| Pharmacy Degree                  |  |  |                                | ✓                           | ✓                |   |                              |     |     |      |   |                               |                         |              |
| Pharmacy Diploma                 |  |  |                                |                             | ✓                |   |                              |     |     |      |   |                               |                         |              |
| Arch & Town Planning Degree      |  |  |                                |                             |                  | ✓                                       | ✓                            |     |     |      |   |                               |                         |              |
| Arch & Town Planning Diploma     |  |  |                                |                             |                  |   | ✓                            |     |     |      |   |                               |                         |              |
| MCA                              |  |  |                                |                             |                  |   |                              | ✓   |     |      |   |                               |                         |              |
| MBA                              |  |  |                                |                             |                  |   |                              |     | ✓   | ✓    |   |                               |                         |              |
| PGDM                             |  |  |                                |                             |                  |   |                              |     | ✓   | ✓    |   |                               |                         |              |
| Applied Arts & Crafts Degree     |  |  |                                |                             |                  |   |                              |     |     |      | ✓                                       | ✓                             |                         |              |
| Applied Arts & Crafts Diploma    |  |  |                                |                             |                  |   |                              |     |     |      |   | ✓                             |                         |              |
| HMCT Degree                      |  |  |                                |                             |                  |   |                              |     |     |      |   |                               | ✓                       | ✓            |
| HMCT Diploma                     |  |  |                                |                             |                  |   |                              |     |     |      |   |                               |                         | ✓            |

@This division shall be considered as 'One' division in deciding maximum number of courses/divisions & intake of an Institution.

## 24 A separate Technical Institution in 2<sup>nd</sup> shift working in the existing Technical Institution

24.1 Council may grant approval for a separate Technical Institution in the existing Technical Institution on fulfillment of following conditions:-

- a. At least one batch from existing Institution is graduated.
- b. 100% fulfillment of infrastructure requirement for existing Technical Institution

- c. Availability of Principal/Director qualified as per AICTE norms in existing Technical Institution
- d. 100% fulfillment in Faculty : Student ratio in existing Technical Institution
- e. Such Institution shall be established by the same Society/Trust running the existing Technical Institution.
- f. Working of this Technical Institution shall be strictly in the 2<sup>nd</sup> shift.
- g. Such Technical Institution shall appoint a separate Principal/Director as per required qualifications stated by the Council.
- h. Such Technical Institution shall necessarily require exclusive teaching staff as per norms specified in Appendix 7. It shall also have separate technical, administrative and supporting staff at required positions.
- i. Maximum intake in this Institution shall be as given below,

| Existing Institution   | New Institution in 2 <sup>nd</sup> shift   |
|--|--|
| MBA/PGDM/MCA Institution   | 2/3 <sup>rd</sup> intake of all programme/courses/divisions of existing Institution (Single/1st shift working) or maximum intake as given in Appendix 3 whichever is less. If the number is less than 60, minimum intake shall be 60 (1 div) subject to fulfillment of norms specified in Appendix 4 for Instructional area for respective programme.  |
| Engg/Tech, Pharmacy, Architecture & Town Planning, Applied Arts & Crafts Institution | ½ the intake of all programme/courses/divisions of Institution (Single/1st shift working) or ½ the maximum number of divisions and/or intake as given in Appendix 3, whichever is less. If the number is less than 60, minimum intake shall be equal to 40(1 div) for Architecture & Town Planning and 60(1 div) for other programme, subject to fulfillment of norms specified in Appendix 4 for Instructional area for respective programme. |

- j. The Institution shall meet required norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments for respective programme.
- k. The name of Institution shall adhere to conditions 7 & 8 of Clause/s 4.2.

24.2 The Council may allow following programme in the separate Institution in the 2<sup>nd</sup> shift working in existing Technical Institutions subject to fulfillment of conditions as prescribed herein above :-

| Institution                      | Allowable Programme in 2 <sup>nd</sup> shift as a Separate Institution in existing Technical Institution |   |                                |                             |                  |   |                              |     |     |      |   |                               |                         |              |
|----------------------------------|--|---|--------------------------------|-----------------------------|------------------|---|------------------------------|-----|-----|------|---|-------------------------------|-------------------------|--------------|
|                                  | Engineering/Technology Degree (UG and PG)  | Engineering/Technology Degree -2 <sup>nd</sup> Yr | Engineering/Technology Diploma | Pharmacy Degree (UG and PG) | Pharmacy Diploma | Arch & Town Planning Degree (UG and PG) | Arch & Town Planning Diploma | MCA | MBA | PGDM | Applied Arts & Crafts Degree (UG or PG) | Applied Arts & Crafts Diploma | HMCT Degree (UG and PG) | HMCT Diploma |
| Engineering / Technology Degree  |  |   | ✓                              |                             |                  |   |                              | ✓   | ✓   | ✓    |   |                               |                         |              |
| Engineering / Technology Diploma |  |   |                                |                             |                  |   |                              | ✓   | ✓   | ✓    |   |                               |                         |              |
| Pharmacy Degree                  |  |   |                                | ✓                           |                  |   |                              |     |     |      |   |                               |                         |              |
| Arch & Town Planning Degree      |  |   |                                |                             |                  | ✓                                       |                              |     |     |      | ✓                                       | ✓                             |                         |              |
| MCA                              |  |   |                                |                             |                  |   |                              |     | ✓   | ✓    |   |                               |                         |              |
| MBA                              |  |   |                                |                             |                  |   |                              |     |     | ✓    |   |                               |                         |              |
| PGDM                             |  |   |                                |                             |                  |   |                              |     | ✓   |      |   |                               |                         |              |
| Applied Arts & Crafts Degree     |  |   |                                |                             |                  | ✓                                       | ✓                            |     |     |      |   | ✓                             |                         |              |
| HMCT Degree                      |  |   |                                |                             |                  |   |                              |     |     |      |   |                               |                         | ✓            |



## 25 Submission of Application

- 25.1 The application in the prescribed format along with the enclosures (scanned from the originals) be submitted online at AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org). A unique identification number will be allotted to each application for further reference. By using this number the applicant Institution will be able to track the status of the application at various stages of processing the application through the AICTE web-portal. The Processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

| Type of Institution applied for                          | Processing Fees |
|--|-----------------|
| Minority Institution                                     | 40,000/-        |
| Institution set up in Hilly Area in North Eastern States | 40,000/-        |
| Institution set up exclusively for women                 | 40,000/-        |
| All other Institutions                                   | 50,000/-        |

The last date for receipt of applications shall be as mentioned in time schedule.

- 25.2 A print of the complete application, latest Compliance Report, DPR and enclosures as uploaded to the AICTE web-portal shall be submitted to the affiliating university, state government and the concerned regional office on or before the date as mentioned in time schedule along with following:-
- Copy of e\_receipt as a proof of having remitted prescribed Processing Fee
  - an affidavit<sup>1</sup>, in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.
  - Proof of verification of completed building construction with respect to approved building plan, carpet and built up area (sqm) and number of rooms with respect to AICTE norms, in a format<sup>3</sup> as prescribed on the web-portal, duly endorsed by an Architect registered with Council of Architecture.
  - Proof of verification of financial documents, like audited statement of accounts of the Society/Trust and existing Technical Institution for last three years(if applicable), in a format<sup>4</sup> as prescribed on the web-portal, duly endorsed by Chartered Accountant who is member of Institution of Chartered Accountants of India.
- 25.3 The State Government/UT and the affiliating university will forward to the concerned Regional Office of the Council by the date as mentioned in time schedule, their views on the applications received for establishment of new technical Institutions or other wise, with reasons.
- 25.4 The views of the State Government/UT and the affiliating university will be taken into account by the Regional Committee while taking the decision whether the application is to be processed or not. In case the Regional Committee decides not to process the application further based on the views of the State Government/UT and/or the affiliating university, the same will be communicated by the Regional Officer concerned to the applicant Society/Trust along with reasons for such decision. In the absence of receipt of views from the State Government/UT and/or the affiliating University by the date as mentioned in time schedule, the Council will proceed for completion of approval.
- 25.5 The on-line application shall have, inter alias following documents annexed in scanned form. Additionally all information asked for in computerised application form must be uploaded.
- Resolution of the Society/Trust, pertaining allocation of land/ building/ funds etc. to proposed New Courses/programme and/or additional intake in the Institution, in the format<sup>7</sup> prescribed on the web-portal.
  - Details of built up structure available exclusively for the proposed New Courses/programme

- and/or additional intake in the Institution with safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.
- c. Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure etc. certified by Architect registered with the Council of Architecture.
  - d. Floor Plans, Sections and Elevations of all existing Academic building including Area details certified by Architect registered with the Council of Architecture.
  - e. Phase-wise Plan of construction certified by Architect registered with the Council of Architecture.(If applicable)
  - f. Proof of sanction of required electrical load for proposed New Courses/programme and/or additional intake in the Institution
  - g. List of equipment required as per syllabus and equipment available for proposed New Courses/programme and/or additional intake in the Institution
  - h. Stock Register of existing Equipment / Computers / Softwares and Equipment / Computers / Softwares for proposed New Courses/programme and/or additional intake in the Institution.
  - i. Accession Register for existing Library Books of and procured for proposed New Courses/programme and/or additional intake in the Institution.
  - j. Copy of Invoice/Cash Memo for newly added equipments and Library Books for proposed New Courses/programme and/or additional intake in the Institution.
  - k. Copy of the advertisement for recruitment of teaching faculty for proposed new programme/Courses and/or additional intake in the Institution including Principal/Director in case of new Institutions in 2<sup>nd</sup> shift as applicable.
  - l. List of candidates applied and proposed to be called for interview including Principal/Director in case of new Institutions in 2<sup>nd</sup> shift as per Clause/s 24.
  - m. Audited statement of accounts of the Institution and applicant Society/Trust and existing Technical Institution for last three years, if applicable.
  - n. Syllabus copy certified by Registrar of affiliating University related to the programme/courses applied for.
  - o. Details of latest fund position of the applicant Society/Trust and existing Technical Institution along with photocopy of FDRs, and Bank accounts available with the applicant in Nationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India
  - p. Video Clip (Compatible with "Windows Media Player") with date and time of shooting indicating the complete physical infrastructure/ facilities and highlighting following:
    - i) Front & Back side of the entire Institute building
    - ii) Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms as mentioned in programme-wise Instructional area requirements in Appendix 4.
    - iii) Internal portion of the principal's room, board room, main office, departmental offices, faculty cabins/seating arrangement and all other rooms as mentioned in Administrative area requirements in Appendix 4.
    - iv) Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
    - v) Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.

## 26 Evaluation of Application by Scrutiny Committee

- 26.1 The Applications shall be evaluated by a Scrutiny Committee to be constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal.
- 26.2 Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he will not be part of the committee.
- 26.3 The Scrutiny Committee will scrutinize proposals and scanned documents (a to p of 25.5) and a video CD of all facilities created for proposed New Courses/programme and/or additional intake in the Institution.
- 26.4 Based on the recommendations of the Scrutiny Committee, the Regional Officer concerned will communicate deficiencies, if any, to the applicant Society/Trust by the date as stated in time

schedule.

- 26.5 The applicant Institution may rectify the deficiencies and submit compliance by the date as stated in time schedule for reconsideration by the Scrutiny Committee. The list of deficiencies will also be posted in the AICTE web-portal for information. The last date for reconsideration of such applications by the Scrutiny Committee will be as stated in time schedule.
- 26.6 Only in those cases which are found to be in order in all respects by the Scrutiny Committee, the application will be processed further for issuance of Letter of Approval. The list of such applications will also be posted in the AICTE web-portal for information.
- 26.7 Other applicants will be informed by the Council about non-approval of the proposal for the present academic year.

## **27 Evaluation of Application by Regional Committee**

- 27.1 The Scrutiny Committee report will be made available to the meeting of the Regional Committee, which will consider the report along with views of State Government/UT and concerned affiliating University and recommend further for issuance of Letter of Approval or otherwise by the date as mentioned in time schedule.

## **28 Consideration of Application by Executive Committee**

- 28.1 The recommendations of the Regional Committee shall be placed before Executive Committee of the Council and based on the recommendations of the Regional Committee the Executive Committee shall take decision at its meeting on grant of approval for new course/programme and/or additional intake or otherwise.
- 28.2 Further, based on the decision of the Executive Committee, the Letters of Approval for new course/programme and/or additional intake and the rejection letters shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule

## **29 Appointment of Teaching Staff for newly approved courses/programme**

The Institutions granted Letter of Approval for new course/programme and/or additional intake shall comply with appointment of teaching staff as per norms stated by the Council and other technical supporting staff & administrative staff by the date as mentioned in time schedule. The information about these appointments of staff in the prescribed format<sup>6</sup> shall also be uploaded on the web-portal of AICTE by the date as mentioned in time schedule.

## **30 Procedure for Appeal before Appellate Committee**

- 30.1 In cases where approval is denied for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, the Institution shall be informed of the decision along with grounds of denial. The list of such applicants along with the deficiencies will also be posted in the AICTE web-portal for information.
- 30.2 The Applicant shall have only one opportunity for appeal for the current academic year. The Applicant Institution after rectifying the deficiencies may appeal by the date as mentioned in time schedule to the Appellate Committee constituted by the Chairman, AICTE by selecting members using automated selection process provided by the AICTE web-portal.
- 30.3 An Officer of the Council will place the records before the Appellate Committee. However, he will not be part of the Appellate Committee. A representative of the applicant may be invited to place his point of view before the Appellate Committee.

- 30.4 The Appellate Committee may also depute an Expert Committee, for physical verification of the claims made by the applicant, among others, in respect of following:-
- procurement for additional requirements with respect to Appendix 5, i.e. Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities for Technical Institution
  - progress related to appointment of additional faculty
- 30.5 Based on the recommendations of the Appellate Committee, the Council shall take the final decision in the matter. Letter of Approval or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule. However, in case, the appeal is rejected by the council, the applicant may make a fresh Application.
- 30.6 However, when approval is granted for few courses among several applied for, no separate rejection letter for those courses which are not approved shall be issued. Similarly, if approval for lesser intake is granted than intake applied, no separate rejection letter for rest of the intake shall be issued.

The Council shall follow the following Schedule for processing applications for introduction of New Programme, New Course/s and additional divisions in existing Technical Institutions

|     | Date of submission of application – during   | Jan <sup>YY</sup> –Jun <sup>YY</sup> | Jul <sup>YY</sup> –Dec <sup>YY</sup> |
|-----|--|--------------------------------------|--------------------------------------|
|     | Processing of application for Introduction of new Programmes / Courses / Divisions in the Existing Technical Institutions for academic year  | 20YY+1 - 20YY+2                      | 20YY+1 - 20YY+2                      |
|     | Activity   | Deadline<br>dd–mm-yy                 | Deadline<br>dd–mm-yy                 |
| 1.  | Uploading of application for Introduction of Programmes / Courses/ Divisions in the Existing Technical Institutions on line at the AICTE Web-portal and submission of print copy to the concerned Regional Office and to State Government and Affiliating University | Up to 30-06-YY                       | Up to 31-12-YY                       |
| 2.  | Communication of the deficiencies to the applicant, if found by the Scrutiny Committee   | Up to 31-07-YY                       | Up to 31-01-YY+1                     |
| 3.  | Submission of compliance by the Applicant for reconsideration by the Scrutiny Committee.   | Up to 16-08-YY                       | Up to 15-02-YY+1                     |
| 4.  | Views by State Government/UT & Affiliating University  | Up to 30-08-YY                       | Up to 28-02-YY+1                     |
| 5.  | Reconsideration of rectified applications by the Scrutiny Committee  | Up to 30-08-YY                       | Up to 28-02-YY+1                     |
| 6.  | Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee for issuance extension of approval.  | 01-09-YY<br>to 20-09-YY              | 01-03-YY+1<br>to 20-03-YY+1          |
| 7.  | Executive Committee meetings for deciding about grant of extension of approval.  | Last week of<br>September-YY         | Last week of<br>March-YY+1           |
| 8.  | Issue of Letter of Approval for Introduction of Programmes / Courses/ Divisions in the Existing Technical Institution  | Up to 10-10-YY                       | Up to 10-04-YY+1                     |
| 9.  | Submission of appeal by the applicant for reconsideration to be considered by Appellate Committee  | Up to 15-10-YY                       | Up to 15-04-YY+1                     |
| 10. | Meetings of the Appellate Committee  | 16-10-YY<br>to 12-11-YY              | 16-04-YY+1<br>to 12-05-YY+1          |

|     |   |                              |   |
|-----|---|------------------------------|---|
| 11. | Visit by experts as directed by the Appellate Committee   | 16-10-YY<br>to 10-11-YY      | 16-04-YY <sup>+1</sup><br>to 10-05-YY <sup>+1</sup> |
| 12. | Consideration of recommendations of the Appellate Committee by the Council  | 11-11-YY<br>to 14-11-YY      | 11-05-YY <sup>+1</sup><br>to 14-05-YY <sup>+1</sup> |
| 13. | Last date for issue of Letter of Approval for Introduction of Programmes / Courses/ Divisions in the Existing Technical Institution after reconsideration / appeal.   | Up to 15-11-YY               | Up to 15-05-YY <sup>+1</sup>                        |
| 14. | The Institutions granted Letter of Approval shall comply with appointment of teaching staff, required if any, as per norms stated by the Council for newly added courses/programme. The information about these appointments of staff in the prescribed format <sup>6</sup> shall be uploaded on the web-portal of AICTE. | Up to 30-06-YY <sup>+1</sup> | Up to 30-06-YY <sup>+1</sup>                        |

Applicant can apply any time during the year. The application shall be processed in two prescribed time schedules as given above. The application received between, Jan<sup>YY</sup>-Jun<sup>YY</sup>, e.g., Jan<sup>10</sup>-Jun<sup>10</sup>, shall be considered for academic year 20<sup>YY+1</sup> - 20<sup>YY+2</sup>, i.e., 20<sup>11</sup>- 20<sup>12</sup> and as per given time schedule, the due date for Letter of approval would be up to 10-10-YY, i.e. 10-10-10 (or up to 15-11-10 on appeal before the Appellate Committee). In the event of denial of the proposal, the applicant can again submit a fresh application in the second slot, i.e. during Jul<sup>YY</sup>- Dec<sup>YY</sup>, i.e. Jul<sup>10</sup>- Dec<sup>10</sup>, before 31-12-10, and can still expect letter of approval up to 10-04-YY<sup>+1</sup>, i.e. 10-04-11 (or up to 15-05-11 on appeal before the Appellate Committee) and start new Institution in the academic year 20<sup>YY+1</sup> - 20<sup>YY+2</sup>, i.e., 20<sup>11</sup>- 20<sup>12</sup>.

In the event of holiday on specified day, the next working day shall be considered.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal [www.acite-india.org](http://www.acite-india.org) for updated time schedule, if any.

### Illustrations

Illustration 1 : Engg / Tech Institute Started with 60x4courses<sup>1234</sup>, Illustration shows its growth in following academic years  
Reference – Clause/s 23  
4courses<sup>1234</sup> – means 4 courses, all different e.g. Civil, Electrical, Mechanical and Chemical. Later, Institution may select divisions of one or more of these courses (e.g. 3courses<sup>123</sup>) or different courses like 3courses<sup>567</sup>

Illustration 1 : Engg / Tech Institute Started with 60x4courses<sup>1234</sup>, Illustration shows its growth in following academic years  
Reference Clause/s 23  
4courses<sup>1234</sup> – means 4 courses, all different e.g. Civil, Electrical, Mechanical and Chemical. Later, Institution may select divisions of one or more of these courses (e.g. 3courses<sup>123</sup>) or different courses like 3courses<sup>567</sup>

| Acad. Year | Intake at the beginning of the academic year         |                    |   |                    | Application for additional intake for single shift working approved for following academic year |                                | Application for additional Intake for 2nd shift working for following academic year |                               |
|------------|--|--------------------|---|--------------------|---|--------------------------------|---|-------------------------------|
|            | UG   |                    | PG (Engg/Tech)  |                    | UG  | PG (Engg/Tech)                 | UG  | PG (Engg/Tech)                |
|            | 1 <sup>ST</sup> Sh                                   | 2 <sup>nd</sup> Sh | 1 <sup>ST</sup> Sh  | 2 <sup>nd</sup> Sh |   |                                |   |                               |
| 09-10      | 240  | -                  | -   | -                  | 60x3courses <sup>567</sup>  | -                              | -   | -                             |
| 10-11      | 420  | -                  | -   | -                  | -   | -                              | -   | -                             |
| 11-12      | 420  | -                  | -   | -                  | -   | -                              | -   | -                             |
| 12-13      | 420  | -                  | -   | -                  | -   | 18x2SpXCourses <sup>1234</sup> | 60x3courses <sup>134</sup>  | -                             |
| 13-14      | 420  | 180                | 144   | -                  | -   | 18x3SpXCourses <sup>1234</sup> | -   | -                             |
|            | 420  | 180                | 468   | -                  | -   | 18x2SpXCourses <sup>567</sup>  | -   | -                             |
| 14-15      | Processing Accreditation for Courses <sup>1234</sup> |                    | Processing Accreditation for PG courses attached to Courses <sup>1234</sup> |                    | 60x2courses <sup>14</sup>   | 18x1SpXCourses <sup>1234</sup> | -   | -                             |
|            | MAX 540  | 180                | 702   | 72                 | -   | -                              | 60x1courses <sup>2</sup>  | 18x1SpXCourses <sup>567</sup> |
| 15-16      |  |                    | Processing Accreditation for PG courses attached to Courses <sup>567</sup>  |                    | -   | 18x1SpXCourses <sup>567</sup>  | -   | -                             |
| 17-18      | 540  | MAX 240            | MAX 756   | MAX 126            | -   | -                              | -   | -                             |

Illustration 2 : Engg / Tech Institute UG intake 60x7<sup>courses</sup><sup>1234567</sup>. Illustration shows maximum possible number of courses and intake, note that maximum intake in 2<sup>nd</sup> shift limited to 60x3  
Reference - Clause/s 23

|                     | Intake UG – Single shift | Intake PG – Single shift                           | Intake UG – 2 <sup>nd</sup> shift | Intake PG – 2 <sup>nd</sup> shift |
|---------------------|--------------------------|--|-----------------------------------|-----------------------------------|
|                     | MAX 420                  | MAX 18x5SpX7 <sup>courses</sup> <sup>1234567</sup> | MAX 180 ( <del>240</del> )        | MAX 18x7 <sup>div</sup>           |
| After accreditation | +120                     | +18x1SpX7 <sup>courses</sup> <sup>1234567</sup>    | +60                               | -                                 |

Illustration 3 : Engg / Tech Institute UG intake 60x6<sup>courses</sup><sup>123456</sup> & a div for 2<sup>nd</sup> Year direct admissions  
Reference - Clause/s 23

|                     | Intake UG – Single shift  | Intake PG – Single shift                          | Intake UG – 2 <sup>nd</sup> shift | Intake PG – 2 <sup>nd</sup> shift |
|---------------------|---|---|-----------------------------------|-----------------------------------|
|                     | MAX 420<br>60x6 <sup>courses</sup> <sup>123456</sup><br>& one div for 2 <sup>nd</sup> Year<br>direct admissions | MAX 18x5SpX6 <sup>courses</sup> <sup>123456</sup> | MAX 180 ( <del>240</del> )        | MAX 18x7 <sup>div</sup>           |
| After accreditation | +120  | +18x1SpX6 <sup>courses</sup> <sup>123456</sup>    | +60                               | -                                 |

Illustration 4 : Engg / Tech Institute having Egg/Tech UG intake 60x6<sup>courses</sup><sup>123456</sup> + MCA 60  
Reference - Clause/s 23

|                     | Intake– Single shift |        |   | Intake– 2 <sup>nd</sup> shift |     |                                   |
|---------------------|----------------------|--------|---|-------------------------------|-----|-----------------------------------|
|                     | Intake UG Engg/Tech  | MCA    | Intake PG Engg/Tech                               | Intake UG Engg/Tech           | MCA | Intake PG – 2 <sup>nd</sup> shift |
|                     | MAX 360              | MAX 60 | MAX 18x5SpX6 <sup>courses</sup> <sup>123456</sup> | MAX 180 ( <del>240</del> )    | 0   | MAX 18x7 <sup>div</sup>           |
| After accreditation | +120                 | -      | +18x1SpX6 <sup>courses</sup> <sup>123456</sup>    | +60                           | -   | -                                 |

Illustration 5 : Engg / Tech Institute having Egg/Tech UG intake 60x6<sup>courses</sup><sup>123456</sup> + Intake for 2<sup>nd</sup> Year direct admissions  
Reference - Clause/s 23

|                     | Intake– Single shift |     |   |  | Intake– 2 <sup>nd</sup> shift |     |                                   |
|---------------------|----------------------|-----|---|--|-------------------------------|-----|-----------------------------------|
|                     | Intake UG Engg/Tech  | MCA | Intake for 2 <sup>nd</sup> Year direct admissions | Intake PG Engg/Tech                                | Intake UG Engg/Tech           | MCA | Intake PG – 2 <sup>nd</sup> shift |
|                     | 360                  | -   | 60  | MAX 18x5SpX6 <sup>courses</sup> <sup>1234567</sup> | 120                           | 60  | MAX 18x7 <sup>div</sup>           |
| After accreditation | +120                 | -   | -   | +18x1SpX6 <sup>courses</sup> <sup>1234567</sup>    | +60                           | -   | -                                 |

Illustration 6 : Engg / Tech Institute having UG intake 60x7<sup>courses</sup><sup>1234567</sup> and no intake for PG in 1<sup>st</sup> shift  
Reference - Clause/s 23

|                     | Maximum Intake UG – Single shift | Intake PG – Single shift | Intake UG – 2 <sup>nd</sup> shift | Intake PG Engg/Tech 2 <sup>nd</sup> shift |
|---------------------|----------------------------------|--------------------------|-----------------------------------|---|
|                     | MAX 420                          | 0                        | MAX 180                           | MAX 18x7 <sup>div</sup>                   |
| After accreditation | +120                             | 0                        | +60                               | -   |

Creation of additional PG laboratories and research laboratory is mandatory.

Illustration 7 : Engg / Tech Institute having UG intake 60x7<sup>courses</sup><sup>1234567</sup> and another Institute in 2<sup>nd</sup> shift  
Reference - Clause/s 24

|                     | Engg/Tech Institution 1 <sup>st</sup> Shift |  | MCA Institution 2 <sup>nd</sup> Shift |
|---------------------|---|--|---------------------------------------|
|                     | Intake UG                                   | Intake PG Engg/Tech                                | Intake MCA                            |
|                     | MAX 420                                     | MAX 18x5SpX7 <sup>courses</sup> <sup>1234567</sup> | MAX 180                               |
| After accreditation | +120  | +18x1SpX7 <sup>courses</sup> <sup>1234567</sup>    | +60                                   |

|                     | Engg/Tech Institution 1 <sup>st</sup> Shift |  | Engg/Tech Polytechnic Institution 2 <sup>nd</sup> Shift |
|---------------------|---|--|---|
|                     | Intake UG                                   | Intake PG Engg/Tech                                | Intake Polytechnic                                      |
|                     | MAX 420                                     | MAX 18x5SpX7 <sup>courses</sup> <sup>1234567</sup> | MAX 180   |
| After accreditation | +120  | +18x1SpX7 <sup>courses</sup> <sup>1234567</sup>    | MAX 60  |

|                     | Engg/Tech Institution 1 <sup>st</sup> Shift |  | MBA/PGDM Institution 2 <sup>nd</sup> Shift |             |
|---------------------|---|--|--|-------------|
|                     | Intake UG                                   | Intake PG Engg/Tech                                | Intake MBA                                 | Intake PGDM |
|                     | MAX 420                                     | MAX 18x5SpX7 <sup>courses</sup> <sup>1234567</sup> | MAX 180                                    |             |
| After accreditation | +120  | +18x1SpX7 <sup>courses</sup> <sup>1234567</sup>    | +60  |             |

Illustration 8 : Engg / Tech Institute Existing Institute having UG intake 420 and more than 540 with respect to Appendix 3  
Reference - Clause/s 23

|                     | Intake UG – Single shift | Intake PG – Single shift       | Intake UG – 2 <sup>nd</sup> shift | Intake PG – 2 <sup>nd</sup> shift |
|---------------------|--------------------------|--------------------------------|-----------------------------------|-----------------------------------|
|                     | 420                      | MAX 18x5 <sub>Sp</sub> Courses | MAX 180                           | MAX 18xCourses(div)               |
| After accreditation | +120                     | +18x1 <sub>Sp</sub> Courses    | +60                               | -                                 |

|                     | Intake UG – Single shift | Intake PG – Single shift       | Intake UG – 2 <sup>nd</sup> shift | Intake PG – 2 <sup>nd</sup> shift |
|---------------------|--------------------------|--------------------------------|-----------------------------------|-----------------------------------|
|                     | 600                      | MAX 18x5 <sub>Sp</sub> Courses | MAX 240                           | MAX 18xCourses(div)               |
| After accreditation | +0                       | +18x1 <sub>Sp</sub> Courses    | +0                                | -                                 |

Illustration 9 : MCA Institute Reference - Clause/s 24

|                     | MCA Institution 1 <sup>st</sup> Shift | MBA Institution 2 <sup>nd</sup> Shift |
|---------------------|---------------------------------------|---------------------------------------|
|                     | Intake MCA                            | Intake MBA Intake PGDM                |
|                     | MAX 180                               | MAX 120                               |
| After accreditation | + 60                                  | -                                     |

Illustration 10 : MBA/PGDM Institute Reference - Clause/s 24  
\*Additional laboratories and classrooms are mandatory

|                     | MBA /PGDM Institution 1 <sup>st</sup> Shift           | MCA Institution 2 <sup>nd</sup> Shift |
|---------------------|---|---------------------------------------|
|                     | Intake MBA +PGDM or MBA or PGDM 1 <sup>st</sup> Shift | Intake MCA*                           |
|                     | MAX 180   | MAX 120                               |
| After accreditation | + 60  | -                                     |

Illustration 11 : MBA/PGDM Institute Reference - Clause/s 24

|                     | MBA /PGDM Institution 1 <sup>st</sup> Shift           | Intake 2 <sup>nd</sup> Shift             |
|---------------------|---|--|
|                     | Intake MBA +PGDM or MBA or PGDM 1 <sup>st</sup> Shift | Intake MBA or PGDM 2 <sup>nd</sup> Shift |
|                     | MAX 180   | MAX 60                                   |
| After accreditation | + 60  | + 60                                     |

Illustration 12 : MBA/PGDM Institute Reference - Clause/s 24

|                     | MBA / PGDM Institution 1 <sup>st</sup> Shift          | PGDM / MBA Institution 2 <sup>nd</sup> Shift          |
|---------------------|---|---|
|                     | Intake MBA +PGDM or MBA or PGDM 1 <sup>st</sup> Shift | Intake MBA +PGDM or MBA or PGDM 1 <sup>st</sup> Shift |
|                     | MAX 180   | MAX 120   |
| After accreditation | + 60  | -   |

Illustration 13 : Pharmacy Institute Reference - Clause/s 24

|                     | Intake 1 <sup>st</sup> Shift |                        | Intake 2 <sup>nd</sup> Shift |                        |
|---------------------|------------------------------|------------------------|------------------------------|------------------------|
|                     | UG                           | PG                     | UG                           | PG                     |
|                     | 60                           | MAX 18x5 <sub>Sp</sub> | 60                           | MAX 18x2 <sub>Sp</sub> |
| After accreditation | + 60                         | +18x2 <sub>Sp</sub>    | -                            | MAX 18x1 <sub>Sp</sub> |

|                     | Intake 1 <sup>st</sup> Shift |                        | Intake 2 <sup>nd</sup> Shift |                        |
|---------------------|------------------------------|------------------------|------------------------------|------------------------|
|                     | UG                           | PG                     | UG                           | PG                     |
|                     | MAX 180                      | MAX 18x5 <sub>Sp</sub> | 60                           | MAX 18x2 <sub>Sp</sub> |
| After accreditation | + 60                         | +18x2 <sub>Sp</sub>    | +60                          | +18x1 <sub>Sp</sub>    |

Illustration 14 : Architecture Institute Reference - Clause/s 23

|                     | Intake 1 <sup>st</sup> Shift |                        | Intake 2 <sup>nd</sup> Shift |                        |
|---------------------|------------------------------|------------------------|------------------------------|------------------------|
|                     | UG                           | PG                     | UG                           | PG                     |
|                     | 40                           | MAX 18x5 <sub>Sp</sub> | 40                           | MAX 18x2 <sub>Sp</sub> |
| After accreditation | + 40                         | +18x2 <sub>Sp</sub>    | -                            | +18x1 <sub>Sp</sub>    |

|                     | Intake 1 <sup>st</sup> Shift |                        | Intake 2 <sup>nd</sup> Shift |                        |
|---------------------|------------------------------|------------------------|------------------------------|------------------------|
|                     | UG                           | PG                     | UG                           | PG                     |
|                     | MAX 120                      | MAX 18x5 <sub>Sp</sub> | 40                           | MAX 18x1 <sub>Sp</sub> |
| After accreditation | + 40                         | +18x2 <sub>Sp</sub>    | +40                          | +18x1 <sub>Sp</sub>    |





## Chapter IV

### Approval Process for Closure of Institution or Programme/Course/Division in existing Technical Institution

- 31 Any Institution interested in closure of Institution/Programme/Course/Division shall need prior approval by the Council. “No Objection Certificate” (NOC) from the concerned State Government/UT and Affiliating University shall also be mandatory.
- 32 For the purpose of applying for Closure of Institution/Programme/Course/Division, Institution shall submit application in the prescribed format along with the enclosures (scanned from the originals) online at AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org). A unique identification number will be allotted to each application for further reference. By using this number the applicant will be able to track the status of the application at various stages of processing the application through the AICTE web-portal. The Processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

| Type of Institution                                      | Processing Fees |
|--|-----------------|
| Minority Institution                                     | 80,000/-        |
| Institution set up in Hilly Area in North Eastern States | 80,000/-        |
| Institution set up exclusively for women                 | 80,000/-        |
| All other Institutions                                   | 1,00,000/-      |

- 33 The last date for receipt of applications for the academic year shall be as mentioned in time schedule.
- 34 The on-line application shall have, inter alias following documents annexed in scanned form. Additionally all information asked for in application on AICTE web-portal must be uploaded:-
- Resolution by Governing Board Members approving closure of Institution/Programme/Courses/Division, duly signed by the Chairman of the Society/Trust.
  - No objection certificate from Concerned State Government
  - No objection certificate from Affiliating University with clear mention about provisions / alternative arrangements made to take care of education of existing students studying in the Institute.
  - Details of the RPGF/Joint FDR/ FD made with AICTE/State Government/ University for establishment of the Institution.
  - An affidavit<sup>3</sup> on a non judicial stamp paper by the Institution stating that the Society/Trust/Institution is liable for all consequences including the settlement of all dues to the faculty, employees and students and other agencies, arising out of the closure of the Institution/Programme/Courses/Division in the format prescribe on the web-portal of AICTE.

#### 35 Submission of Application

- 35.1 A print of the complete application and enclosures as uploaded to the AICTE web-portal shall be submitted to, Concerned Regional Office of the Council along with following documents:-
- Copy of e\_receipt as a proof of having remitted prescribed Processing Fee
  - an affidavit<sup>1</sup>, in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs. 100/, duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.

## 36 Procedure

- 36.1 The Application shall be evaluated by a Scrutiny Committee constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal. Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he will not be part of the committee.
- 36.2 Based on recommendations of the Scrutiny Committee, the Regional Officer concerned will communicate deficiencies, if any, to the Institution by the date as stated in time schedule.
- 36.3 The Institution shall rectify the deficiencies and submit compliance by the date as stated in time schedule for reconsideration by the Scrutiny Committee. The list of deficiencies will also be posted at the AICTE web-portal for information. The last date for reconsideration of such applications by the Scrutiny Committee will be as stated in time schedule.
- 36.4 Only in those cases which are found to be in order in all respects by the Scrutiny Committee, the application will be processed further for approval for closure.
- 36.5 The Regional Committee, which will consider the report of Scrutiny Committee shall recommend further for issuance approval for closure or otherwise by the date as mentioned in time schedule. The regional committee shall also recommend on approval for release of RPGF/Joint FDR and other assets of the Institutions/ Society/Trust only on complete settlement of the dues and other liabilities.
- 36.6 The recommendations of the Regional Committee will be placed before Executive Committee of the Council. Based on the recommendations of the Regional Committee and NOCs from State Government/UT and affiliating University, the Executive Committee shall take decision at its meeting on grant of approval for closure. The Council shall permit release of RPGF/Joint FDR and other assets of the Institutions/ Society/Trust only on complete settlement of the dues and other liabilities.
- 36.7 Based on the decision of the Executive Committee, the Letters of approval for closure and the rejection letters shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

## 37 Procedure for appeal before Appellate Committee

- 37.1 In cases where closure is denied for conditions as may be stipulated by the Council, the Institution shall be informed of the decision along with grounds of denial. The list of such Institutions along with the reasons for denial will also be posted at the AICTE web-portal for information.
- 37.2 The Institution shall have only one opportunity for appeal for the current academic year. The Institution after rectifying the deficiencies may appeal by the date as mentioned in time schedule to the Appellate Committee constituted by the Chairman, AICTE by selecting members using automated selection process provided by the AICTE web-portal.
- 37.3 An Officer of the Council will place the records before the Appellate Committee. However, he will not be part of the Appellate Committee. A representative of the Institution may be invited to place their point of view before the Appellate Committee.
- 37.4 Based on the recommendations of the Appellate Committee, the Council shall take the final decision in the matter. Letters of approval for closure and the rejection letters shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

The Council shall follow the following Schedule for processing applications for closure of an Institution/ Programme/Course/Division

|     | Date of submission of application – during  | Jan <sup>YY</sup> –Jun <sup>YY</sup>    | Jul <sup>YY</sup> –Dec <sup>YY</sup>                |
|-----|---|---|---|
|     | Processing of application for closure of Institution from academic year   | 20YY <sup>+1</sup> - 20YY <sup>+2</sup> | 20YY <sup>+1</sup> - 20YY <sup>+2</sup>             |
|     | Activity  | Deadline<br>dd–mm–yy                    | Deadline<br>dd–mm–yy                                |
| 1.  | Submission of application for approval for closure, on line at the AICTE Web-portal and submission of print copy to the concerned Regional Office | Up to 30-06-YY                          | Up to 31-12-YY                                      |
| 2.  | Communication of the deficiencies to the applicant, if found by the Scrutiny Committee  | Up to 31-07-YY                          | Up to 31-01-YY <sup>+1</sup>                        |
| 3.  | Submission of compliance of deficiencies by the Applicant for reconsideration by the Scrutiny Committee.  | Up to 16-08-YY                          | Up to 15-02-YY <sup>+1</sup>                        |
| 4.  | Reconsideration of rectified applications by the Scrutiny Committee   | Up to 30-08-YY                          | Up to 28-02-YY <sup>+1</sup>                        |
| 5.  | Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee for issuance of approval for closure.                   | 01-09-YY<br>to 20-09-YY                 | 01-03-YY <sup>+1</sup><br>to 20-03-YY <sup>+1</sup> |
| 6.  | Executive Committee meetings for deciding about approval for closure.   | Last week of<br>September-YY            | Last week of<br>March-YY <sup>+1</sup>              |
| 7.  | Issue of Letter of approval for closure   | Up to 10-10-YY                          | Up to 10-04-YY <sup>+1</sup>                        |
| 8.  | Submission of appeal by the applicant for reconsideration to be considered by Appellate Committee   | Up to 15-10-YY                          | Up to 15-04-YY <sup>+1</sup>                        |
| 9.  | Meetings of the Appellate Committee   | 16-10-YY<br>to 12-11-YY                 | 16-04-YY <sup>+1</sup><br>to 12-05-YY <sup>+1</sup> |
| 10. | Consideration of recommendations of the Appellate Committee by the Council  | 11-11-YY<br>to 14-11-YY                 | 11-05-YY <sup>+1</sup><br>to 14-05-YY <sup>+1</sup> |
| 11. | Last date for issue of Letter of approval for closure after reconsideration / appeal.   | Up to 15-11-YY                          | Up to 15-05-YY <sup>+1</sup>                        |

Applicant can apply any time during the year. The application shall be processed in two prescribed time schedules as given above. The application received between, Jan<sup>YY</sup>-Jun<sup>YY</sup>, e.g., Jan<sup>10</sup>-Jun<sup>10</sup>, shall be considered for academic year 20YY<sup>+1</sup> - 20YY<sup>+2</sup>, i.e., 2011- 2012 and as per given time schedule, the due date for Letter of approval would be up to 10-10-YY, i.e. 10-10-10 (or up to 15-11-10 on appeal before the Appellate Committee). In the event of denial of the proposal, the applicant can again submit a fresh application in the second slot, i.e. during Jul<sup>YY</sup>- Dec<sup>YY</sup>, i.e. Jul<sup>10</sup>-Dec<sup>10</sup>, before 31-12-10, and can still expect letter of approval up to 10-04-YY<sup>+1</sup>, i.e. 10-04-11 (or up to 15-05-11 on appeal before the Appellate Committee) and start new Institution in the academic year 20YY<sup>+1</sup> - 20YY<sup>+2</sup>, i.e., 2011- 2012.

In the event of holiday on specified day, the next working day shall be considered.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal [www.acite-india.org](http://www.acite-india.org) for updated time schedule, if any.



## Chapter V

### Approval Process for Supernumerary seats under Tuition Fee Waiver scheme

#### 38 This scheme shall be applicable to all approved technical Institutions offering;

- a) Bachelors programmes in Engineering, Pharmacy, HMCT, Architecture and Applied Arts and Crafts.
- b) Diploma Programmes of three years duration.

38.1 Under the Scheme, up to 10 percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature.

38.2 Sons and daughters of parent having annual income of less than Rs. 2.50 lakhs from all sources shall only be eligible for seats under this scheme.

#### 39 Procedure

39.1 All approved Institutions offering Under-graduate and Diploma Programmes are eligible for this scheme. The scheme will be compulsory for Government and Government aided Institutions and voluntary in nature for other Institutions. Institutions other than Government aided Institutions, interested in participating in this scheme shall apply for approval online at AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org) through "Compliance Report". The Institution shall submit an affidavit<sup>4</sup>, in the format as prescribed on AICTE web-portal, stating that the Institution will not charge tuition fee for the entire duration of the course from the beneficiaries, as an enclosure (scanned from the original and uploaded) to the application.

39.2 There shall be no separate Processing fee for this approval.

39.3 The Applications shall be evaluated by a Scrutiny Committee to be constituted by the Chairman, Regional Committee.

39.4 The report of the scrutiny committee shall be considered by the Regional Committee for recommendation to the Executive Committee.

39.5 The recommendations of the Regional Committee will be placed before Executive Committee of the Council.

39.6 Based on the recommendations of the Regional Committee the Executive Committee shall take decision at its meeting on grant of approval or otherwise.

39.7 Further, based on the decision of the Executive Committee, Letter of Approval or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

#### 40 Implementation

40.1 The Waiver is limited to the tuition fee as approved by the State Level Fee Committee for self-financing Institutions and by the Government for the Government and Government Aided Institutions. All other Fee except tuition fees will have to be paid by the beneficiary.

40.2 Under the Scheme, the Competent Authority for admissions shall be the same as for regular admissions and up to 10 percent of its sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature.

40.3 For every 60 sanctioned intake in a branch/division of study, one seat shall be offered to physically handicapped student. Out of remaining five, three seats shall be offered exclusively to women students.

- 40.4 In the event of non-availability of students in a specific category as above, the benefit will be given to any candidate of other categories according to merit. However, vacant seats shall not be offered to general candidates.
- 40.5 Sons and daughters of parent having annual income of less than Rs. 2.50 lakhs from all sources shall only be eligible for seats under this scheme.
- 40.6 The tuition fee waiver to a student shall be for the complete duration of the course.
- 40.7 List of Technical Institutes having approvals for Tuition Fee Waiver scheme shall be available at AICTE web-portal. State Admission authority shall fetch it from the portal and make it available to students by displaying Tuition Fee Waiver status against each Institution, programme and course wise, for information during admissions so that the students can freely exercise their informed choice.
- 40.8 The Institutions may publish in their brochure and web site the number of tuition fee waivers available in each category in each course/division.
- 40.9 Competent Authority for admissions shall prepare merit list of applicants by inviting applications from eligible students and effect admissions strictly on merit basis.
- 40.10 A letter in this respect shall be issued by the Competent Authority for admissions to each beneficiary. Students admitted under this scheme shall not be allowed to change Institution/course under any circumstances.
- 40.11 The Institutions shall also display information regarding admitted candidates in their web sites for information to the students and other stakeholders.

**41 The following Schedule for processing applications for approval for participation in Tuition Fee Waiver Scheme shall be followed:-**

|    | Date of submission of application – during  | Jul <sup>YY</sup> –Dec <sup>YY</sup>             |
|----|---|--|
|    | Processing of application for participating Tuition Fee Waiver scheme from academic year  | 20 <sup>YY+1</sup> - 20 <sup>YY+2</sup>          |
|    | Activity  | Deadline dd–mm-yy                                |
| 1. | Submission and uploading of application for participation in Fee Waiver Scheme            | Up to 31-12-YY                                   |
| 2. | Evaluation of application by the Scrutiny Committee                                       | Up to 31-01-YY <sup>+1</sup>                     |
| 3. | Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee | 01-03-YY <sup>+1</sup> to 20-03-YY <sup>+1</sup> |
| 4. | Executive Committee meetings to decide about approval for Fee Waiver Scheme               | Last week of March-YY <sup>+1</sup>              |
| 5. | Issue of Letter of Approval for Fee Waiver Scheme   | Up to 10-04-YY <sup>+1</sup>                     |

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal [www.acite-india.org](http://www.acite-india.org) for updated time schedule, if any.

## Chapter VI

### Approval Process for permitting AICTE Approved Institutions to Admit Foreign Nationals / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries

Refer AICTE notification dated 21<sup>st</sup> January 2004

#### 42 Institutions fulfilling eligibility criteria shall be eligible to apply for approval by the Council for admitting Foreign Nationals/Persons of Indian Origin (PIOs) and Children of Indian workers in Gulf Countries:-

- 42.1 Fifteen percent (15%) seats in all the institution / University Departments, approved by the Council, offering technical course leading to Diploma, Degree and Post-Graduate Degree in Engineering & Technology, Architecture & Town Planning, Pharmacy, Applied Arts, MBA & MCA, Hotel Management & Catering Technology, shall be allowed on supernumerary basis from amongst Foreign Nationals / Persons of Indian Origin (PIOs) / Children of Indian Workers in the Gulf Countries, over and above the approved intake, provided that 1/3<sup>rd</sup> of the 15% shall be reserved across different disciplines in the educational institution, for the Children of Indian Workers in the Gulf Countries. However, any vacant seats out of 1/3<sup>rd</sup> category shall be reverted to the quota of 2/3<sup>rd</sup> meant for PIO/ Foreign Nationals.
- 42.2 Provided that this is subject to the availability of adequate Infrastructural facilities in the applicant institution, to be verified by the Council, based on its Norms and Guidelines. These supernumerary seats shall be exclusively meant for these categories of students in the diploma, under-graduate and post-graduate course with a rider that under no circumstances a seat remains unfilled shall be allowed to any one other than a foreign student / PIO. Foreign Nationals / Persons of Indian Origin (PIOs / Children of Indian Workers in the Gulf Countries admitted in AICTE approved institution through Indian Council for Cultural Relation (ICCR or as Government of India nominee shall be included within this ceiling.
- 42.3 The Institution shall submit a "Compliance Report" giving the details of faculty and other facilities in the Institution every year for renewal of the approval for admitting Foreign Students/Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries.

#### 43 Eligibility Criteria

- 43.1 Institution having infrastructural facilities based on AICTE norms and fulfilling following criteria shall be eligible to apply for approval for admitting students:-
- The Institutions should be able to provide suitable hostel/residential accommodation to the Foreign Students/Persons of Indian Origin (PIOs) and Children of Indian workers in Gulf Countries.
  - The teacher student ratio in the respective discipline where Foreign Nationals/Persons of Indian Origin are admitted should not be below 1:15.
  - The Institution must have a modern library as per norms & standards of AICTE with multimedia facilities.
  - The Institute building should meet built up area norms & standards of AICTE.
  - The Institution and its hostels must have proper approach road, good environment, sufficient water supply and an arrangement for generators in absence of normal supply of electricity.
  - The concerned Institution should not have been put under "No Admission" or "Reduced Intake" category by the Council due to poor infrastructural facilities during the past 3 years.
  - The Institution should be functioning at least for a period of 5 years after approval by the Council.
  - The results (success rate) of last two batches of final year students must not be less than 75%, calculated based on number of students appeared in the final examination, vis-à-vis the

students passed.

- 43.2 The Council shall satisfy itself about availability of Infrastructure facilities suitable for admitted students under this supernumerary category, through an inspection team, wherever necessary. For this purpose, the institution meeting the above criteria, may submit an application for approval as given below.

#### 44 Fees & Admissions

- 44.1 The concerned State Government/UT shall notify the tuition and other fees for candidates to be admitted under Foreign Nations/ PIO category. Fees prescribed for NRI quota seats shall not be applicable to these admissions. The children of Indian workers in the Gulf Countries shall be treated at par with resident citizens.
- 44.2 Admissions to these seats shall be done on merit basis among applicants of these categories.

#### 45 Submission of Application for approval

- 45.1 The application in the prescribed format along with the enclosures (scanned from the originals) be submitted online at AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org). A unique identification number will be allotted to each application for further reference. By using this number the applicant Institution will be able to track the status of the application at various stages of processing the application through the AICTE web-portal. The Processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

| Type of Institution applied for                          | Processing Fees |
|--|-----------------|
| Minority Institution                                     | 1,80,000/-      |
| Institution set up in Hilly Area in North Eastern States | 1,80,000/-      |
| Institution set up exclusively for women                 | 1,80,000/-      |
| All other Institutions                                   | 2,00,000/-      |

- 45.2 The last date for receipt of applications shall be as mentioned in time schedule.
- 45.3 A print of the complete application, latest Compliance Report, DPR and enclosures as uploaded to the AICTE web-portal shall be submitted on or before the date as mentioned in time schedule to the Affiliating University, State Government/UT and the concerned Regional Office of AICTE along with the following documents:-
- Copy of e\_receipt as a proof of having remitted prescribed Processing Fee
  - an affidavit<sup>1</sup>, in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs.100/-, duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.
  - Proof of verification of building plans with respect to approved building plan, carpet and built up area (sqm) and number of rooms with respect to AICTE norms and hostel facilities, campus layout in a format<sup>3</sup> as prescribed on the web-portal, duly endorsed by an Architect registered with Council of Architecture.
- 45.4 The State Government/UT and the affiliating university will forward to the concerned Regional Office of the Council by the date as mentioned in time schedule, their views on the applications received for establishment of new technical Institutions or other wise, with reasons.



- 45.5 The views of the State Government/UT and the affiliating university will be taken into account by the Regional Committee while taking the decision whether the application is to be processed or not. In case the Regional Committee decides not to process the application further based on the views of the State Government/UT and/or the affiliating university, the same will be communicated by the Regional Officer concerned to the applicant Society/Trust along with reasons for such decision. In the absence of receipt of views from the State Government/UT and/or the affiliating University by the date as mentioned in time schedule, the Council will proceed for completion of approval.
- 45.6 The on-line application shall have, inter alia following documents annexed in scanned form and additionally all information asked for in computerised application form must be uploaded :-
- a. Resolution of the Society/Trust, pertaining admissions of Foreign Nationals/Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries on supernumerary basis above the approved intake in the format<sup>8</sup> prescribed on the web-portal.
  - b. Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure etc. certified by Architect registered with the Council of Architecture.
  - c. Floor Plans, Sections and Elevations of all existing Academic building and Hostel buildings/facilities including Area details certified by Architect registered with the Council of Architecture.
  - d. List of equipment available at the Institution.
  - e. Stock Register of existing Equipment/Computers/Softwares and Equipment / Computers / Softwares
  - f. Accession Register for existing Library Books
  - g. Examination Results and Statistics of previous two batches.
  - h. Complete details of Teaching staff, students and Teaching Staff : Student ratio.
  - i. AICTE approval letters for previous five years
  - j. Proof of agreement for electricity generators / provision for backup electricity supply
  - k. Proof of provision for sufficient water supply
  - l. Video CD (Compatible with "Windows Media Player") with date and time of shooting indicating the complete physical infrastructure/ facilities and highlighting following:
    - o Front & Back side of the entire building
    - o Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms as mentioned in programme-wise Instructional area requirements in Appendix 4.
    - o Internal portion of the principal's room, board room, main office, departmental offices, faculty cabins/seating arrangement and all other rooms as mentioned in Administrative area requirements in Appendix 4.
    - o Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
    - o Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.
    - o Hostel facilities for boys and girls.

## 46 Evaluation of Application by Scrutiny Committee

- 46.1 The Application shall be evaluated by a Scrutiny Committee to be constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal.
- 46.2 Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he will not be part of the committee.
- 46.3 The Scrutiny Committee will scrutinize proposals and scanned documents as specified above and a video CD of all facilities including Hostel facilities.
- 46.4 Based on the recommendations of the Scrutiny Committee, the Regional Officer concerned will

communicate deficiencies, if any, to the applicant by the date as stated in time schedule.

- 46.5 The applicant Institution may rectify the deficiencies and submit compliance by the date as stated in time schedule for reconsideration by the Scrutiny Committee. The list of deficiencies will also be posted in the AICTE web-portal for information. The last date for reconsideration of such applications by the Scrutiny Committee will be as stated in time schedule.
- 46.6 Only in those cases which are found to be in order in all respects by the Scrutiny Committee, the application will be processed further for issuance of Letter of Approval for 15% seats for Foreign Nationals/Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries, over and above the approved intake. The list of such applications will also be posted in the AICTE web-portal for information. Other applicants will be informed by the Council about non-approval of the proposal.
- 46.7 An Expert Committee shall visit the Institution to verify the infrastructure and relevant documents as presented in the application form with respect to the norms, standards and conditions prescribed by the Council. The Expert Committee Visits will be conducted between dates as mentioned in time schedule.
- 46.8 The Expert Visiting Committee shall be constituted by the Chairman, Regional Committee by selecting members using automated selection process provided by the AICTE web-portal.
- 46.9 Concerned Regional Officer or an Officer of the Council will assist the committee and make necessary arrangements for conduct of the Expert Committee Visit, however, will not be part of the committee.
- 46.10 Expert Committee shall have access to the report of the Scrutiny Committee.
- 46.11 The applicant shall be required to make available the following original documents / necessary information to the Visiting Expert Committee :-
- a. A copy of the application submitted to the Council.
  - b. List of equipment required as per syllabus and equipment available.
  - c. Stock Register of Equipment, Computers, Softwares, printers, etc.
  - d. Accession Register for Library Books.
  - e. Examination Results and Statistics of previous two batches.
  - f. Complete details of Teaching staff, students and Teaching Staff : Student ratio.
  - g. AICTE approval letters and copies of "Compliance Reports" submitted to AICTE for five previous years
  - h. Proof of agreement for electricity generators / provision for backup electricity supply
  - i. Proof of provision for sufficient water supply
  - j. Video CD (Compatible with "Windows Media Player") with date and time of shooting indicating the complete physical infrastructure/ facilities and highlighting following:
    - o Front & Back side of the entire building
    - o Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms as mentioned in programme-wise Instructional area requirements in Appendix 4.
    - o Internal portion of the principal's room, board room, main office, departmental offices, faculty cabins/seating arrangement and all other rooms as mentioned in Administrative area requirements in Appendix 4.
    - o Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
    - o Circulation area details highlighting entrance lobby, passages, escalators, staircases and other common area.
    - o Hostel facilities for boys and girls.
- 46.12 The applicant shall arrange also for:-
- a. video recording with date and time of the entire proceedings of the Expert Committee visit, which will form part of the Expert Committee report.
  - b. Laptop/desktop with internet facility.

- 46.13 The Expert Committee shall upload:-
- a. its report in the format<sup>5</sup> prescribed on the web-portal of AICTE on the same day of the visit.
  - b. video recording of Expert Committee visit.
  - c. attendance sheet in the format<sup>5</sup> as prescribed on the Web-portal of AICTE, duly signed / digitally authenticated by,
    1. the Expert Committee members
    2. representatives of applicant Society/Trust present during the visit and Principal/Director of the Institution who is present during the visit.
- 46.14 The Scrutiny Committee report will be made available to the meeting of the Regional Committee, which will consider the report along with views of State Government/UT and concerned affiliating University and recommend further for issuance of Letter of Approval for 15% seats for Foreign Nationals/Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries, over and above the approved intake or otherwise by the date as mentioned in time schedule.
- 46.15 The recommendations of the Regional Committee will be placed before Executive Committee of the Council.
- 46.16 Based on the recommendations of the Regional Committee the Executive Committee shall take decision at its meeting on grant of approval for 15% seats for Foreign Nationals/Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries, over and above the approved intake.
- 46.17 Based on the decision of the Executive Committee, the Letters of Approval and the rejection letters shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

#### **47 Procedure for Appeal before Appellate Committee**

- 47.1 In cases where approval is denied for non-fulfillment of norms & standards and conditions as may be stipulated by the Council, the Institution shall be informed of the decision along with grounds of denial. The list of such applicants along with the deficiencies will also be posted in the AICTE web-portal for information.
- 47.2 The Applicant shall have only one opportunity for appeal before Appellate Committee by the date as mentioned in time schedule. The Appellate Committee shall be constituted by the Chairman, AICTE by selecting members using automated selection process provided by the AICTE web-portal.
- 47.3 An Officer of the Council will place the records before the Appellate Committee. However, he will not be part of the Appellate Committee. A representative of the applicant may be invited to place his point of view before the Appellate Committee.
- 47.4 The Appellate Committee may also depute an Expert Committee, for physical verification of the claims made by the applicant.
- 47.5 Based on the recommendations of the Appellate Committee, the Council shall take the final Decision in the matter. Letter of Approval or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.
- 47.6 In case the appeal is rejected by the council, the applicant may make a fresh Application for approval.

**48 The following Schedule for processing applications for 15% seats for Foreign Nationals/Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries shall be followed:-**

|     | Date of submission of application – during  | Jan <sup>YY</sup> –Jun <sup>YY</sup>    | Jul <sup>YY</sup> –Dec <sup>YY</sup>                |
|-----|---|---|---|
|     | Processing of application for introducing 15% seats for for Foreign Nationals/PIO/Children of Indian Workers in Gulf Countries from academic year                               | 20YY <sup>+1</sup> - 20YY <sup>+2</sup> | 20YY <sup>+1</sup> - 20YY <sup>+2</sup>             |
|     | <b>Activity</b>   | <b>Deadline<br/>dd–mm-yy</b>            | <b>Deadline<br/>dd–mm-yy</b>                        |
| 1.  | Uploading and submission of print copy of application to the concerned Regional Office and to State Government and Affiliating University                                       | Up to 30-06-YY                          | Up to 31-12-YY                                      |
| 2.  | Communication of the deficiencies to the applicant, if found by the Scrutiny Committee  | Up to 31-07-YY                          | Up to 31-01-YY <sup>+1</sup>                        |
| 3.  | Submission of compliance by the Applicant for reconsideration by the Scrutiny Committee.  | Up to 16-08-YY                          | Up to 15-02-YY <sup>+1</sup>                        |
| 4.  | Reconsideration of rectified applications by the Scrutiny Committee   | Up to 30-08-YY                          | Up to 28-02-YY <sup>+1</sup>                        |
| 5.  | Views by State Government/UT & Affiliating University   | Up to 30-08-YY                          | Up to 28-02-YY <sup>+1</sup>                        |
| 6.  | Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee for issuance extension of approval.   | 01-09-YY<br>to 20-09-YY                 | 01-03-YY <sup>+1</sup><br>to 20-03-YY <sup>+1</sup> |
| 7.  | Executive Committee meetings to decide about grant of extension of approval.  | Last week of<br>September-YY            | Last week of<br>March-YY <sup>+1</sup>              |
| 8.  | Issue of Letter of Approval for 15% seats for Foreign Nationals/Persons of Indian Origin (PIO)/Children of Indian Workers in Gulf Countries, over and above the approved intake | Up to 10-10-YY                          | Up to 10-04-YY <sup>+1</sup>                        |
| 9.  | Submission of appeal by the applicant for reconsideration to be considered by Appellate Committee   | Up to 15-10-YY                          | Up to 15-04-YY <sup>+1</sup>                        |
| 10. | Meetings of the Appellate Committee   | 16-10-YY<br>to 12-11-YY                 | 16-04-YY <sup>+1</sup><br>to 12-05-YY <sup>+1</sup> |
| 11. | Visit by experts as directed by the Appellate Committee   | 16-10-YY<br>to 10-11-YY                 | 16-04-YY <sup>+1</sup><br>to 10-05-YY <sup>+1</sup> |
| 12. | Consideration of recommendations of the Appellate Committee by the Council  | 11-11-YY<br>to 14-11-YY                 | 11-05-YY <sup>+1</sup><br>to 14-05-YY <sup>+1</sup> |
| 13. | Last date for issue of Letter of Approval after reconsideration / appeal.   | Up to 15-11-YY                          | Up to 15-05-YY <sup>+1</sup>                        |

Applicant can apply any time during the year. The application shall be processed in two prescribed time schedules as given above. The application received between, Jan<sup>YY</sup>-Jun<sup>YY</sup>, e.g., Jan<sup>10</sup>-Jun<sup>10</sup>, shall be considered for academic year 20YY<sup>+1</sup> - 20YY<sup>+2</sup>, i.e., 2011- 2012 and as per given time schedule, the due date for Letter of approval would be up to 10-10-YY, i.e. 10-10-10 (or up to 15-11-10 on appeal before the Appellate Committee). In the event of denial of the proposal, the applicant can again submit a fresh application in the second slot, i.e. during Jul<sup>YY</sup>- Dec<sup>YY</sup>, i.e. Jul<sup>10</sup>- Dec<sup>10</sup>, before 31-12-10, and can still expect letter of approval up to 10-04-YY<sup>+1</sup>, i.e. 10-04-11 (or up to 15-05-11 on appeal before the Appellate Committee) and start new Institution in the academic year 20YY<sup>+1</sup> - 20YY<sup>+2</sup>, i.e., 2011- 2012.

In the event of holiday on specified day, the next working day shall be considered.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal [www.acite-india.org](http://www.acite-india.org) for updated time schedule, if any.

## Chapter VII

### Approval Process for admission quota for Sons & Daughters of Non Resident Indian(s)

49 The technical institutions desirous to have 5% quota for admitting sons and daughters of NRIs at a fee chargeable to NRIs shall seek the approval of the council by making applications in the prescribed format along with the following enclosures. The applicable processing fee, as stated below shall be paid by the applicant. The 5 percent seats referred in above clause shall not be supernumerary in nature.

49.1 Under the Scheme, up to 5 percent of sanctioned intake per course shall be available for these admissions, which, however, shall not be supernumerary in nature.

#### 50 Submission

50.1 The Technical Institution interested in availing this quota shall apply for approval in the prescribed format along with the enclosures (scanned from the originals) to be submitted online at AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org). The processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

| Type of Institution applied for                          | Processing Fees |
|--|-----------------|
| Minority Institution                                     | 40,000/-        |
| Institution set up in Hilly Area in North Eastern States | 40,000/-        |
| Institution set up exclusively for women                 | 40,000/-        |
| All other Institutions                                   | 50,000/-        |

50.2 The on-line application shall have, inter alias following documents annexed in scanned form. Additionally all information asked for in computerised application form must be uploaded.

50.3 A print of the complete application and enclosures as uploaded to the AICTE web-portal shall be submitted to concerned Regional Office of the Council along with the following:-

- a. Copy of e\_receipt as a proof of having remitted prescribed Processing Fee
- b. an affidavit<sup>1</sup>, in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs.100/-, duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.
- c. an affidavit<sup>6</sup>, in the format as prescribed on AICTE web-portal, stating that the Institution shall charge fee, as approved for NRI seats, by the State Fee Committee for entire duration of the course form the beneficiaries.

#### 51 Procedure for approval

51.1 The Applications shall be evaluated by a Scrutiny Committee to be constituted by the Chairman, Regional Committee.

51.2 The report of the scrutiny committee shall be considered by the Regional Committee for

recommendation to the Executive Committee.

- 51.3 The recommendations of the Regional Committee will be placed before Executive Committee of the Council.
- 51.4 Based on the recommendations of the Regional Committee the Executive Committee shall take decision at its meeting on grant of approval or otherwise.
- 51.5 Based on the decision of the Executive Committee, Letter of Approval or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

## 52 Implementation

- 52.1 Under the Scheme, the Competent Authority for admissions shall be the same as for regular admissions and up to 5 percent of sanctioned intake per course shall be available for such admissions.
- 52.2 In the event of non-availability of students in NRI category, the seats will be given to general candidates as per general merit. However, no NRI fee shall be applicable to general candidates thus admitted against vacant NRI seats.
- 52.3 Competent Authority for admissions shall fetch list of Technical Institutions who have sought approval from the council, from AICTE web-portal.
- 52.4 The Competent Authority for admissions shall display availability of NRI seats, branch wise, in various Institutions, for information of candidates during all stages of admissions so that the students can freely exercise their informed choice. The Institutions may publish in their brochure and web site the number of NRI seats available in course/division.
- 52.5 Competent Authority for admissions shall prepare merit list of applicants by inviting applications from eligible NRI students and effect admissions strictly on merit basis.
- 52.6 A letter in this respect shall be issued by the Competent Authority for admissions to each beneficiary. Students admitted under this scheme shall not be allowed to change Institution/course under any circumstances.
- 52.7 The Institutions shall also display information regarding admitted candidates in their web sites for information to the students and other stakeholders.

The following time Schedule for processing applications for approval for Admissions quota for Sons & Daughters of Non Resident Indian(s) shall be followed:-

|    | Date of submission of application – during  | Jul <sup>YY</sup> –Dec <sup>YY</sup>             |
|----|---|--|
|    | Processing of application for approval for NRI quota from academic year                                 | 20YY <sup>+1</sup> - 20YY <sup>+2</sup>          |
|    | Activity  | Deadline dd–mm–yy                                |
| 1. | Submission and uploading of application Admissions quota for Sons & Daughters of Non Resident Indian(s) | Up to 31-12-YY                                   |
| 2. | Evaluation of application by the Scrutiny Committee   | Up to 31-01-YY <sup>+1</sup>                     |
| 3. | Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee               | 01-03-YY <sup>+1</sup> to 20-03-YY <sup>+1</sup> |
| 4. | Executive Committee meetings to decide about approval for Fee Waiver Scheme                             | Last week of March-YY <sup>+1</sup>              |
| 5. | Issue of Letter of Approval for Admissions quota for Sons & Daughters of Non Resident Indian(s)         | Up to 10-04-YY <sup>+1</sup>                     |

In the event of holiday on specified day, the next working day shall be considered. Refer to AICTE web-portal [www.acite-india.org](http://www.acite-india.org) for updated time schedule, if any.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal [www.acite-india.org](http://www.acite-india.org) for updated time schedule, if any.

## Chapter VIII

### Approval Process approval for Change of Name of the Institute or Society / Trust running the Institution

#### 53 No Technical Institution or the promoting Society or Trust registered under the Companies Act shall change it's name without prior approval of the Council.

53.1 The application for approval of change of name in the prescribed format along with the enclosures (scanned from the originals) be submitted online at AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org). The Processing fee as stated below shall be paid through E-Banking facility to the Member Secretary, AICTE, failing which, the application shall not be considered.

| Type of Institution applied for                          | Processing Fees |
|--|-----------------|
| Minority Institution                                     | 40,000/-        |
| Institution set up in Hilly Area in North Eastern States | 40,000/-        |
| Institution set up exclusively for women                 | 40,000/-        |
| All other Institutions                                   | 50,000/-        |

53.2 The on-line application shall have, inter alias following documents annexed in scanned form. Additionally all information asked for in computerised application form must be uploaded :-

- a) Registration document of the Society/Trust indicating changed name along with names members of Society/Trust, duly attested / certified by the concerned Authority.
- b) Resolution by Governing Board Members approving change in name, duly signed by the Chairman of the Society/Trust.
- c) No objection certificate from Concerned State Government
- d) No objection certificate from Affiliating University.

#### 54 Submission

54.1 A print of the complete application and enclosures as uploaded at the AICTE web-portal shall be submitted to the Affiliating University and the State Government/UT and the concerned Regional Office of the Council along with the following:-

- a) Copy of e\_receipt as a proof of having remitted prescribed Processing Fee
- b) an affidavit<sup>1</sup>, in a format as prescribed on the web-portal, on a Non-Judicial Stamp Paper of Rs.100 duly sworn before a First Class Magistrate stating that the information given in the application is true and that if it fails to disclose all the information or suppresses and/or misrepresents the information and if it is found that the information given in the application is false the Council will be free to take action including withdrawal of approval and/or any other action as deemed necessary.

#### 55 Procedure

551 The Applications shall be evaluated by a Scrutiny Committee to be constituted by the Chairman, Regional Committee.

- 55.2 Concerned Regional Officer or an Officer of the Council will assist the committee and place relevant records and documents before the committee and make necessary arrangements for conduct of the meetings, however, he shall not be part of the committee.
- 55.3 Based on the recommendations of the Scrutiny Committee, the Regional Officer concerned will communicate deficiencies, if any, to the applicant Society/Trust by the date as stated in time schedule.
- 55.4 The Applicant Society/Trust may rectify the deficiencies and submit compliance by the date as stated in time schedule for reconsideration by the Scrutiny Committee.
- 55.5 Only in those cases which are found to be in order in all respects by the Scrutiny Committee, the application will be processed further for issuance for Approval. The list of such applications will also be posted in the AICTE web-portal for information.
- 55.6 On the basis of the recommendations by the Scrutiny Committee and No Objection Certificates from State Government/UT and Affiliating University received by the date as mentioned in time schedule, the Regional Committee will recommend further on issuance of approval.
- 55.7 Based on the recommendations of the Regional Committee the Executive Committee shall take decision at its meeting on grant of approval or otherwise.
- 55.8 Based on the decision of the Executive Committee, Letter of Approval or rejection letter shall be issued by the Member Secretary, AICTE by the date as mentioned in time schedule.

The following time Schedule for processing applications for approval for Change in name of the Society/Trust registered under section 25 of the companies Act or the Technical Institution shall be followed:-

|    | Date of submission of application – during   | Jan <sup>YY</sup> –Jun <sup>YY</sup>    | Jul <sup>YY</sup> –Dec <sup>YY</sup>                |
|----|--|---|---|
|    | Processing of application to approve & effect change in name of the Society/Trust from academic year   | 20YY <sup>+1</sup> - 20YY <sup>+2</sup> | 20YY <sup>+1</sup> - 20YY <sup>+2</sup>             |
|    | Activity   | Deadline<br>dd–mm–yy                    | Deadline<br>dd–mm–yy                                |
| 1. | Submission and uploading loading of application for Change in name of the Society/Trust  | Up to 30-06-YY                          | Up to 31-12-YY                                      |
| 2. | Communication of the deficiencies to the applicant, if found by the Scrutiny Committee   | Up to 30-07-YY                          | Up to 31-01-YY <sup>+1</sup>                        |
| 3. | Submission of compliance of deficiencies by the Applicant for reconsideration by the Scrutiny Committee.                                       | Up to 15-07-YY                          | Up to 15-02-YY <sup>+1</sup>                        |
| 4. | Reconsideration of rectified applications by the Scrutiny Committee  | Up to 31-07-YY                          | Up to 31-01-YY <sup>+1</sup>                        |
| 5. | NOCs by State Government/UT & Affiliating University   | Up to 28-08-YY                          | Up to 28-02-YY <sup>+1</sup>                        |
| 6. | Meetings of the Regional Committee for recommendation of the report of Scrutiny Committee for approval for Change in name of the Society/Trust | 01-09-YY<br>to 20-09-YY                 | 01-03-YY <sup>+1</sup><br>to 20-03-YY <sup>+1</sup> |
| 7. | Executive Committee meetings to decide about approval for Change in name of the Society/Trust  | Last week of<br>September-YY            | Last week of<br>March-YY <sup>+1</sup>              |
| 8. | Issue of Letter of Approval for Change in name of the Society/Trust  | Up to 10-10-YY                          | Up to 10-04-YY <sup>+1</sup>                        |



Applicant can apply any time during the year. The application shall be processed in two prescribed time schedules as given above. The application received between, Jan<sup>YY</sup>-Jun<sup>YY</sup>, e.g., Jan<sup>10</sup>-Jun<sup>10</sup>, shall be considered for academic year 20<sup>YY+1</sup> - 20<sup>YY+2</sup>, i.e., 20<sup>11</sup>- 20<sup>12</sup> and as per given time schedule, the due date for Letter of approval would be up to 10-10-YY, i.e. 10-10-10 (or up to 15-11-10 on appeal before the Appellate Committee). In the event of denial of the proposal, the applicant can again submit a fresh application in the second slot, i.e. during Jul<sup>YY</sup>- Dec<sup>YY</sup>, i.e. Jul<sup>10</sup>- Dec<sup>10</sup>, before 31-12-10, and can still expect letter of approval up to 10-04-YY<sup>+1</sup>, i.e. 10-04-11 (or up to 15-05-11 on appeal before the Appellate Committee) and start new Institution in the academic year 20<sup>YY+1</sup> - 20<sup>YY+2</sup>, i.e., 2011- 2012.

In the event of holiday on specified day, the next working day shall be considered.

The Council may modify this time schedule as deemed necessary. Refer to AICTE web-portal [www.acite-india.org](http://www.acite-india.org) for updated time schedule, if any.



## Chapter IX

### Unapproved Institutions

#### 55 No institution shall offer Technical program or course without approval of the Council.

Provided further that any Institution offering technical programme without approval the Council, shall be termed as unapproved if:-

- a. it is started without approval by the Council.
- b. it is working in temporary location / at location not approved by the Council.
- c. it is declared as "Unapproved" by the Council.

55.1 The Council shall maintain a list of un-approved institutions based on the information received by the council and shall also inform the general public about the same from time to time.

55.2 Provided further that any Technical Institution, which has already started without following AICTE approval procedure, wishes to submit an application/proposal, will be considered as new Technical Institution requiring the same procedure as given in Clause/s 4 to 13, for submission and processing of application / proposal. If the Council decides to issue Letter of Approval for such Institution, after processing the proposal as per laid down procedure, its legal date of starting will be from the date of issue of the Letter of Approval and the students admitted, if any, before receiving approval by the Council, will have to be readmitted as per laid down procedure considering basic eligibility for admission from the beginning of first year after approval by the Council. Students, who are admitted prior to approval by the Council, will not have any right for re-admission and will have to fulfill all the requirements for admission.

55.3 The Institutions conducting courses/programmes in technical education, in temporary location / at location not approved by the Council, shall be liable for action for closure including appropriate action against defaulting Societies/ Trusts/ Companies/ Associated Individuals as the case may be.

However, if any such Technical Institution, wishes to submit an application/proposal for approval, it will be considered as new Technical Institution requiring the same procedure, as given in Clause/s 4 to 13, for submission and processing of application/ proposal. If the Council decides to issue Letter of Approval for such Institution, after processing the proposal as per laid down procedure, its legal date of starting will be from the date of issue of the Letter of Approval and the students admitted, if any, before receiving approval by the Council, will have to be readmitted as per laid down procedure considering basic eligibility for admission from the beginning of the first year after approval by the Council. Students, who are admitted prior to approval by the Council, will not have any right for re-admission and will have to fulfill all the requirements for admission.

55.4 No course other than those specifically approved by the Council, be run in the same premises sharing the same facilities.

The Council shall initiate appropriate penal civil and / or criminal action against such defaulting Institutions/ Societies/ Trusts/ Companies/ Associated Individuals as the case may be and the following action shall also be taken:-

- a. No admission status for approved programme/courses
- b. Withdrawal of approval of the Institution

However, such Institution may follow AICTE approval procedure by submitting an application/proposal, as mentioned in Clause/s 23, 25 to 30. If the Council decides to issue Letter of Approval for such courses, after processing the proposal as per laid down procedure, its legal date of starting will be from the date of issue of the Letter of Approval and the students admitted, if

any, before receiving approval by the Council, will have to be readmitted as per laid down procedure considering basic eligibility for admission from the beginning of first year after approval by the Council. Students, who are admitted prior to approval by the Council, will not have any right for re-admission and will have to fulfill all the requirements for admission.

## Chapter X

### Actions to be taken in case of violation of regulations

- 56 An Institution running any technical education in violation of Regulations, shall be liable to appropriate initiation of penal civil action including withdrawal of approval, if any, and/or criminal action by the Council against defaulting Societies/ Trusts/ Companies/ Associated Individuals and/or the institution, as the case may be.**

Provided further that if any Technical Institution contravenes any of the provisions of concerned regulations the council after making such inquiry as it may considered appropriate and after giving Technical Institution concerned an opportunity of being heard within the opportunity granted under concerned regulations.

#### 56.1 Non submission / Incomplete submission of Compliance Report

The Technical Institutions shall submit the “Compliance Report” and “Mandatory Disclosure” in the prescribed format along with the enclosures (scanned from the originals) online at AICTE web-portal every year for extension of approval by the Council. The last date for receipt of Compliance Reports with or without surcharge shall be as mentioned in time schedule.

Non submission / incomplete submission of Compliance Report shall invite appropriate penal action against the Institution. The Institution shall be liable to following punitive action from any one or more of the following by the council.

- Suspension of approval for supernumerary seats
- No admission status in one/more courses
- Withdrawal of approval for programme/course
- Withdrawal of approval of the Institution

#### 56.2 Excess admissions

Excess admissions over the sanctioned intake shall not be allowed under any circumstances. In case any excess admission is reported to / noted by the Council, appropriate penal action will be initiated against the Institution. The Institution shall be liable to following punitive action from any one or more of the following by the council.

- surcharge amounting five times the total fees collected per student shall be levied against each excess admission
- seats equal to double the number of excess admissions shall be reduced from intake in the subsequent academic year
- Suspension of approval for supernumerary seats
- No admission status in one/more courses
- Withdrawal of approval for programme/course
- Withdrawal of approval of the Institution
- Institution shall be listed as defaulter and defaulter list shall be notified on AICTE Web-portal for the information of general public

Amount in respect of surcharge shall be remitted to “Member Secretary, AICTE” as per instructions issued by the council.

- 56.3 Non fulfillment of requirement of qualified Principal/Director
- Institutions not having qualified Principal/Director for period, more than 18 months shall be liable to following punitive action by the council.
- No admission status
- 56.4 Non fulfillment in Faculty:Student ratio, not adhering to pay-scales and/or qualifications prescribed for teaching staff
- Institutions not maintaining prescribed Faculty:Student ratio, not adhering to pay-scales and/or qualifications prescribed for teaching staff shall be liable to following punitive action by the council from any one or more of the following.
- Institutions offering PG courses need to have required teaching staff. In the event of non-availability of Professor for PG course for the period, more than 18 months, the Institute shall be liable to following punitive action by the council.
- Suspension of approval for supernumerary seats, if any.
  - Reduction in intake in respective courses
  - No admission status in respective courses
  - Withdrawal of approval the respective course
  - Withdrawal of approval of the Institution
- 56.5 Non fulfillment in Computer, Software, Internet, Printers, Laboratory Equipments, Books, Journals, Library facilities requirements
- Institutions not maintaining prescribed Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities shall be liable to following punitive action from any one or more of the following by the council.
- Suspension of approval for supernumerary seats , if any.
  - Reduction in intake in one/more courses
  - No admission status in one/more courses
  - Withdrawal of approval for programme/course
  - Withdrawal of approval of the Institution
- 56.6 Non fulfillment in additional Essential requirements for Technical Institution
- Institutions not maintaining prescribed requirements shall be liable to following punitive action from any one or more of the following by the council.
- Suspension of approval for supernumerary seats, if any.
  - Reduction in intake in one/more courses
  - No admission status in one/more courses
- 56.7 Non fulfillment in Built up Area
- Institutions not fulfilling prescribed built up area requirements shall be liable to following punitive action from any one or more of the following by the council.
- Suspension of approval for supernumerary seats, if any.
  - Reduction in intake in one/more courses
  - No admission status in one/more courses
  - Withdrawal of approval for programme/course
  - Withdrawal of approval of the Institution

56.8 Refund cases

Institutions not following guidelines issued by the Council regarding refund of fees on cancellations of admissions or delaying refunds shall be liable to following punitive action from any one or more of the following by the council.

- surcharge amounting two times the total fees collected per student shall be levied against each case regarding refund
- seats equal to double the number of such cases shall be reduced from intake in the subsequent academic year
- Suspension of approval for supernumerary seats, if any.

Amount in respect of surcharge shall be remitted to "Member Secretary, AICTE" as per instructions issued by the council.





## Chapter XI

### Collaboration & Partnerships between Indian and Foreign Universities / Institutions in the field of Technical Education, Research and Training

#### 57 Objectives

- To facilitate collaboration and partnerships between Indian and Foreign University / Institutions in the field of technical education, research and training
- To systematize the operation of Foreign Universities/ Institutions already providing training and other educational services including that of coaching of students, in India leading to award of degree and diploma in technical education, either on their own or in collaboration with an Indian educational institution, under any mode of delivery system such as conventional/formal, non-formal and distance mode.
- To safeguard the interest of students' community in India and ensure uniform maintenance of Norms and Standards as prescribed by various Statutory Bodies:
- To ensure accountability for all such educational activities by Foreign Universities / Institutions in India;
- To safeguard against entry of non-accredited Universities/Institutions in the Country of origin to impart technical education in India.
- To safeguard the nation's interest and take punitive measures, whenever necessary, against the erring institutions, on case-to-case basis.

#### 58 Applicability

- Foreign Universities / Institutions interested in imparting technical education in India leading to award of diplomas and degrees including post graduate and doctoral programmes.
- Indian University / Institution which is already in existence and is duly approved by the Council, interested imparting technical education leading to award of diplomas / degree including post graduate and doctoral programmes of a Foreign University through collaborative/twinning arrangements.
- The existing collaborative agreements. Arrangements with Foreign Universities/Institutions offering technical education in India.
- Any other educational activity carried out in India, in any manner by the Foreign University/ Institutions, as may be decided by the Council to bring such activities under concerned Regulations.

#### 59 Conditions for Approval

Foreign University / Institution shall establish/operate its educational activity in India leading to award of diplomas/ degrees including post graduate and doctoral without the expressed permission / approval of the Council.

1. Proposal from the Foreign Universities/Institutions shall be considered provided that they themselves establish operation in India or through collaborative arrangements with either an Indian Institution created through Society/Trust Act or the relevant Act in India. No franchisee system shall be allowed.
2. Accreditation by the authorized agency in parent Country with higher grades where grading is available, shall be the pre-requisite condition for any Foreign University/Institution to start its operation for imparting technical education in India.
3. The Foreign University/Institution shall furnish an affidavit<sup>5</sup> declaring therein that the degrees/diplomas awarded to the students in India shall be recognized in the parent Country and shall be treated equivalent to the corresponding degrees/diplomas awarded by the University/Institution at home.

4. The educational programmes to be conducted in India by Foreign Universities/Institutions leading to award of degrees, diplomas, shall have the same nomenclature as it exists in their parent Country. There shall not be any distinction in the academic curriculum, mode of delivery, pattern of examination etc. and such degrees and diplomas must be fully recognized in their parent Country.
5. All such Foreign Universities/Institutions which are registered in India for imparting technical education leading to award of degrees and diplomas shall have recognition at par with equivalent Indian degrees, subject to the fulfillment of criteria laid down at Clause 6 below.
6. The proposal from Foreign University seeking equivalence of technical courses/programmes at degree, diploma or post graduate level for mutual recognition of qualifications for the purpose of imparting such courses in India under collaborative arrangements or otherwise shall be considered by the Council through its Standing Committee on Equivalence comprising of representatives from UGC, AIU and the Council or such other mechanism as may be decided. In case such equivalence has already been established by AIU or any recognized Government body, the same may be accepted by the Council for the purpose provided those are not in dispute.
7. It shall be the responsibility of the concerned Foreign University/Institution to provide for and ensure that all facilities are available, the academic requirements are laid down and announced prior to starting of the programmes.
8. Any course/programme which jeopardizes the national interest of the Country shall not be allowed to be offered in India.
9. The fee to be charged and the intake in each course to be offered by a Foreign University/Institution leading to a degree or diploma shall be as prescribed by the Council, giving due hearing to the concerned Foreign University/Institution.
10. Educational innovations including experimentation with different modes of delivery by a Foreign University/Institution shall only be allowed provided such a system is well established either in their parent Country or in India.
11. The Foreign University/Institution shall have to declare in advance the detailed guidelines for admission, entry level qualifications, fees of all kinds, the examination and evaluation and there shall not be major deviations with the prescribed procedures in their parent Country, vis-à-vis India.
12. It shall be the responsibility of the concerned Foreign University/Institution offering programmes in India to get their AICTE approved centres, accredited by NBA soon after two batches have passed out from such centres. The study centres/Institutions of collaborating private educational service providers which impart technical education leading to the award of a degree/diploma of a Foreign University shall be considered as a center of the Foreign University/Institution, even though the management may be provided by the Indian educational institution.
13. The Foreign University/Institution shall be bound by the advice of AICTE with regard to admissions, entry qualifications and the conduct of courses/programmes in technical education as may be communicated to them from time to time.
14. For any dispute arising out of implementation of regulations, arbitration authority shall be the Secretary, Department of Education in the Central Government of India and the legal jurisdiction shall be the Civil Courts of New Delhi only.
15. The Council may prescribe any other condition for registration, expedient to do so in the overall interest of the technical education system in the Country.
16. The Foreign Universities/Institutions already operating in India in various forms shall have to seek fresh approval from the Council within six months from the date of issuance of this notification or before commencement of ensuing academic session, whichever is earlier and shall be governed by the Regulations and Guidelines of AICTE.

17. In cases of Foreign Universities/Institutions imparting technical education through TWINING arrangement in collaboration with an Indian partner institution, following additional conditions will apply.
- a. The students admitted to the programmes should spend at least one semester of the course work of the programmes in the Foreign University/Institution in its parent Country.
  - b. The students failing to secure VISA should be enrolled in a similar programmes being conducted by the Indian partner Institutions, affiliated to a formal University recognized by the UGC. For this purpose the Foreign University/institution, the Indian partner institution and the concerned affiliating university should enter in to an agreement/MOU for the purpose. The Intake of such students will be over and above the approved intake of the programme being conducted by the Indian Partner Institution.
  - c. The degree should be awarded by the Foreign University/Institution only in its parent Country

## 60 Punitive Measures and Conditions for Withdrawal:

1. If a Foreign University/Institutions fails to comply with any of the conditions as contained in the above regulations and/or consistently refrains from taking corrective actions contrary to the advice of the Council, the Council may after giving reasonable opportunity to the concerned University/Institution through hearing or after making such inquiry at the Council may consider necessary, withdraw the registration granted to such University/Institution to offer their degrees, diplomas in India and forbid such Foreign University/Institution to offer their registration granted to such University/Institution to offer their degrees, diplomas in India and forbid such Foreign University/Institution to either open Centres or enter into any collaborative arrangement with any University/Institution in India.
2. The Council shall also inform the concerned agencies including Ministry of External Affairs, Ministry of Home Affairs, RBI of such decisions and advise these agencies to take any or all of the following measures.
  - Refusal/withdrawal for grant of visa to employees/teachers of the said Foreign University/Institution.
  - Stop repatriation of funds from India to home Country.
  - Informing the public about the withdrawal of the Registration of such Foreign University/Institution and the consequence thereof.
3. In case it comes to the notice of the Council, that a Foreign University is running diploma or/and degree at undergraduate, post-graduate and research level in technical education in India directly or in collaboration with an Indian partner without obtaining certificate of registration, Council shall take immediate steps to action under the Indian Penal Code for Criminal breach of trust, misconduct, fraud and cheating and under other relevant Indian Laws.

**Withdrawal :** Once the registration of a Foreign University/Institution is withdrawn, the Council shall make attempts in co-ordination with concerned State Government to re-allocate the students enrolled into such programmes to other approved institutions of the Council. The Foreign University/Institution in such cases, shall have to return the entire fee collected from such students to the allottee institutions in which such students, are accommodated. Such Foreign Institutions shall not be allowed to open any other Centre/Institution or enter into a collaborative arrangement in India.

**Annual Reports :** The Foreign University/Institution shall submit an annual report giving details of the number of students admitted, programmes conducted, total fee collected, amount transferred to parent Country, investment made, number of students awarded degree, diploma and any such information that the Council may ask for.

**Inspection :** The Council may cause an inspection, whenever necessary, with or without prior notice, to assess the infrastructural and other facilities available and/or to verify the compliance of conditions, norms, standards etc. prescribed by the Council from time to time.

## 61 Application and Procedure of Approval for setting up new Institution

Foreign University / Institution seeking to operate in India either directly or through collaborative arrangement with an Indian University / Institution shall apply for approval in the prescribed format along with the enclosures (scanned from the originals) online at AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org). The on-line application shall have, inter alias documents as mentioned in 1 to 14 of 5.1, a to e of 6.1 in scanned form. Additionally following documents shall also be uploaded. All information asked for in computerised application form must also be uploaded.

- NoC from concerned embassy in India with mention of genuineness of educational Institution of the respective country.
- MOU/Agreement of the Foreign University/institution, with the Indian partner institution and the concerned affiliating university for admission of the students failing to secure VISA in a similar programmes being conducted by the Indian partner Institutions, affiliated to a formal University recognized by the UGC.

The procedure for approval process shall be as mentioned in Clause/s 5 to 13 of this handbook.

## Chapter XII

### Norms & Requirements

- 62 **The Duration and Entry Level Qualifications for the Technical Programme such as Under Graduate Degree Programme, Post Graduate Degree Programme shall be as provided in the Appendix 1.**
- 63 **No Technical Institution shall conduct any program or course with nomenclature which is not the approved nomenclature of courses at Post-Graduate and Under-Graduate Degree Level in Engineering & Technology/ Pharmacy/Architecture/Town Planning/Hotel Management & Catering Technology and Applied Arts & Crafts.**
- 63.1 The list of approved nomenclature of courses at Post-Graduate and Under-Graduate Degree Level in Engineering & Technology/ Pharmacy/Architecture/Town Planning/Hotel Management & Catering Technology and Applied Arts & Crafts is provided in the Appendix 2.
- 63.2 If any Institution wishes to propose any new course, prior concurrence, as the case may be, by the Council for the same shall be necessary. For such concurrence, Registrar of such affiliating University or Technical Institute, with due endorsement by the Registrar of affiliating University shall submit detailed syllabus content and its nomenclature to the Council.
- 64 **The Technical Institution shall strictly follow the Norms for Intake & Number of Courses/Divisions in the Technical Institution at Under Graduate Level and Post Graduate Level as provided in the Appendix 3.**
- 65 **No Technical Institution shall be granted approval without fulfillment of the Norms for Land and Building Space requirements for Technical Institution as provided in the Appendix 4.**
- 66 **No Technical Institution shall be granted approval without fulfillment of the Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments for Technical Institution as provided in the Appendix 5.**
- 67 **No Technical Institution shall be granted approval without fulfillment of the Norms for Essential and Desired requirements for Technical Institution as provided in the Appendix 6.**
- 68 **The Technical Institution shall ordinarily follow the Norms for Faculty requirements and Cadre Ratio at under graduate & post graduate level as well as Faculty Cadre as provided in the Appendix 7.**
- 69 **The Technical Institution shall follow the Norms for Faculty requirements and Qualifications for Technical Institution shall be as provided in the Appendix 8.**
- 70 **Lateral Entry to second year of Degree courses in Engineering/Technology, Pharmacy, Architecture & Town Planning**
- 70.1 Diploma holders and B.Sc Degree holders shall be eligible for admission to second year Engineering degree courses up to a maximum of 10% of sanctioned intake, which will be over and above, supernumerary to the approved intake.
- Provided that Students who have completed Diploma course in Architectural Assistantship & Town Planning shall be eligible for admission to second year Architecture degree courses up to a maximum of 10% of sanctioned intake, which will be over and above, supernumerary to the approved intake.

Provided further that Students who have completed Diploma course in Pharmacy shall be eligible for admission to second year Pharmacy degree courses up to a maximum of 10% of sanctioned intake, which will be over and above, supernumerary to the approved intake.

- 70.2 In addition to above, vacant seats (S) in a course,  $S = SI - (SI - C - F + B)$ , and if  $S > 0$ , may also be available to Diploma holders and BSc Degree holders for lateral entry where,

|    |   |  |
|----|---|--|
| SI | = | Sanctioned Intake  |
| C* | = | No. of cancellations at the first year level   |
| F* | = | No. of students not eligible for admission to second year as per rules/rules by affiliating University   |
| B* | = | No. of students who belong to earlier batches who have become eligible for admission to second year as per rules/rules by affiliating University |

\*Students admitted against any type of supernumerary seat/s shall not be considered in C, F or B.

- 70.3 The concerned Admission Authority shall decide modalities for these admissions.

## Appendix 1

### Duration and Entry Level Qualifications for the Technical Programmes

#### 1.1 Under Graduate Degree Programmes

|   | Programme                              | Duration | Eligibility   |
|---|--|----------|---|
| 1 | Engineering & Technology               | 4 Years  | Should have passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Biotechnology / Biology.  |
| 2 | Pharmacy                               | 4 Years  | Should have passed 10+2 examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics / Chemistry / Biotechnology / Biology.                                      |
| 3 | Architecture                           | 5 Years  | Should have passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the following subjects:<br>"Chemistry/Engineering Drawing/<br>Computer Science/ Biology". |
| 4 | Hotel Management & Catering Technology | 4 Years  | Should have passed 10+2 examination   |
| 5 | Applied Arts & Crafts                  | 5 Years  | Should have passed 10+2 examination   |

The candidates will, however, be required to qualify at the Entrance Test stipulated by the authority conducting the Entrance Test.

#### 1.2 Post Graduate Degree Programmes

|    | Programme                              | Duration                           | Eligibility  |
|----|--|------------------------------------|--|
| 1  | PGDM/ MBA                              | 2 Yrs (FT)                         | Recognized Bachelor's Degree of minimum 3 Yrs duration   |
|    |  | 3 Yrs (PT)                         | Recognized Bachelor's Degree of minimum 3 Yrs duration   |
| 2  | PGCM                                   | More than 1 Yr but less than 2 Yrs | Recognized Bachelor's Degree of minimum 3 Yrs duration   |
| 3  | Executive PGDM                         | 15 Months (FT)                     | Any recognized Bachelors degree of minimum 3 years duration and a minimum of 5 years relevant managerial/supervisory experience. |
| 4  | MCA                                    | 3 Yrs (FT)                         | Recognized Bachelor's Degree of minimum 3 Yrs duration with Mathematics at 10+2 level.   |
| 5  | M.E. / M.Tech.                         | 2 Years                            | Bachelors degree or equivalent in the relevant field   |
| 6  | M.Pharm                                | 2 Years                            | Bachelor in Pharmacy or equivalent degree  |
| 7  | M.Arch                                 | 2 Years                            | Bachelor of Architecture or equivalent degree  |
| 9  | Hotel Management & Catering Technology | 2 Years                            | Bachelor of Hotel Management & Catering Technology or equivalent degree  |
| 10 | Applied Arts & Crafts                  | 2 Years                            | Bachelor of Fine Arts or equivalent degree   |





## Appendix 2

### Approved Nomenclature of Courses

The approved nomenclature of courses at Post-Graduate and Under-Graduate Degree Level in Engineering & Technology/ Pharmacy/Architecture/Town Planning/Hotel Management & Catering Technology and Applied Arts & Crafts.

The list covers approved nomenclature for the current academic year. If any Institution / University wish to propose any new course, prior concurrence, by the Council for the same shall be necessary. For such concurrence, Technical Institution, with due endorsement by the Registrar of affiliating University or Registrar of such affiliating University shall submit detailed syllabus content and its nomenclature to the Council.

#### 2.1 Engineering & Technology Courses

|     |  |           |
|-----|--|-----------|
| 1.  | Aeronautical Engineering                                       | AE        |
| 2.  | Agricultural Engineering                                       | AG        |
| 3.  | Automobile Engineering   | AUE       |
| 4.  | Applied Electronics & Instrumentation                          | AEI       |
| 5.  | Automation and Robotics  | ARE       |
| 6.  | Bio-Medical Engineering  | BME       |
| 7.  | Bio-Technology *   | BT        |
| 8.  | Ceramic Engineering/Technology                                 | CT        |
| 9.  | Chemical Engineering   | CH        |
| 10. | Civil Engineering  | CE        |
| 11. | Computer Science and Engineering                               | CS        |
| 12. | Electrical Engineering or Electrical & Electronics Engineering | EE or EEE |
| 13. | Electronics and Communication Engineering                      | ECE       |
| 14. | Environmental Engineering                                      | ENE       |
| 15. | Food Technology  | FT        |
| 16. | Industrial Engineering and Management                          | IEM       |
| 17. | Information Technology   | IT        |
| 18. | Instrumentation and Control Engineering                        | ICE       |
| 19. | Leather Technology   | LT        |
| 20. | Marine Engineering   | MRE       |
| 21. | Materials Science & Technology                                 | MST       |
| 22. | Metallurgical Engineering                                      | MT        |
| 23. | Mechanical Engineering   | ME        |
| 24. | Mining Engineering   | MN        |
| 25. | Oil & Paint Technology   | OPT       |

|     |                                       |     |
|-----|---------------------------------------|-----|
| 26. | Polymer Science and Rubber Technology | PSR |
| 27. | Printing Technology                   | PT  |
| 28. | Production Engineering                | PE  |
| 29. | Pulp & Paper Technology               | PPT |
| 30. | Sugar Technology                      | ST  |
| 31. | Textile Engineering/Technology        | TXT |
| 32. | Transportation Engineering            | TE  |

## 2.2 Management

|    |   |             |
|----|---|-------------|
| 1. | Post Graduate Diploma in Management           | PGDM        |
| 2. | Post Graduate Certificate in Management       | PGCM**      |
| 3. | Executive Post Graduate Diploma in Management | Exec-PGDM** |
| 4. | Masters in Business Administration            | MBA         |

## 2.3 Pharmacy

|    |          |    |
|----|----------|----|
| 1. | Pharmacy | PH |
|----|----------|----|

## 2.4 Architecture & Town Planning

|    |                                  |     |
|----|----------------------------------|-----|
| 1. | Architecture                     | AR  |
| 2. | Interior Design                  | ID  |
| 3. | Building Construction Technology | BCT |
| 4. | Planning                         | PL  |

## 2.5 Hotel Management & Catering Technology

|    |  |      |
|----|--|------|
| 1. | Hotel Management & Catering Technology | HMCT |
|----|--|------|

## 2.6 Applied Arts & Crafts

|    |  |           |
|----|--|-----------|
| 1. | Applied Arts & Product Design              | APD       |
| 2. | Fine Arts/Applied Arts/Fine & Applied Arts | FA/AA/FAA |
| 3. | Fashion & Apparel Design                   | FAD       |

## 2.7 MCA

|    |                                 |     |
|----|---------------------------------|-----|
| 1. | Masters in Computer Application | MCA |
|----|---------------------------------|-----|

- Nomenclature of PG courses in Engineering/Technology, shall include specialization, e.g., Masters in Mechanical Engineering(Machine Design), ... Similarly, nomenclatures of PG courses in Pharmacy, Architecture and Town Planning, Applied Arts & Crafts shall also mention concerned specialization.
- \*The policy/guidelines for approval of Bio-technology at Under-Graduate degree level programme shall be as stated below:
  - The name of the degree shall be B.Tech. and not B.E.
  - There must be a well-established Department in an Institution offering AICTE approved B.E./B.Tech. level programme in Chemical Engineering/Agricultural Engineering/Food Technology/Bio-Medical Engineering/Environmental Engineering/Sugar Technology/Leather Technology/Pulp & Paper Technology/ Textile Technology (Engineering)/Materials Science & Technology.
  - A department shall ordinarily be considered eligible if at least one batch have graduated from the department.

\*\*All management programmes (except Executive PGDM) of duration of one year and more and less than two years will be treated as "Certificate Programmes" and will not be allowed to use the term PGDM or Executive PGDM. The candidates completing these certificate programmes will be awarded "Post Graduate Certificate in Management". Duration and eligibility for such programme is given below.

| Management Programme          | Duration                                | Eligibility  |
|-------------------------------|---|--|
| All other than Executive PGDM | one year & more and less than two years | Any recognized bachelor degree of minimum 3 years duration   |
| Executive PGDM                | Minimum 15 months(Full Time)            | Any recognized bachelor degree of minimum 3 years duration and a minimum of 5 years relevant managerial/supervisory experience |



## Appendix 3

### Norms for Intake & Number of Courses/Divisions in the Technical Institution

#### 3.1 Under Graduate Level

|                              | Intake per Division | Maximum number of UG courses &/or divisions allowed in the new Institution (Single shift working) |        | Maximum number of UG divisions and Intake per shift in the Institution (Single shift working) |        | Maximum number of additional UG divisions and intake in the accredited <sup>s</sup> courses (Single shift working) |        |
|------------------------------|---------------------|---|--------|---|--------|--|--------|
|                              |                     | Division/s  | Intake | Division/s  | Intake | Division/s   | Intake |
| Engineering & Technology     | 60                  | 5   | 300    | 7   | 420    | 2  | 120    |
| Pharmacy                     | 60                  | 2   | 120    | 3   | 180    | 1  | 60     |
| Architecture & Town Planning | 40                  | 2   | 80     | 3   | 120    | 1  | 40     |
| Applied Arts & Crafts        | 60                  | 2   | 120    | 3   | 180    | 1  | 60     |
| HMCT                         | 60                  | 2   | 120    | 3   | 180    | 1  | 60     |

**For existing Institutions, where number of divisions/courses and /or intake has exceeded the numbers given in the table above, the status quo ante shall be maintained.**

New Technical Institutions in Engineering & Technology shall necessarily opt for courses from group 'C' of courses. Minimum number of courses to be selected from group 'C' with respect to total number of courses opted by new Institution is given in following table.

| Total number of courses opted by New Institution | Number of courses to be selected from group 'C' |
|--|---|
| 5  | 3 or more                                       |
| 4  | 3 or more                                       |
| 3  | 2 or more                                       |
| 2  | 1 or more                                       |
| 1  | 1   |

#### Courses listed in group 'C'

|  |   |
|--|---|
| Applied Electronics & Instrumentation                          | Electronics and Communication Engineering |
| Chemical Engineering   | Information Technology                    |
| Civil Engineering  | Instrumentation and Control Engineering   |
| Computer Science and Engineering                               | Mechanical Engineering                    |
| Electrical Engineering or Electrical & Electronics Engineering | Production Engineering                    |

### 3.2 Post Graduate Level

|                               | Intake per Division | Maximum number of PG courses &/or Divisions allowed in the new Institution (Single shift working)   |   | Maximum number of PG divisions and Intake in the Institution (Single shift working)                 |   | Maximum number of additional PG divisions and intake in the accredited <sup>§</sup> courses (Single shift working) |  |
|-------------------------------|---------------------|---|---|---|---|--|--|
|                               |                     | Division/s  | Intake  | Division/s  | Intake  | Division/s   | Intake                                   |
| MCA                           | 60                  | 2   | 120   | 3   | 180   | 1  | 60                                       |
| MBA                           | 60                  | 2   | 120   | 3   | 180   | 1  | 60                                       |
| PGDM                          | 60                  | 2   | 120   | 3   | 180   | 1  | 60                                       |
| *Engineering & Technology     | 18                  | 2 <sup>#</sup> divisions relevant to UG course, for each UG course being offered by the Institution | 36 <sup>#</sup> in two divisions per UG course being offered by the Institution | 5 divisions <sup>@</sup> relevant to UG course, for each UG course being offered by the Institution | 90 <sup>@</sup> in 5 divisions per UG course being offered by the Institution | 1 division per accredited <sup>§</sup> PG course   | 18 per accredited <sup>§</sup> PG course |
| *Pharmacy                     | 18                  | 3   | 54  | 5   | 90  | 2  | 36                                       |
| *Architecture & Town Planning | 18                  | 3   | 54  | 5   | 90  | 2  | 36                                       |
| *Applied Arts & Crafts        | 18                  | 3   | 54  | 5   | 90  | 2  | 36                                       |
| *HMCT                         | 18                  | 3   | 54  | 5   | 90  | 2  | 36                                       |

\*Approval for PG courses shall be considered on completing graduation of the first batch.

# Maximum one division, i.e., intake of 18 per specialisation

@Maximum two divisions, i.e., intake of 36 per specialisation

§Includes Provisionally Accredited course/s also.

Only one division (60) per shift of MCA will be allowed in Engineering/Technology Institution as an additional course.

**For existing Institutions, where number of divisions/courses and /or intake has exceeded the numbers given in the table above, the status quo ante shall be maintained.**

## Appendix 4

### Norms for Land requirement and Building Space for Technical Institution

#### 4.1 Land Requirements for Technical Institutions

|                              | Land Area requirement in Acres                   |                                       |              |
|------------------------------|--|---------------------------------------|--------------|
|                              | Mega City<br>(Delhi, Kolkatta, Chennai & Mumbai) | Metro City including<br>State Capital | Other places |
| Engineering & Technology     | 2.50   | 4.00                                  | 10.00        |
| Pharmacy                     | 0.75   | 1.25                                  | 2.00         |
| Architecture & Town Planning | 1.00   | 1.50                                  | 2.50         |
| Applied Arts & Crafts        | 0.75   | 1.00                                  | 2.00         |
| HMCT                         | 1.0  | 1.5                                   | 2.5          |
| MCA                          | 0.50   | 0.75                                  | 1.50         |
| MBA                          | 0.50   | 0.50                                  | 1.00         |
| PGDM                         | 0.50   | 0.50                                  | 1.00         |

1. Land area shall cover hostel facilities, if any.
2. Land shall be in one continuous piece.
3. Considering hilly nature of land in North Eastern States, land may be divided in 3 pieces which are not away from each other by more than 1 Km.
4. Land area norms shall be relaxed in the following manner for the Institution set for exclusively for women.
  - 10% concession for Institutions in Mega Cities(Delhi, Kolkatta, Chennai & Mumbai)
  - 20% concession for Institutions in Metro Cities & State Capitals
  - 20% concession for Institutions in other areas

#### 4.2 Built-up Area Requirements

The Institution area is divided in, Instructional area (INA, carpet area in sqm), Administrative area (ADA, carpet area in sqm), Amenities area (AMA, carpet area in sqm).

Circulation area (CIA) is equal to  $0.25 \times (INA+ADA+AMA)$ .

Total built up area in sqm is equal to  $(INA+ADA+AMA)+(CIA)$ .

## 4.2.1 Instructional Area (Carpet Area) in sqm

### Engineering/Technology

|  | Number of Divisions<br>UG (Class of 60)<br>PG (Class of 18) | Duration of course in<br>Yrs | Class Rooms    | Tutorial Rooms | Laboratory<br>(including additional<br>WS/Labs for category 'X'<br>courses) | Research<br>Laboratory | Work Shop<br>(for all courses) | Additional WS/Labs<br>for Category "X"<br>courses | Computer Centre | Drawing Hall | Library &<br>Reading Room | Seminar Halls |
|--|---|------------------------------|----------------|----------------|---|------------------------|--------------------------------|---|-----------------|--------------|---------------------------|---------------|
| Carpet Area in sqm per room                  |   |                              | 66             | 33             | 66  | 66                     | 200                            | 200   | 150             | 132          | 400                       | 132           |
| Number of rooms required for new Institution | A   | 4                            | C=A            | D=C/4          | 10  | -                      | 1                              | -   | 1               | 1            | 1                         | 1             |
| Total Number of rooms (UG)                   | A   | 4                            | C=A $\times$ 4 | D=C/4          | 10/Course#  | -                      | 1                              | 2/Course<br>(Maximum 4)                           | 1               | 1            | 1                         | 1/Course      |
| Total Number of rooms (PG)                   | F   | 2                            | -              | H=F $\times$ 2 | 1/Specialisation  | 1/Specialisation       |                                |   |                 |              |                           |               |

Category X of courses : Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied courses of each. Classrooms, Tutorial rooms and Laboratories required for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year may be added progressively to achieve total number as stated. Additional Library (Reading room) area of 50 sqm/ per 60 student (UG+PG) intake beyond 420. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum. \*Additional 5 Labs/Course when number of divisions are more than 2/course. In case of Engg/Tech Institute having MCA , Laboratory requirement shall be 2 Labs, same as that for PG specialization. Round off fraction in calculation to the next integer.

### Pharmacy

|  | Number of Divisions<br>UG (Class of 60)<br>PG (Class of 18) | Duration of course in<br>Yrs | Class Rooms    | Tutorial Rooms | Laboratory (includes<br>Machine room &<br>Instrumentation room) | Research Laboratory | Animal House | Computer Centre | Library &<br>Reading Room | Seminar Hall |
|--|---|------------------------------|----------------|----------------|---|---------------------|--------------|-----------------|---------------------------|--------------|
| Carpet Area in sqm per room                  |   |                              | 66             | 33             | 75  | 75                  | 75           | 75              | 150                       | 132          |
| Number of rooms required for new Institution | A   | 4                            | C=A            | D=C/4          | 4   | -                   | 1            | 1               | 1                         | 1            |
| Total Number of rooms (UG)                   | A   | 4                            | C=A $\times$ 4 | D=C/4          | 12  | -                   | 1            | 1               | 1                         | 1            |
| Total Number of rooms (PG)                   | F   | 2                            | -              | H=F $\times$ 2 | 1/Specialisation  | 1/Specialisation    |              |                 |                           |              |

Laboratories include Machine room & Instrumentation room. Classrooms, Tutorial rooms and Laboratories required for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year may be added progressively to achieve total number as stated. UG Laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum. Round off fraction in calculation to the next integer.

### Architecture & Town Planning

|  | Number of Divisions<br>UG (Class of 60)<br>PG (Class of 18) | Duration of course in<br>Yrs | Class Rooms    | Tutorial Rooms | Laboratory including<br>Computer<br>Laboratory | Research Laboratory | Model making &<br>Carpentry Workshop | Studio / Material<br>Museum | Computer Centre | Library &<br>Reading Room | Seminar Halls |
|--|---|------------------------------|----------------|----------------|--|---------------------|--------------------------------------|-----------------------------|-----------------|---------------------------|---------------|
| Carpet Area in sqm per room                  |   |                              | 44             | 33             | 66   | 66                  | 200                                  | 132                         | 75              | 150                       | 132           |
| Number of rooms required for new Institution | A   | 5                            | C=A            | D=A/5          | 1  | -                   | 1                                    | 1                           | 1               | 1                         | 1             |
| Total Number of rooms (UG)                   | A   | 5                            | C=A $\times$ 5 | D=C/4          | 5  | -                   | 1                                    | 5                           | 1               | 1                         | 1             |
| Total Number of rooms (PG)                   | F   | 2                            | -              | H=F $\times$ 2 | 1/Specialisation                               | 1/Specialisation    |                                      |                             |                 |                           |               |

Round off fraction in calculation to the next integer. Classrooms, Tutorial rooms and Laboratories required for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year may be added progressively to achieve total number as stated. UG laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum.



### Applied Arts & Crafts

|  | Number of Divisions<br>UG (Class of 60)<br>PG (Class of 18) | Duration of course in Yrs | Class Rooms | Tutorial Rooms | Laboratory including<br>Photography and<br>Computer Laboratory | Research Laboratory | Work shop | Studio / Display Room | Computer Centre | Library &<br>Reading Room | Seminar Halls |
|--|---|---------------------------|-------------|----------------|--|---------------------|-----------|-----------------------|-----------------|---------------------------|---------------|
| Carpet Area in sqm per room                  |   |                           | 66          | 33             | 66   | 66                  | 200       | 132                   | 75              | 150                       | 132           |
| Number of rooms required for new Institution | A   | 5                         | C=A         | D=A/5          | 1  | -                   | 1         | 1                     | 1               | 1                         | 1             |
| Total Number of rooms (UG)                   | A   | 5                         | C=Ax5       | D=C/4          | 3  | -                   | 1         | 1                     | 1               | 1                         | 1             |
| Total Number of rooms (PG)                   | F   | G                         | -           | H=FxG          | 1/Specialisation   | 1/Specialisation    |           |                       |                 |                           |               |

Round off fraction in calculation to the next integer

Classrooms, Tutorial rooms and Laboratories required for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year may be added progressively to achieve total number as stated. UG laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum.

### Hotel Management & Catering Technology

|  | Number of Divisions<br>UG (Class of 60)<br>PG (Class of 18) | Duration of course in Yrs | Class Rooms | Tutorial Rooms | Laboratory / Guest Room | Kitchen          | Restaurant | Computer Centre | Library &<br>Reading Room | Seminar Hall |
|--|---|---------------------------|-------------|----------------|-------------------------|------------------|------------|-----------------|---------------------------|--------------|
| Carpet Area in sqm per room                  |   |                           | 66          | 33             | 66                      | 132              | 66         | 75              | 150                       | 132          |
| Number of rooms required for new Institution | A   | 4                         | C=A         | D=C/4          | 3                       | 1                | 1          | 1               | 1                         | 1            |
| Total Number of rooms (UG)                   | A   | 4                         | C=Ax4       | D=C/4          | 10                      | 2                | 2          | 1               | 1                         | 1            |
| Total Number of rooms (PG)                   | F   | G                         | -           | H=FxG          | 1/Specialisation        | 1/Specialisation |            |                 |                           |              |

Round off fraction in calculation to the next integer

Classrooms, Tutorial rooms and Laboratories required for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year may be added progressively to achieve total number as stated. UG laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum.

### MBA / PGDM

|  | Number of Divisions<br>UG (Class of 60) | Duration of course in Yrs | Class Rooms | Tutorial Rooms | Computer Centre | Library &<br>Reading Room | Seminar Halls |
|--|---|---------------------------|-------------|----------------|-----------------|---------------------------|---------------|
| Carpet Area in sqm per room                  |   |                           | 66          | 33             | 150             | 100                       | 132           |
| Number of rooms required for new Institution | A                                       | B                         | C=A         | D=C/4          | 1               | 1                         | 1             |
| Total Number of rooms                        | A                                       | B                         | C=AxB       | D=C/4          | 1               | 1                         | E=C/4         |

Round off fraction in calculation to the next integer

Classrooms, Tutorial rooms and Laboratories required for 2<sup>nd</sup> (and 3<sup>rd</sup>) year may be added progressively to achieve total number as stated.

## MCA

|   | Number of Divisions<br>UG (Class of 60) | Duration of course<br>in Yrs | Class Rooms | Tutorial Rooms | Computer<br>Laboratories | Computer Centre | Library &<br>Reading Room | Seminar Halls |
|---|---|------------------------------|-------------|----------------|--------------------------|-----------------|---------------------------|---------------|
| Carpet Area in<br>sqm per room                        |   |                              | 66          | 33             | 66                       | 150             | 100                       | 132           |
| Number of<br>rooms required<br>for new<br>Institution | A                                       | 3                            | C=A         | D=C/4          | 2                        | 1               | 1                         | 1             |
| Total Number of<br>rooms                              | A                                       | 3                            | C=Ax3       | D=C/4          | 4                        | 1               | 1                         | E=C/4         |

Round off fraction in calculation to the next integer

Classrooms, Tutorial rooms and Laboratories required for 2<sup>nd</sup>, 3<sup>rd</sup> year may be added progressively to achieve total number as stated.

### 4.2.2 Administrative Area (Carpet Area) in sqm

|  | Principal/Director<br>Office | Board Room | Office all inclusive     | Department Offices | Cabins for Head of<br>Departments | Faculty Rooms   | Central Stores | Maintenance | Security | Housekeeping | Pantry for staff | Examinations<br>Control Office | Placement office |
|--|------------------------------|------------|--------------------------|--------------------|-----------------------------------|---|----------------|-------------|----------|--------------|------------------|--------------------------------|------------------|
| Carpet Area in<br>sqm per room                     | 30                           | 20         | 150*<br>300 <sup>§</sup> | 20                 | 10                                | 5   | 30             | 10          | 10       | 10           | 10               | 30                             | 30               |
| Number of rooms<br>required for New<br>Institution | 1                            | 1          | 1                        | 1                  | 1                                 | First Year<br>Student<br>intake/15                                  | 1              | 1           | 1        | 1            | 1                | 1                              | -                |
| Total Number of<br>rooms                           |                              |            |                          | 1/Dept             | 1/Dept                            | One per<br>teaching faculty<br>(as per norms)<br>in the Institution | 1              | 1           | 1        | 1            | 1                | 1                              | 1                |

<sup>§</sup>Engineering/Technology Institution or Integrated Campus

\*All other Institutions

### 4.2.3 Amenities Area (Carpet Area) in sqm

|   | Toilets<br>(Ladies & Gents) | Boys Common<br>Room | Girls Common<br>Room | Cafeteria | Stationery Store<br>& Reprography | First Aid cum<br>Sick room | Principal's<br>quarter | Guest House | Sports Club /<br>Gymnasium | Auditorium /<br>Amphi. Theater | Boys Hostel | Girls Hostel |
|---|-----------------------------|---------------------|----------------------|-----------|-----------------------------------|----------------------------|------------------------|-------------|----------------------------|--------------------------------|-------------|--------------|
| Carpet Area in<br>sqm per room for<br>Engg/Tech<br>Institutions | 350*                        | 100                 | 100                  | 150       | 10                                | 10                         | 150                    | 30          | 200                        | 400                            | Adequate    | Adequate     |
| Carpet Area in<br>sqm per room for<br>other Institutions        | 150 <sup>§</sup>            | 75                  | 75                   | 150       | 10                                | 10                         | 150                    | 30          | 100                        | 250                            |             |              |
| Number of rooms<br>required for New<br>Institution              | Adequate                    | 1                   | 1                    | 1         | 1                                 | 1                          | -                      | -           | -                          | -                              | -           | -            |
| Total Number of<br>rooms  | Adequate                    | 1                   | 1                    | 1         | 1                                 | 1                          | Desired                | Desired     | Desired                    | Desired                        | Desired     | Desired      |

\* Estimated total area-Engineering/Technology or Integrated Campus

<sup>§</sup> Estimated total area-Other Institutions

### 4.2.4 Circulation Area in sqm

Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walk ways, staircases, entrance lobby, etc.

## Appendix 5

### Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipments for Technical Institution

#### 5.1 Computers, Software, Internet and Printers

|                              |    | Number of PCs to students ratio (Min 20 PCs) | Legal System Software® | Legal Application Software* | LAN & Internet | Mail Server & Client | Internet Mbps / intake of 240 students with Bandwidth Contention of 1:1 (Min 1 Mbps) | Printers# including Colors Printer |
|------------------------------|----|--|------------------------|-----------------------------|----------------|----------------------|--|------------------------------------|
|                              |    | A  |                        |                             |                |                      |  | % of A                             |
| Engineering / Technology     | UG | 1:4  | 03                     | 20                          | All            | Desired              | 02   | 10                                 |
|                              | PG | 1:2  |                        |                             |                |                      |  |                                    |
| Pharmacy                     | UG | 1:6  | 01                     | 10                          | All            | Desired              | 01   | 05                                 |
|                              | PG | 1:6  |                        |                             |                |                      |  |                                    |
| Architecture & Town Planning | UG | 1:5  | 01                     | 10                          | All            | Desired              | 01   | 05                                 |
|                              | PG | 1:5  |                        |                             |                |                      |  |                                    |
| Applied Arts & Crafts        | UG | 1:5  | 01                     | 10                          | All            | Desired              | 01   | 05                                 |
|                              | PG | 1:5  |                        |                             |                |                      |  |                                    |
| HMCT                         | UG | 1:6  | 01                     | 10                          | All            | Desired              | 01   | 05                                 |
| MBA / PGDM                   | PG | 1:2  | 01                     | 10                          | All            | Desired              | 02   | 10                                 |
| MCA                          | PG | 1:2  | 03                     | 20                          | All            | Desired              | 02   | 10                                 |

- Utilization of Open Source Software may be encouraged.
- Secured WiFi facility is highly recommended.
- Purchase of most recent hardware is desired.
- Library, Administrative offices and Faculty members be provided with exclusive computing facilities along with LAN and Internet over and above the requirement meant for students.
- @Adequate number of software licenses are required.
- #Central Printing facility for students is preferred.

## 5.2 Laboratory equipments and Experiments

The laboratories shall have equipments as appropriate for experiments as stated / suitable for the requirements of the affiliating University's curriculum. It is desired that number of experiment set up be so arranged that maximum four students shall work on one set.

## 5.3 Books, Journals and Library facilities

| Programme  | Total number of Divisions | Titles        | Volumes                | National Journals | International Journals | E Journals     | Reading Room seating | Multimedia PCs for Digital Library/ internet Surfing in reading room |
|--|---------------------------|---------------|------------------------|-------------------|------------------------|----------------|----------------------|--|
|  |                           | Number        |                        |                   |                        |                | % of total students  | % of total students  |
| Engineering / Technology(UG)   | B+C                       | 100           | 500xB                  | 6xB               | 6xB                    | Required       | 15 % (Max 150)       | 1 % (Max 10)   |
|  |                           | 50 per course | 250 per course per div |                   |                        |                |                      |  |
| Pharmacy(UG)   | B                         | 100           | 500xB                  | 6xB               | 6xB                    |                |                      |  |
|  |                           | 50            | 500xB                  |                   |                        |                |                      |  |
| Architecture & Town Planning (UG)  | B                         | 100           | 400xB                  | 6xB               | 6xB                    |                |                      |  |
|  |                           | 50            | 400xB                  |                   |                        |                |                      |  |
| Applied Arts & Crafts(UG)  | B                         | 100           | 500xB                  | 6xB               | 3xB                    |                |                      |  |
|  |                           | 50            | 500xB                  |                   |                        |                |                      |  |
| HMCT   | B                         | 100           | 500xB                  | 6xB               | 3xB                    |                |                      |  |
|  |                           | 50            | 500xB                  |                   |                        |                |                      |  |
| MBA / PGDM / MCA (PG)  | B                         | 100           | 500xB                  | 12xB              | 12xB                   | 25 % (Max 100) |                      |  |
|  |                           | 50            | 500xB                  |                   |                        |                |                      |  |
| Engineering / Technology/ Pharmacy / Architecture & Town Planning / Applied Arts & Crafts (PG) | B                         | 50            | 200                    | 5xB               | 5xB                    |                |                      |  |
|  |                           | As Required   | 100                    |                   |                        |                |                      |  |

B=Number of divisions at 1<sup>st</sup> year

C=Add number of divisions of 2<sup>nd</sup> year direct admissions

|  |   |
|--|---|
|  | Book titles and volumes required at the time of starting new Institution.                   |
|  | Yearly increment.   |
|  | Component for additional division/course.   |
|  | Journals and Books shall also include subjects of Science & Humanities.                     |
|  | Digital Library facility with multimedia facility is essential.                             |
|  | Reprographic facility in the library is essential.  |
|  | Document scanning facility in the library is essential.                                     |
|  | Document printing facility in the library is essential.                                     |
|  | Library books/non books classification as per standard classification methods is essential. |
|  | Availability of NPTL facility at the library is essential.                                  |
|  | Computerized indexing with bar coded / RF tagged book handling is desired.                  |

## Appendix 6

### Norms for Essential and Desired requirements for Technical Institution

|     |  |             |
|-----|--|-------------|
| 1.  | Language Laboratory  | Essential   |
| 2.  | Potable Water supply and outlets for drinking water at strategic locations   | Essential   |
| 3.  | Electric Supply  | Essential   |
| 4.  | Backup Electric Supply   | As required |
| 5.  | Sewage Disposal  | Essential   |
| 6.  | Telephone and FAX  | Essential   |
| 7.  | First Aid facility   | Essential   |
| 8.  | Vehicle Parking  | Essential   |
| 9.  | Institution web site   | Essential   |
| 10. | Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment, India. | Essential   |
| 11. | Safety provisions including fire and other calamities  | Essential   |
| 12. | General Insurance to be provided for the assets against fire, burglary and other calamities  | Essential   |
| 13. | All weather approach road  | Essential   |
| 14. | General Notice Board and Departmental Notice Boards  | Essential   |
| 15. | Medical and Counseling Facilities  | Essential   |
| 16. | Public announcement system at strategic locations for general announcements/paging and announcements in emergency.   | Desired     |
| 17. | Enterprise Resource Planning (ERP) Software for Student- Institution-Parent interaction  | Desired     |
| 18. | Transport  | Desired     |
| 19. | Post, Banking Facility / ATM   | Desired     |
| 20. | CCTV Security System   | Desired     |
| 21. | LCD (or similar) projectors in classrooms  | Desired     |
| 22. | Group Insurance to be provided for the employees   | Desired     |
| 23. | Insurance for students   | Desired     |
| 24. | Staff Quarters   | Desired     |

All requirements marked as “Essential” shall be made available at the beginning of the Institution.

## Appendix 7

### Norms for Faculty requirements and Cadre Ratio for Technical Institution

#### 7.1 Faculty Requirements and Cadre Ratio (UG)

|                              | Faculty : Student ratio | Principal / Director | Professor            | Associate Professor       | Assistant Professor       | Total          |
|------------------------------|-------------------------|----------------------|----------------------|---------------------------|---------------------------|----------------|
|                              |                         | A                    | B                    | C                         | D                         | A+B+C+D        |
| Engineering / Technology     | 1:15                    | 1                    | $\frac{S}{15xR} - 1$ | $\frac{S}{15xR} \times 2$ | $\frac{S}{15xR} \times 6$ | $\frac{S}{15}$ |
| Pharmacy                     | 1:15                    | 1                    | $\frac{S}{15xR} - 1$ | $\frac{S}{15xR} \times 2$ | $\frac{S}{15xR} \times 6$ | $\frac{S}{15}$ |
| Architecture & Town Planning | 1:10                    | 1                    | $\frac{S}{10xR} - 1$ | $\frac{S}{10xR} \times 2$ | $\frac{S}{10xR} \times 6$ | $\frac{S}{10}$ |
| Applied Arts & Crafts        | 1:10                    | 1                    | $\frac{S}{10xR} - 1$ | $\frac{S}{10xR} \times 2$ | $\frac{S}{10xR} \times 6$ | $\frac{S}{10}$ |
| HMCT                         | 1:15                    | 1                    | $\frac{S}{15xR} - 1$ | $\frac{S}{15xR} \times 2$ | $\frac{S}{15xR} \times 6$ | $\frac{S}{15}$ |

S=Sum of number of students as per Approved Student Strength at all years  
R=(1+2+6)

#### 7.2 Faculty Requirements and Cadre Ratio (PG)

|                               | Faculty : Student ratio | Principal / Director | Professor            | Associate Professor       | Assistant Professor       | Total          |
|-------------------------------|-------------------------|----------------------|----------------------|---------------------------|---------------------------|----------------|
|                               |                         | A                    | B                    | C                         | D                         | A+B+C+D        |
| *Engineering / Technology     | 1:12                    | -                    | $\frac{S}{12xR}$     | $\frac{S}{12xR}$          | $\frac{S}{12xR}$          | $\frac{S}{12}$ |
| *Pharmacy                     | 1:12                    | -                    | $\frac{S}{12xR}$     | $\frac{S}{12xR}$          | $\frac{S}{12xR}$          | $\frac{S}{12}$ |
| *Architecture & Town Planning | 1:10                    | -                    | $\frac{S}{10xR}$     | $\frac{S}{10xR}$          | $\frac{S}{10xR}$          | $\frac{S}{10}$ |
| *Applied Arts & 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                    | $\frac{S}{15xR} - 1$ | $\frac{S}{15xR} \times 2$ | $\frac{S}{15xR} \times 6$ | $\frac{S}{15}$ |
| #MCA                          | 1:15                    | 1                    | $\frac{S}{15xR} - 1$ | $\frac{S}{15xR} \times 2$ | $\frac{S}{15xR} \times 6$ | $\frac{S}{15}$ |

S=Sum of number of students as per Approved Student Strength at all years  
\*R=(1+2), #R=(1+2+6)

### 7.3 Faculty Cadre and Qualifications

| Programme                | Cadre               |   |   |
|--------------------------|---------------------|---|---|
| Engineering / Technology | Assistant Professor | BE/BTech and ME/MTech in relevant subject with First Class or equivalent either in BE/BTech or ME/MTech   |   |
| MCA                      | Assistant Professor | BE/BTech and ME/MTech in relevant subject with First Class or equivalent either in BE/BTech or ME/MTech<br><b>OR</b><br>BE/ BTech and MCA with First class or equivalent in either BE/BTech or MCA<br><b>OR</b><br>MCA with first class or equivalent with two years relevant experience.   |   |
| Management               | Assistant Professor | First Class or equivalent in Masters Degree in Business Administration or equivalent and<br>2 years relevant Experience   |   |
| Pharmacy                 | Assistant Professor | Bachelors and Masters Degree in Pharmacy with First Class or equivalent either in Bachelors or Masters Degree   |   |
| HMCT                     | Assistant Professor | First class at Bachelors (3 year degree or Diploma after 10+2 in HMCT) or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Masters Degree OR 8 years relevant experience<br><b>OR</b><br>First class at Bachelors 4 year degree or equivalent and Masters Degree in Hotel Management and Catering Technology with First Class or equivalent either in Bachelors or Masters Degree OR 7 years relevant experience |   |
| Architecture             | Assistant Professor | Bachelors and Masters Degree in Architecture with First Class or equivalent either in Bachelors or Masters Degree   |   |
| Town Planning            | Assistant Professor | Bachelors and Masters Degree in Town Planning with First Class or equivalent either in Bachelors or Masters Degree.   |   |
| Applied Arts & Crafts    | Assistant Professor | Bachelors and Masters Degree in appropriate branch of Fine Art (Applied Art, Painting, and Sculpture) or equivalent with First Class or equivalent either in Bachelors or Masters Degree  |   |
|                          |                     |   |   |
| All programme            | Associate Professor | Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline<br><br>Post PhD publications and guiding PhD student is highly desirable.  | minimum of 5 years experience in teaching and/or research and/or industry of which at least 2 years shall be post PhD.<br><br>In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid. |
| All programme            | Professor           | Qualifications as above that is for the post of Associate Professor, applicable<br><br>Post PhD publications and guiding PhD students is highly desirable   | minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor.<br><br>In case of research experience, good academic   |

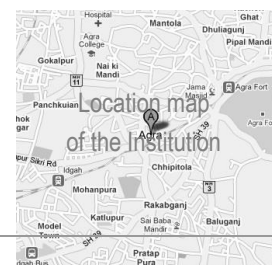
|               |                      |   |  |
|---------------|----------------------|---|--|
|               |                      |   | <p>record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p>  |
| All programme | Principal / Director | <p>Qualifications as above that is for the post of Professor, as applicable</p> <p>Post PhD publications and guiding PhD students is highly desirable</p> | <p>Minimum of 10 years experience in teaching and/ or Research and/or Industry out of which at least 5 years shall be at the level of Professor in relevant discipline.</p> <p>In case of research experience, good academic record and books/research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising/designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee.</p> <p>Flair for Management and Leadership is essential.</p> <p>In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.</p> |

- Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.
- PhD shall be from a recognized University.
- For incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor provided incumbent assistant professor has acquired or acquires PhD degree in relevant discipline.
- Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.
- If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

| Grade Point | Equivalent Percentage |
|-------------|-----------------------|
| 6.25        | 55 %                  |
| 6.75        | 60 %                  |
| 7.25        | 65 %                  |
| 7.75        | 70 %                  |
| 8.25        | 75 %                  |



| <b>Format for Mandatory Disclosure</b> |  |
|--|--|
| Mandatory Disclosure                   | Update on 16/01/2019   |
| <b>1</b>                               | AICTE File No. <b>South Central/1-3514005722/2018/EOA/Corrigendum-1</b>                        |
| Date & Period of last approval         | <b>10/05/2018</b>  |
| <b>2</b>                               | Name of the Institution <b>Sree Dattha Institute of Pharmacy</b>                               |
| Address of the Institution             | <b>Sheriguda Village, Ibrahimpatnam Mandal, Ranga Reddy Dist, Telangana</b>                    |
| City & Pin Code                        | <b>Hyderabad, 501510</b>   |
| State / UT                             | <b>Telangana</b>   |
| Phone number with STD code             | <b>08414-320919</b>  |
| FAX number with STD code               | <b>040-30522458</b>  |
| Office hours at the Institution        | <b>9:00am to 5:00pm</b>  |
| Academic hours at the Institution      | <b>9:30am to 3:45pm</b>  |
| Email                                  | <b>principalsdip@sreedattha.ac.in</b>  |
| Website                                | <b>www.sreedattha.ac.in</b>  |
| Nearest Railway Station (dist in Km)   | <b>Kacheguda (30KM)</b>  |
| Nearest Airport (dist in Km)           | <b>Rajiv Gandhi International Airport, Shamshabad. (29km)</b>                                  |
| <b>3</b>                               | Type of Institution <b>Private-Self Financed</b>   |
| Category (1) of the Institution        | <b>Non Minority</b>  |
| Category (2) of the Institution        | <b>Co-Ed</b>   |
| <b>4</b>                               | Name of the organization running the Institution <b>Vjayanthi Educational Society</b>          |
| Type of the organization               | <b>Society</b>   |
| Address of the organization            | <b>#101, Mount Nasir Apartments, Beside Ravindra Bharathi, Lakdikapool, Hyderabad - 500004</b> |
| Registered with                        | <b>Office of the Registrar of Societies</b>  |
| Registration date                      | <b>14/08/2000</b>  |
| Website of the organization            | <b>www.sreedattha.ac.in</b>  |



|          |                                    |   |
|----------|------------------------------------|---|
| <b>5</b> | Name of the affiliating University | JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY |
|          | Address                            | HYDERABAD                                 |
|          | Website                            | WWW.JNTUH.AC.IN                           |
|          | Latest affiliation period          | 2018-19                                   |

|          |                              |                                |
|----------|------------------------------|--------------------------------|
| <b>6</b> | Name of Principal / Director | Dr.S.A.Sreenivas               |
|          | Exact Designation            | PRINCIPAL                      |
|          | Phone number with STD code   | +91 9393808082                 |
|          | Email                        | principalsdip@sreedattha.ac.in |
|          | Highest Degree               | Ph.D                           |
|          | Field of specialization      | Pharmaceutics                  |

|           |                         |                |   |                    |                          |
|-----------|-------------------------|----------------|---|--------------------|--------------------------|
| <b>7</b>  | Governing Board Members | <b>Sl. No.</b> | <b>Name of the Member</b>                           | <b>Designation</b> | <b>Category</b>          |
|           |                         | <b>1</b>       | Sri G. Pandu Ranga Reddy                            | Chairman           | Society Nominee          |
|           |                         | <b>2</b>       | Sri G.N.V. Vibhav Reddy                             | Member Secretary   | Society Nominee          |
|           |                         | <b>3</b>       | Sri G. Devendra Vikram Reddy                        | Treasurer          | Society Nominee          |
|           |                         | <b>4</b>       | Sri Y. Sreenivasa Murthy                            | Member             | Society Nominee          |
|           |                         | <b>5</b>       | Sri T.S. Anand                                      | Member             | Society Nominee          |
|           |                         | <b>6</b>       | AICTE Regional Officer – SCR                        | Member             | AICTE Nominee            |
|           |                         | <b>7</b>       | Deputy Director Commissioner of Technical Education | Member             | State Government Nominee |
|           |                         | <b>8</b>       | Dr. Satla Shobha Rani                               | Member             | University Nominee       |
|           |                         | <b>9</b>       | Prof. Sameeruddin Khan                              | Member             | Director of SDI Campus   |
|           |                         | <b>10</b>      | Dr. M. Venkata Reddy                                | Member             | Director of Institution  |
|           |                         | <b>11</b>      | Dr. S.A. Sreenivas                                  | Member             | Principal of Institution |
| <b>12</b> | Dr. Pratap Kumar Patra  | Member         | Professor   |                    |                          |

|           |  |   |                   |                   |
|-----------|--|---|-------------------|-------------------|
|           | Frequency of meetings & date of last meeting                               | <b>21-07-2018</b>   |                   |                   |
| <b>8</b>  | Academic Advisory Body   | <b>Yes</b>  |                   |                   |
|           | Frequency of meetings & date of last meeting                               | <b>25-08-2018</b>   |                   |                   |
| <b>9</b>  | Organisational Chart   | <b>Enclosure - I</b>  |                   |                   |
| <b>10</b> | Student feedback mechanism on Institutional Governance/faculty performance | <b>Yes</b>  |                   |                   |
| <b>11</b> | Grievance redressal mechanism for faculty, staff and students              | <b>Yes</b>  |                   |                   |
| <b>12</b> | Name of the Department*  | B Pharmacy  |                   |                   |
|           | Course   | B Pharmacy  |                   |                   |
|           | Level  | UG  |                   |                   |
|           | 1 <sup>st</sup> Year of approval by the Council                            | <b>All India council for Technical Education</b>                          |                   |                   |
|           | Year wise Sanctioned Intake  | 100   | 100               | 100               |
|           | Year wise Actual Admissions  | 97  | 73                | 57                |
|           | Cut off marks – General quota  | 65233   | 77845             | 74536             |
|           | % Students passed with Distinction   |   | CAY <sub>-1</sub> | CAY <sub>-2</sub> |
|           | % Students passed with First Class   | CAY   | CAY <sub>-1</sub> | CAY <sub>-2</sub> |
|           | Students Placed  | CAY   | CAY <sub>-1</sub> | CAY <sub>-2</sub> |
|           | Average Pay package, Rs./Year  | CAY   | CAY <sub>-1</sub> | CAY <sub>-2</sub> |
|           | Students opted for Higher Studies  | CAY   | CAY <sub>-1</sub> | CAY <sub>-2</sub> |
|           | Accreditation Status of the course   | Accredited / Provisionally Accredited / Not Accredited / Not eligible yet |                   |                   |
|           | Doctoral Courses   | No  |                   |                   |
|           | Foreign Collaborations, if any   |   |                   |                   |
|           | Professional Society Memberships   |   |                   |                   |
|           | Professional activities  |   |                   |                   |
|           | Consultancy activities   |   |                   |                   |
|           | Grants fetched   |   |                   |                   |
|           | Departmental Achievements  |   |                   |                   |
|           | Distinguished Alumni   |   |                   |                   |

|           |  |                         |             |                               |
|-----------|--|-------------------------|-------------|-------------------------------|
| <b>13</b> | Name of Teaching Staff*                    | <b>Dr S A Sreenivas</b> |             |                               |
|           | Designation                                | <b>Principal</b>        |             |                               |
|           | Department                                 | <b>Pharmacy</b>         |             |                               |
|           | Date of Joining the Institution            | <b>01.07.2015</b>       |             |                               |
|           | Qualifications with Class/Grade            | UG B.Pharm              | PG M.Pharm. | PhD Ph.D                      |
|           | Total Experience in Years                  | Teaching 15             | Industry    | Research                      |
|           | Papers Published                           | National 36             |             | International 06              |
|           | Papers Presented in Conferences            | National 24             |             | International 02              |
|           | PhD Guide? Give field & University         | Field Pharmaceutics     |             | University Kuvempu University |
|           | PhDs / Projects Guided                     | PhDs 06                 |             | Projects at Masters level 38  |
|           | Books Published / IPRs/ Patents            | NIL                     |             |                               |
|           | Professional Memberships                   | APTI                    |             |                               |
|           | Consultancy Activities                     | One                     |             |                               |
|           | Awards                                     | Two                     |             |                               |
|           | Grants fetched                             | 31.2 Lacs               |             |                               |
|           | Interaction with Professional Institutions | Continuous              |             |                               |




|           |                                 |                            |  |  |
|-----------|---------------------------------|----------------------------|--|--|
| <b>13</b> | Name of Teaching Staff*         | <b>Kiran k</b>             |  |  |
|           | Designation                     | <b>Assistant professor</b> |  |  |
|           | Department                      | <b>pharmacy</b>            |  |  |
|           | Date of Joining the Institution | <b>05-05-2015</b>          |  |  |
|           | Qualifications with Class/Grade | PG M PHARM,<br>FIRST CLASS |  |  |
|           | Total Experience in Years       | TEACHING<br>3 YRS          |  |  |
|           | Papers Published                | NO                         |  |  |
|           | Papers Presented in Conferences | NO                         |  |  |




|  |    |
|--|----|
| PhD Guide? Give field & University         | NO |
| PhDs / Projects Guided                     | NO |
| Books Published / IPRs/ Patents            | NO |
| Professional Memberships                   | NO |
| Consultancy Activities                     | NO |
| Awards                                     | NO |
| Grants fetched                             | NO |
| Interaction with Professional Institutions | NO |


|           |  |                           |
|-----------|--|---------------------------|
| <b>13</b> | Name of Teaching Staff*                    | <b>M PRAVEEN KUMAR</b>    |
|           | Designation                                | <b>ASST PROFESSOR</b>     |
|           | Department                                 | <b>PHARMACY</b>           |
|           | Date of Joining the Institution            | <b>28-12-2015</b>         |
|           | Qualifications with Class/Grade            | M pharm<br>FIRST<br>CLASS |
|           | Total Experience in Years                  | Teaching 3<br>YR          |
|           | Papers Published                           | NO                        |
|           | Papers Presented in Conferences            | NO                        |
|           | PhD Guide? Give field & University         | NO                        |
|           | PhDs / Projects Guided                     | NO                        |
|           | Books Published / IPRs/ Patents            | NO                        |
|           | Professional Memberships                   | NO                        |
|           | Consultancy Activities                     | NO                        |
|           | Awards                                     | NO                        |
|           | Grants fetched                             | NO                        |
|           | Interaction with Professional Institutions | NO                        |



|           |  |                       |   |
|-----------|--|-----------------------|---|
| <b>13</b> | Name of Teaching Staff*                    | <b>B GNANESHWAR</b>   |  |
|           | Designation                                | <b>ASST PROFESSOR</b> |   |
|           | Department                                 | <b>PHARMACY</b>       |   |
|           | Date of Joining the Institution            | <b>28-12-2015</b>     |   |
|           | Qualifications with Class/Grade            | PG FIRST DIVISION     |   |
|           | Total Experience in Years                  | Teaching 3 YRS        |   |
|           | Papers Published                           | NO                    |   |
|           | Papers Presented in Conferences            | NO                    |   |
|           | PhD Guide? Give field & University         | NO                    |   |
|           | PhDs / Projects Guided                     | NO                    |   |
|           | Books Published / IPRs/ Patents            | NO                    |   |
|           | Professional Memberships                   | NO                    |   |
|           | Consultancy Activities                     | NO                    |   |
|           | Awards                                     | NO                    |   |
|           | Grants fetched                             | NO                    |   |
|           | Interaction with Professional Institutions | NO                    |   |

|           |                                    |                       |   |
|-----------|------------------------------------|-----------------------|---|
| <b>13</b> | Name of Teaching Staff*            | <b>M KIRAN KUMAR</b>  |  |
|           | Designation                        | <b>ASST PROFESSOR</b> |   |
|           | Department                         | <b>PHARMACY</b>       |   |
|           | Date of Joining the Institution    | <b>01-09-2018</b>     |   |
|           | Qualifications with Class/Grade    | PG FIRST DIVISION     |   |
|           | Total Experience in Years          | Teaching 1 YRS        |   |
|           | Papers Published                   | NO                    |   |
|           | Papers Presented in Conferences    | NO                    |   |
|           | PhD Guide? Give field & University | NO                    |   |
|           | PhDs / Projects Guided             | NO                    |   |

|  |    |
|--|----|
| Books Published / IPRs/ Patents            | NO |
| Professional Memberships                   | NO |
| Consultancy Activities                     | NO |
| Awards                                     | NO |
| Grants fetched                             | NO |
| Interaction with Professional Institutions | NO |

|  |                                   |                                   |                           |   |
|--|-----------------------------------|-----------------------------------|---------------------------|---|
| Name of Teaching Staff*                    | <b>MANGARAI KAVITHA</b>           |                                   |                           |  |
| Designation                                | <b>ASSISTANT PROFESSOR</b>        |                                   |                           |   |
| Department                                 | <b>PHARMACEUTICAL CHEMISTRY</b>   |                                   |                           |   |
| Date of Joining the Institution            | <b>18-07-2016</b>                 |                                   |                           |   |
| Qualifications with Class/Grade            | B PHARMACU<br>WITH FIRST<br>CLASS | M PHARMACU<br>WITH FIRST<br>CLASS | PhD                       |   |
| Total Experience in Years                  | 2 YEARS                           | Industry                          | Research                  |   |
| Papers Published                           | National                          |                                   | International             |   |
| Papers Presented in Conferences            | National                          |                                   | International             |   |
| PhD Guide? Give field & University         | Field                             | University                        |                           |   |
| PhDs / Projects Guided                     | PhDs                              |                                   | Projects at Masters level |   |
| Books Published / IPRs/ Patents            |                                   |                                   |                           |   |
| Professional Memberships                   |                                   |                                   |                           |   |
| Consultancy Activities                     |                                   |                                   |                           |   |
| Awards                                     |                                   |                                   |                           |   |
| Grants fetched                             |                                   |                                   |                           |   |
| Interaction with Professional Institutions |                                   |                                   |                           |   |

|           |  |                            |                           |          |
|-----------|--|----------------------------|---------------------------|----------|
| <b>13</b> | Name of Teaching Staff*                    | <b>Ch. Madhavi</b>         |                           |          |
|           | Designation                                | <b>Assistant professor</b> |                           |          |
|           | Department                                 | <b>Pharmacy</b>            |                           |          |
|           | Date of Joining the Institution            | <b>16/08/2018</b>          |                           |          |
|           | Qualifications with Class/Grade            | UG Distinction             | PG Distinction            | PhD      |
|           | Total Experience in Years                  | Teaching 5.8 years         | Industry                  | Research |
|           | Papers Published                           | National 1                 | International             |          |
|           | Papers Presented in Conferences            | National                   | International             |          |
|           | PhD Guide? Give field & University         | Field                      | University                |          |
|           | PhDs / Projects Guided                     | PhDs                       | Projects at Masters level |          |
|           | Books Published / IPRs/ Patents            |                            |                           |          |
|           | Professional Memberships                   |                            |                           |          |
|           | Consultancy Activities                     |                            |                           |          |
|           | Awards                                     |                            |                           |          |
|           | Grants fetched                             |                            |                           |          |
|           | Interaction with Professional Institutions |                            |                           |          |



|           |                                 |                             |                             |          |
|-----------|---------------------------------|-----------------------------|-----------------------------|----------|
| <b>13</b> | Name of Teaching Staff*         | <b>PAMUKUNTLA DEEPIKA</b>   |                             |          |
|           | Designation                     | <b>ASSISTANT PROFESSOR</b>  |                             |          |
|           | Department                      | <b>PHARMACOLOGY</b>         |                             |          |
|           | Date of Joining the Institution | <b>10-06-2015</b>           |                             |          |
|           | Qualifications with Class/Grade | UG I CLASS WITH DISTINCTION | PG I CLASS WITH DISTINCTION | PhD      |
|           | Total Experience in Years       | Teaching 3                  | Industry                    | Research |
|           | Papers Published                | National                    | International               | 1        |
|           | Papers Presented in Conferences | National                    | International               |          |
|           | PhD Guide? Give field &         | Field -                     | University -                |          |





|  |                                    |
|--|------------------------------------|
| University                                 |                                    |
| PhDs / Projects Guided                     | PhDs - Projects at Masters level - |
| Books Published / IPRs/ Patents            | -                                  |
| Professional Memberships                   | -                                  |
| Consultancy Activities                     | -                                  |
| Awards                                     | -                                  |
| Grants fetched                             | -                                  |
| Interaction with Professional Institutions | -                                  |

|           |  |                            |                           |                              |
|-----------|--|----------------------------|---------------------------|------------------------------|
| <b>13</b> | Name of Teaching Staff*                    | <b>Shaik Muneeruddin</b>   |                           |                              |
|           | Designation                                | <b>Assistant Professor</b> |                           |                              |
|           | Department                                 | <b>Industrial Pharmacy</b> |                           |                              |
|           | Date of Joining the Institution            | <b>13-7-2017</b>           |                           |                              |
|           | Qualifications with Class/Grade            | UG First with Distinction  | PG First with Distinction | PhD                          |
|           | Total Experience in Years                  | Teaching                   | Industry                  | Research                     |
|           | Papers Published                           | National<br>1              |                           | International ---            |
|           | Papers Presented in Conferences            | National --                |                           | International --             |
|           | PhD Guide? Give field & University         | Field--                    |                           | University --                |
|           | PhDs / Projects Guided                     | PhDs --                    |                           | Projects at Masters level -- |
|           | Books Published / IPRs/ Patents            | --                         |                           |                              |
|           | Professional Memberships                   | --                         |                           |                              |
|           | Consultancy Activities                     | --                         |                           |                              |
|           | Awards                                     | --                         |                           |                              |
|           | Grants fetched                             | --                         |                           |                              |
|           | Interaction with Professional Institutions | --                         |                           |                              |



|           |  |                            |                   |                           |
|-----------|--|----------------------------|-------------------|---------------------------|
| <b>13</b> | Name of Teaching Staff*                    | <b>N ADILAKSHMI</b>        |                   |                           |
|           | Designation                                | <b>ASSISTANT PROFESSOR</b> |                   |                           |
|           | Department                                 | <b>PHARMACY</b>            |                   |                           |
|           | Date of Joining the Institution            | <b>16/08/18</b>            |                   |                           |
|           | Qualifications with Class/Grade            | UG FIRST CLASS             | PG<br>DISTINCTION | PhD                       |
|           | Total Experience in Years                  | Teaching 6MONTHS           | Industry          | Research                  |
|           | Papers Published                           | National                   |                   | International             |
|           | Papers Presented in Conferences            | National                   |                   | International             |
|           | PhD Guide? Give field & University         | Field                      |                   | University                |
|           | PhDs / Projects Guided                     | PhDs                       |                   | Projects at Masters level |
|           | Books Published / IPRs/ Patents            |                            |                   |                           |
|           | Professional Memberships                   |                            |                   |                           |
|           | Consultancy Activities                     |                            |                   |                           |
|           | Awards                                     |                            |                   |                           |
|           | Grants fetched                             |                            |                   |                           |
|           | Interaction with Professional Institutions |                            |                   |                           |



|           |                                    |                            |               |                  |
|-----------|------------------------------------|----------------------------|---------------|------------------|
| <b>13</b> | Name of Teaching Staff*            | <b>Y.Sreelatha</b>         |               |                  |
|           | Designation                        | <b>Assistant Professor</b> |               |                  |
|           | Department                         | <b>Pharmacy</b>            |               |                  |
|           | Date of Joining the Institution    | <b>30/07/2018</b>          |               |                  |
|           | Qualifications with Class/Grade    | UG B.PHARMACY              | PG M.PHARMACY | PhD              |
|           | Total Experience in Years          | Teaching 6months           | Industry      | Research         |
|           | Papers Published                   | National                   | No            | International No |
|           | Papers Presented in Conferences    | National                   | No            | International No |
|           | PhD Guide? Give field & University | Field No                   |               | University no    |




|  |         |                              |
|--|---------|------------------------------|
| PhDs / Projects Guided                     | PhDs No | Projects at Masters level No |
| Books Published / IPRs/ Patents            | No      |                              |
| Professional Memberships                   | No      |                              |
| Consultancy Activities                     | No      |                              |
| Awards                                     | No      |                              |
| Grants fetched                             | No      |                              |
| Interaction with Professional Institutions | No      |                              |


|           |  |                            |                                |                |
|-----------|--|----------------------------|--------------------------------|----------------|
| <b>13</b> | Name of Teaching Staff*                    | <b>G ABHILASH</b>          |                                |                |
|           | Designation                                | <b>ASSISTANT PROFESSOR</b> |                                |                |
|           | Department                                 | <b>PHARMACOLOGY</b>        |                                |                |
|           | Date of Joining the Institution            | <b>15/12/2014</b>          |                                |                |
|           | Qualifications with Class/Grade            | B.PHARMACY                 | M PHARMACY                     |                |
|           | Total Experience in Years                  | Teaching 4YEARS            | Industry                       | Research ----- |
|           | Papers Published                           | National -----             | International -----            |                |
|           | Papers Presented in Conferences            | National -----             | International -----            |                |
|           | PhD Guide? Give field & University         | Field-----                 | University JNTUH               |                |
|           | PhDs / Projects Guided                     | PhDs                       | Projects at Masters level----- |                |
|           | Books Published / IPRs/ Patents            | -----                      |                                |                |
|           | Professional Memberships                   | -----                      |                                |                |
|           | Consultancy Activities                     | -----                      |                                |                |
|           | Awards                                     | -----                      |                                |                |
|           | Grants fetched                             | -----                      |                                |                |
|           | Interaction with Professional Institutions | -----                      |                                |                |



Photo

|           |                         |                                |  |  |
|-----------|-------------------------|--------------------------------|--|--|
| <b>13</b> | Name of Teaching Staff* | <b>K V L D SPANDANA</b>        |  |  |
|           | Designation             | <b>ASSISTANT PROFESSOR</b>     |  |  |
|           | Department              | <b>PHARMACEUTICAL ANALYSIS</b> |  |  |

|  |                                    |   |                             |
|--|------------------------------------|---|-----------------------------|
| Date of Joining the Institution            | <b>04-07-2015</b>                  |  photo |                             |
| Qualifications with Class/Grade            | <b>UG I CLASS WITH DISTINCTION</b> | <b>PG I CLASS WITH DISTINCTION</b>  |                             |
| Total Experience in Years                  | Teaching                           | <b>3</b>  |                             |
| Papers Published                           | <b>2</b>                           |   |                             |
| Papers Presented in Conferences            | -                                  |   |                             |
| PhD Guide? Give field & University         | Field -                            |   | University -                |
| PhDs / Projects Guided                     | PhDs -                             |   | Projects at Masters level - |
| Books Published / IPRs/ Patents            | -                                  |   |                             |
| Professional Memberships                   | -                                  |   |                             |
| Consultancy Activities                     | -                                  |   |                             |
| Awards                                     | -                                  |   |                             |
| Grants fetched                             | -                                  |   |                             |
| Interaction with Professional Institutions | -                                  |   |                             |

|                                    |  |   |                           |   |
|------------------------------------|--|---|---------------------------|---|
| <b>13</b> Name of Teaching Staff*  | <b>S SOUJANYA</b>                      |   |                           |  |
| Designation                        | ASSISTANT PROFESSOR                    |   |                           |   |
| Department                         | PHARMACY                               |   |                           |   |
| Date of Joining the Institution    | <b>05/09/2018</b>                      |   |                           |   |
| Qualifications with Class/Grade    | UG B PHARMACY<br>1 <sup>ST</sup> CLASS | M PHARMACY 1 <sup>ST</sup><br>CLASS WITH<br>DISTINCTION | PhD                       |   |
| Total Experience in Years          | Teaching                               | <b>2</b><br>YEARS                                       | Industry                  | Research  |
| Papers Published                   | National                               |   | International             |   |
| Papers Presented in Conferences    | National                               |   | International             |   |
| PhD Guide? Give field & University | Field                                  |   | University                |   |
| PhDs / Projects Guided             | PhDs                                   |   | Projects at Masters level |   |
| Books Published / IPRs/ Patents    |  |   |                           |   |

|  |
|--|
| Professional Memberships                   |
| Consultancy Activities                     |
| Awards                                     |
| Grants fetched                             |
| Interaction with Professional Institutions |

|           |  |                            |                |                           |
|-----------|--|----------------------------|----------------|---------------------------|
| <b>13</b> | Name of Teaching Staff*                    | <b>P. Ramadevi</b>         |                |                           |
|           | Designation                                | <b>Assistant professor</b> |                |                           |
|           | Department                                 | <b>Pharmacology</b>        |                |                           |
|           | Date of Joining the Institution            | <b>30-04-2015</b>          |                |                           |
|           | Qualifications with Class/Grade            | UGDISTINCTION              | PG DISTINCTION | PhD                       |
|           | Total Experience in Years                  | Teaching 4                 | Industry       | Research                  |
|           | Papers Published                           | National 1                 |                | International             |
|           | Papers Presented in Conferences            | National                   |                | International             |
|           | PhD Guide? Give field & University         | Field                      |                | University                |
|           | PhDs / Projects Guided                     | PhDs                       |                | Projects at Masters level |
|           | Books Published / IPRs/ Patents            |                            |                |                           |
|           | Professional Memberships                   |                            |                |                           |
|           | Consultancy Activities                     |                            |                |                           |
|           | Awards                                     |                            |                |                           |
|           | Grants fetched                             |                            |                |                           |
|           | Interaction with Professional Institutions |                            |                |                           |




|           |                         |                            |  |  |
|-----------|-------------------------|----------------------------|--|--|
| <b>13</b> | Name of Teaching Staff* | <b>Humera Siddiq</b>       |  |  |
|           | Designation             | <b>Assistant Professor</b> |  |  |
|           | Department              | <b>Pharmacy Practice</b>   |  |  |




|  |                         |                              |
|--|-------------------------|------------------------------|
| Date of Joining the Institution            | 14-4-2018               |                              |
| Qualifications with Class/Grade            | Pharm D                 | PhD                          |
| Total Experience in Years                  | Teaching 1 year 5months | Industry Research            |
| Papers Published                           | National --             | International ---            |
| Papers Presented in Conferences            | National --             | International --             |
| PhD Guide? Give field & University         | Field--                 | University --                |
| PhDs / Projects Guided                     | PhDs --                 | Projects at Masters level -- |
| Books Published / IPRs/ Patents            | --                      |                              |
| Professional Memberships                   | --                      |                              |
| Consultancy Activities                     | --                      |                              |
| Awards                                     | --                      |                              |
| Grants fetched                             | --                      |                              |
| Interaction with Professional Institutions | --                      |                              |


|                                    |                                 |                                 |          |
|------------------------------------|---------------------------------|---------------------------------|----------|
| <b>13</b> Name of Teaching Staff*  | <b>G.swathi</b>                 |                                 |          |
| Designation                        | <b>Assistant professor</b>      |                                 |          |
| Department                         | <b>Pharmacy</b>                 |                                 |          |
| Date of Joining the Institution    | <b>11-09-2015</b>               |                                 |          |
| Qualifications with Class/Grade    | UG Distinction with first class | PG Distinction with first class | PhD      |
| Total Experience in Years          | Teaching 3                      | Industry                        | Research |
| Papers Published                   | National --                     | International --                |          |
| Papers Presented in Conferences    | National --                     | International --                |          |
| PhD Guide? Give field & University | Field--                         | University--                    |          |
| PhDs / Projects Guided             | PhDs                            | Projects at Masters level       |          |



Pho *Swathi* to

|  |      |
|--|------|
| Books Published / IPRs/ Patents            | ---- |
| Professional Memberships                   | --   |
| Consultancy Activities                     | --   |
| Awards                                     | --   |
| Grants fetched                             | --   |
| Interaction with Professional Institutions | --   |

|  |                                |         |                           |  |
|--|--------------------------------|---------|---------------------------|--|
| <b>13</b> Name of Teaching Staff*          | <b>RUPALI SAHEBRAO GAWANDE</b> |         |                           | <br>Photo |
| Designation                                | <b>ASSISTANT PROFESSOR</b>     |         |                           |  |
| Department                                 | <b>PHARMACY</b>                |         |                           |  |
| Date of Joining the Institution            | <b>10-06-14</b>                |         |                           |  |
| Qualifications with Class/Grade            | UG                             |         |                           |  |
| Total Experience in Years                  | Teaching                       | 08YEARS | Industry                  | Research   |
| Papers Published                           | National                       | 03      | International             | 02   |
| Papers Presented in Conferences            | National                       | 03      | International             |  |
| PhD Guide? Give field & University         | Field                          | -       | University                | -  |
| PhDs / Projects Guided                     | PhDs                           | -       | Projects at Masters level | -  |
| Books Published / IPRs/ Patents            | -                              |         |                           |  |
| Professional Memberships                   | -                              |         |                           |  |
| Consultancy Activities                     | -                              |         |                           |  |
| Awards                                     | -                              |         |                           |  |
| Grants fetched                             | -                              |         |                           |  |
| Interaction with Professional Institutions | -                              |         |                           |  |

|                                   |                            |  |  |   |
|-----------------------------------|----------------------------|--|--|---|
| <b>13</b> Name of Teaching Staff* | <b>PARAG SOPANRAO KALE</b> |  |  | <br>PARAG SOPAN KALE<br>DATE :20/03/2015 |
| Designation                       | <b>ASSISTANT PROFESSOR</b> |  |  |   |
| Department                        | <b>PHARMACY</b>            |  |  |   |

|  |                       |                                |               |
|--|-----------------------|--------------------------------|---------------|
| Date of Joining the Institution            | <b>28.07.2015</b>     |                                |               |
| Qualifications with Class/Grade            | UG- B.<br>PHARMACY    | PG P.<br>PHARMACY              | PhD -NA-      |
| Total Experience in Years                  | Teaching 4.4<br>years | Industry<br>4 yrs              | Research -NA- |
| Papers Published                           | National 1            | International 1                |               |
| Papers Presented in Conferences            | National -NA-         | International -NA-             |               |
| PhD Guide? Give field & University         | Field -NA-            | University -NA-                |               |
| PhDs / Projects Guided                     | PhDs -NA-             | Projects at Masters level -NA- |               |
| Books Published / IPRs/ Patents            | -NA-                  |                                |               |
| Professional Memberships                   | -NA-                  |                                |               |
| Consultancy Activities                     | -NA-                  |                                |               |
| Awards                                     | -NA-                  |                                |               |
| Grants fetched                             | -NA-                  |                                |               |
| Interaction with Professional Institutions | -NA-                  |                                |               |

|           |                                    |   |   |          |
|-----------|------------------------------------|---|---|----------|
| <b>13</b> | Name of Teaching Staff*            | <b>V. JHANSI LAXMI</b>                    |   |          |
|           | Designation                        | <b>Assistant professor</b>                |   |          |
|           | Department                         | <b>B.PHARMACY</b>                         |   |          |
|           | Date of Joining the Institution    | <b>JULY-16-2018</b>                       |   |          |
|           | Qualifications with Class/Grade    | 1 <sup>ST</sup> Class with<br>distinction | PG1 <sup>ST</sup> Class with<br>distinction | PhD      |
|           | Total Experience in Years          | Teaching 2                                | Industry                                    | Research |
|           | Papers Published                   | National                                  | International                               |          |
|           | Papers Presented in Conferences    | National                                  | International                               |          |
|           | PhD Guide? Give field & University | Field                                     | University                                  |          |
|           | PhDs / Projects Guided             | PhDs                                      | Projects at Masters level                   |          |
|           | Books Published / IPRs/ Patents    |   |   |          |
|           | Professional Memberships           |   |   |          |





|  |  |
|--|--|
| Consultancy Activities                     |  |
| Awards                                     |  |
| Grants fetched                             |  |
| Interaction with Professional Institutions |  |


|           |  |   |  |                           |
|-----------|--|---|--|---------------------------|
| <b>13</b> | Name of Teaching Staff*                    | DUBBASI VISHWANATH                        |  |                           |
|           | Designation                                | ASSISTANT PROFESSOR                       |  |                           |
|           | Department                                 | PHARMACY                                  |  |                           |
|           | Date of Joining the Institution            | 30/09/2015                                |  |                           |
|           | Qualifications with Class/Grade            | UG B<br>PHARMACY 1 <sup>ST</sup><br>CLASS | M PHARMACY<br>1 <sup>ST</sup> CLASS WITH<br>DISTICTION |                           |
|           | Total Experience in Years                  | Teaching 5                                | Industry   | Research                  |
|           | Papers Published                           | National                                  |  | International             |
|           | Papers Presented in Conferences            | National                                  |  | International             |
|           | PhD Guide? Give field & University         | Field                                     |  | University                |
|           | PhDs / Projects Guided                     | PhDs                                      |  | Projects at Masters level |
|           | Books Published / IPRs/ Patents            |   |  |                           |
|           | Professional Memberships                   |   |  |                           |
|           | Consultancy Activities                     |   |  |                           |
|           | Awards                                     |   |  |                           |
|           | Grants fetched                             |   |  |                           |
|           | Interaction with Professional Institutions |   |  |                           |




|           |                                 |                     |  |  |
|-----------|---------------------------------|---------------------|--|--|
| <b>13</b> | Name of Teaching Staff*         | SATTHANATHAN        |  |  |
|           | Designation                     | ASSOCIATE PROFESSOR |  |  |
|           | Department                      | PHARMACY            |  |  |
|           | Date of Joining the Institution | 21-02-2014          |  |  |
|           | Qualifications with Class/Grade | PHD                 |  |  |



|  |                |                                |
|--|----------------|--------------------------------|
| Total Experience in Years                  | Teaching 8 YRS | Research                       |
| Papers Published                           | National -- 12 | International ---              |
| Papers Presented in Conferences            | National --2   | International --               |
| PhD Guide? Give field & University         | Field--        | University --ANNAMALAI         |
| PhDs / Projects Guided                     | PhDs --        | Projects at Masters level --10 |
| Books Published / IPRs/ Patents            | --             |                                |
| Professional Memberships                   | --             |                                |
| Consultancy Activities                     | --             |                                |
| Awards                                     | --             |                                |
| Grants fetched                             | --             |                                |
| Interaction with Professional Institutions | --             |                                |

|           |                                 |                                    |   |
|-----------|---------------------------------|------------------------------------|---|
| <b>13</b> | Name of Teaching Staff*         | <b>A NIHARIKA</b>                  |  |
|           | Designation                     | <b>ASST PROFESSOR</b>              |   |
|           | Department                      | <b>PHARMACY</b>                    |   |
|           | Date of Joining the Institution | <b>28-02-2014</b>                  |   |
|           | Qualifications with Class/Grade | PG                                 |   |
|           | Total Experience in Years       | Teaching 5YRS                      |   |
|           | Papers Published                | National -- 5<br>International --- |   |

|  |              |                               |
|--|--------------|-------------------------------|
| Papers Presented in Conferences            | National --1 | International --              |
| PhD Guide? Give field & University         | Field--      | University --                 |
| PhDs / Projects Guided                     | PhDs --      | Projects at Masters level --5 |
| Books Published / IPRs/ Patents            | --           |                               |
| Professional Memberships                   | --           |                               |
| Consultancy Activities                     | --           |                               |
| Awards                                     | --           |                               |
| Grants fetched                             | --           |                               |
| Interaction with Professional Institutions | --           |                               |

|           |                                    |   |  |
|-----------|------------------------------------|---|--|
| <b>13</b> | Name of Teaching Staff*            | <b>P ALIVELU</b>                        |  |
|           | Designation                        | <b>ASST PROFESSOR</b>                   |  |
|           | Department                         | <b>PHARMACY</b>                         |  |
|           | Date of Joining the Institution    | <b>08-11-2015</b>                       |  |
|           | Qualifications with Class/Grade    | PG FIRST CLASS                          |  |
|           | Total Experience in Years          | Teaching 3YRS                           |  |
|           | Papers Published                   | National --<br>International ---        |  |
|           | Papers Presented in Conferences    | National --<br>International --         |  |
|           | PhD Guide? Give field & University | Field--<br>University --                |  |
|           | PhDs / Projects Guided             | PhDs --<br>Projects at Masters level -- |  |
|           | Books Published / IPRs/ Patents    | --                                      |  |
|           | Professional Memberships           | --                                      |  |
|           | Consultancy Activities             | --                                      |  |
|           | Awards                             | --                                      |  |
|           | Grants fetched                     | --                                      |  |

|  |    |
|--|----|
| Interaction with Professional Institutions | -- |
|--|----|


|    |  |                            |                               |
|----|--|----------------------------|-------------------------------|
| 13 | Name of Teaching Staff*                    | <b>DR RAVI SHANKER</b>     |                               |
|    | Designation                                | <b>ASSOCIATE PROFESSOR</b> |                               |
|    | Department                                 | <b>PHARMACY</b>            |                               |
|    | Date of Joining the Institution            | <b>12-04-2014</b>          |                               |
|    | Qualifications with Class/Grade            | PG FIRST CLASS             |                               |
|    | Total Experience in Years                  | Teaching 5                 | Research                      |
|    | Papers Published                           | National --10              | International ---             |
|    | Papers Presented in Conferences            | National --4               | International --              |
|    | PhD Guide? Give field & University         | Field--                    | University --                 |
|    | PhDs / Projects Guided                     | PhDs --                    | Projects at Masters level --6 |
|    | Books Published / IPRs/ Patents            | - LAB MANUAL BPPK          |                               |
|    | Professional Memberships                   | --I PA                     |                               |
|    | Consultancy Activities                     | --                         |                               |
|    | Awards                                     | --                         |                               |
|    | Grants fetched                             | --                         |                               |
|    | Interaction with Professional Institutions | --                         |                               |



|    |                                 |                       |                   |
|----|---------------------------------|-----------------------|-------------------|
| 13 | Name of Teaching Staff*         | <b>B MAMATHA</b>      |                   |
|    | Designation                     | <b>ASST PROFESSOR</b> |                   |
|    | Department                      | <b>PHARMACY</b>       |                   |
|    | Date of Joining the Institution | <b>28-12-2015</b>     |                   |
|    | Qualifications with Class/Grade | PG FIRST CLASS        |                   |
|    | Total Experience in Years       | Teaching 3            | Research          |
|    | Papers Published                | National --4          | International --- |



|  |             |                              |
|--|-------------|------------------------------|
| Papers Presented in Conferences            | National -- | International --             |
| PhD Guide? Give field & University         | Field--     | University --                |
| PhDs / Projects Guided                     | PhDs --     | Projects at Masters level -- |
| Books Published / IPRs/ Patents            | --          |                              |
| Professional Memberships                   | --          |                              |
| Consultancy Activities                     | --          |                              |
| Awards                                     | --          |                              |
| Grants fetched                             | --          |                              |
| Interaction with Professional Institutions | --          |                              |

|           |  |                       |  |                              |
|-----------|--|-----------------------|--|------------------------------|
| <b>13</b> | Name of Teaching Staff*                    | <b>K JANAKI</b>       |  |                              |
|           | Designation                                | <b>ASST PROFESSOR</b> |  |                              |
|           | Department                                 | <b>PHARMACY</b>       |  |                              |
|           | Date of Joining the Institution            | <b>17-09-2015</b>     |  |                              |
|           | Qualifications with Class/Grade            | PG FIRST CLASS        |  |                              |
|           | Total Experience in Years                  | Teaching 3            |  | Research                     |
|           | Papers Published                           | National --2          |  | International ---            |
|           | Papers Presented in Conferences            | National --           |  | International --             |
|           | PhD Guide? Give field & University         | Field--               |  | University --                |
|           | PhDs / Projects Guided                     | PhDs --               |  | Projects at Masters level -- |
|           | Books Published / IPRs/ Patents            | --                    |  |                              |
|           | Professional Memberships                   | --                    |  |                              |
|           | Consultancy Activities                     | --                    |  |                              |
|           | Awards                                     | --                    |  |                              |
|           | Grants fetched                             | --                    |  |                              |
|           | Interaction with Professional Institutions | --                    |  |                              |

|           |   |   |          |                             |
|-----------|---|---|----------|-----------------------------|
| <b>13</b> | Name of Teaching Staff*                       | <b>Mrs. G. Mary Ratna Anitha</b>              |          |                             |
|           | Designation                                   | <b>Assistant Professor</b>                    |          |                             |
|           | Department                                    | <b>Pharmaceutical Bio-technology</b>          |          |                             |
|           | Date of Joining the Institution               | <b>26.06.2014</b>                             |          |                             |
|           | Qualifications with Class/Grade               | m-pharmacy<br>first class with<br>distinction | PG       | PhD                         |
|           | Total Experience in Years                     | Teaching-<br><b>9 years</b>                   | Industry | Research                    |
|           | Papers Published                              | National-<br><b>no</b>                        |          | International-no            |
|           | Papers Presented in<br>Conferences            | National-<br><b>no</b>                        |          | International-no            |
|           | PhD Guide? Give field &<br>University         | Field   |          | University                  |
|           | PhDs / Projects Guided                        | PhDs  |          | Projects at Masters level-5 |
|           | Books Published / IPRs/ Patents               | <b>No</b>                                     |          |                             |
|           | Professional Memberships                      | <b>No</b>                                     |          |                             |
|           | Consultancy Activities                        | <b>No</b>                                     |          |                             |
|           | Awards  | <b>No</b>                                     |          |                             |
|           | Grants fetched                                | <b>No</b>                                     |          |                             |
|           | Interaction with Professional<br>Institutions | <b>No</b>                                     |          |                             |



|           |                                 |                                 |          |           |
|-----------|---------------------------------|---------------------------------|----------|-----------|
| <b>13</b> | Name of Teaching Staff*         | <b>Dr. pratap kumar patra</b>   |          |           |
|           | Designation                     | <b>Associate Professor</b>      |          |           |
|           | Department                      | <b>Pharmaceutical chemistry</b> |          |           |
|           | Date of Joining the Institution | <b>03.12.2012</b>               |          |           |
|           | Qualifications with Class/Grade | UG-m pharm                      | PG       | PhD -ph d |
|           | Total Experience in             | Teaching-10                     | Industry | Research  |



|  |                                |
|--|--------------------------------|
| Years                                      | years                          |
| Papers Published                           | National-10 International-14   |
| Papers Presented in Conferences            | National International-4       |
| PhD Guide? Give field & University         | Field-no University-no         |
| PhDs / Projects Guided                     | PhDs Projects at Masters level |
| Books Published / IPRs/ Patents            | No                             |
| Professional Memberships                   | No                             |
| Consultancy Activities                     | No                             |
| Awards                                     | No                             |
| Grants fetched                             | No                             |
| Interaction with Professional Institutions | No                             |

|                                    |                                 |  |          |
|------------------------------------|---------------------------------|--|----------|
| <b>13</b> Name of Teaching Staff*  | <b>Dr .V. Sivajothi</b>         |  |          |
| Designation                        | <b>Professor</b>                |  |          |
| Department                         | <b>Pharmaceutical chemistry</b> |  |          |
| Date of Joining the Institution    | <b>08.05.2014</b>               |  |          |
| Qualifications with Class/Grade    | UG-B PHARM                      | PG-M PHARM                                       | PhD-PHD  |
| Total Experience in Years          | Teaching-16 YEARS               | Industry   | Research |
| Papers Published                   | National-15                     | International-4                                  |          |
| Papers Presented in Conferences    | National-12                     | International                                    |          |
| PhD Guide? Give field & University | Field-Pharmacology              | University-krishna university<br>RGHVS,BANGALORE |          |
| PhDs / Projects Guided             | PhDs-NO                         | Projects at Masters level-NO                     |          |
| Books Published / IPRs/ Patents    | NO                              |  |          |
| Professional Memberships           | NO                              |  |          |
| Consultancy Activities             | NO                              |  |          |



|           |  |  |
|-----------|--|--|
|           | Awards                                     | NO   |
|           | Grants fetched                             | NO   |
|           | Interaction with Professional Institutions | NO   |
| <b>13</b> | Name of Teaching Staff*                    | <b>R RENUKA</b>                            |
|           | Designation                                | <b>ASST PROFESSOR</b>                      |
|           | Department                                 | <b>PHARMACY</b>                            |
|           | Date of Joining the Institution            | <b>23.06.2016</b>                          |
|           | Qualifications with Class/Grade            | M-pharmacy first class with distinction PG |
|           | Total Experience in Years                  | Teaching- 2 YRS                            |
|           | Papers Published                           | National-no International-no               |
|           | Papers Presented in Conferences            | National-no International-no               |
|           | PhD Guide? Give field & University         | Field University                           |
|           | PhDs / Projects Guided                     | PhDs Projects at Masters level-            |
|           | Books Published / IPRs/ Patents            | No   |
|           | Professional Memberships                   | No   |
|           | Consultancy Activities                     | No   |
|           | Awards                                     | No   |
|           | Grants fetched                             | No   |
|           | Interaction with Professional Institutions | No   |





|           |  |   |                            |  |
|-----------|--|---|----------------------------|--|
| <b>13</b> | Name of Teaching Staff*                    | <b>S RAJASHEKAR</b>                     |                            |  |
|           | Designation                                | <b>ASST PROFESSOR</b>                   |                            |  |
|           | Department                                 | <b>PHARMACY</b>                         |                            |  |
|           | Date of Joining the Institution            | <b>17-07-2016</b>                       |                            |  |
|           | Qualifications with Class/Grade            | M-pharmacy first class with distinction | PG                         |  |
|           | Total Experience in Years                  | Teaching-                               | 2 YRS                      |  |
|           | Papers Published                           | National-no                             | International-no           |  |
|           | Papers Presented in Conferences            | National-no                             | International-no           |  |
|           | PhD Guide? Give field & University         | Field                                   | University                 |  |
|           | PhDs / Projects Guided                     | PhDs                                    | Projects at Masters level- |  |
|           | Books Published / IPRs/ Patents            | <b>No</b>                               |                            |  |
|           | Professional Memberships                   | <b>No</b>                               |                            |  |
|           | Consultancy Activities                     | <b>No</b>                               |                            |  |
|           | Awards                                     | <b>No</b>                               |                            |  |
|           | Grants fetched                             | <b>No</b>                               |                            |  |
|           | Interaction with Professional Institutions | <b>No</b>                               |                            |  |



|           |                                 |   |                  |     |
|-----------|---------------------------------|---|------------------|-----|
| <b>13</b> | Name of Teaching Staff*         | <b>A KALPANA</b>                        |                  |     |
|           | Designation                     | <b>ASST PROFESSOR</b>                   |                  |     |
|           | Department                      | <b>PHARMACY</b>                         |                  |     |
|           | Date of Joining the Institution | <b>06-01-2014</b>                       |                  |     |
|           | Qualifications with Class/Grade | M-pharmacy first class with distinction | PG               | PhD |
|           | Total Experience in Years       | Teaching-                               | 4 YRS            |     |
|           | Papers Published                | National-no                             | International-no |     |
|           | Papers Presented in Conferences | National-no                             | International-no |     |
|           | PhD Guide? Give field &         | Field                                   | University       |     |



|  |                                 |
|--|---------------------------------|
| University                                 |                                 |
| PhDs / Projects Guided                     | PhDs Projects at Masters level- |
| Books Published / IPRs/ Patents            | No                              |
| Professional Memberships                   | No                              |
| Consultancy Activities                     | No                              |
| Awards                                     | No                              |
| Grants fetched                             | No                              |
| Interaction with Professional Institutions | No                              |

|                                   |                               |
|-----------------------------------|-------------------------------|
| <b>13</b> Name of Teaching Staff* | <b>SRI HARINI MALLI REDDY</b> |
| Designation                       | <b>ASST PROFESSOR</b>         |
| Department                        | <b>PHARMACY</b>               |
| Date of Joining the Institution   | <b>25-05-2014</b>             |



|  |   |          |                            |
|--|---|----------|----------------------------|
| Qualifications with Class/Grade            | M-pharmacy first class with distinction | PG       | PhD                        |
| Total Experience in Years                  | Teaching-                               | Industry | Research                   |
| Papers Published                           | National-no                             |          | International-no           |
| Papers Presented in Conferences            | National-no                             |          | International-no           |
| PhD Guide? Give field & University         | Field                                   |          | University                 |
| PhDs / Projects Guided                     | PhDs                                    |          | Projects at Masters level- |
| Books Published / IPRs/ Patents            | No                                      |          |                            |
| Professional Memberships                   | No                                      |          |                            |
| Consultancy Activities                     | No                                      |          |                            |
| Awards                                     | No                                      |          |                            |
| Grants fetched                             | No                                      |          |                            |
| Interaction with Professional Institutions | No                                      |          |                            |

|           |  |   |                            |
|-----------|--|---|----------------------------|
| <b>13</b> | Name of Teaching Staff*                    | <b>R SHARADA</b>                        |                            |
|           | Designation                                | <b>ASST PROFESSOR</b>                   |                            |
|           | Department                                 | <b>PHARMACY</b>                         |                            |
|           | Date of Joining the Institution            | <b>16-06-2015</b>                       |                            |
|           | Qualifications with Class/Grade            | M-pharmacy first class with distinction | PG                         |
|           | Total Experience in Years                  | Teaching- 3 YRS                         |                            |
|           | Papers Published                           | National-no                             | International-no           |
|           | Papers Presented in Conferences            | National-no                             | International-no           |
|           | PhD Guide? Give field & University         | Field                                   | University                 |
|           | PhDs / Projects Guided                     | PhDs                                    | Projects at Masters level- |
|           | Books Published / IPRs/ Patents            | <b>No</b>                               |                            |
|           | Professional Memberships                   | <b>No</b>                               |                            |
|           | Consultancy Activities                     | <b>No</b>                               |                            |
|           | Awards                                     | <b>No</b>                               |                            |
|           | Grants fetched                             | <b>No</b>                               |                            |
|           | Interaction with Professional Institutions | <b>No</b>                               |                            |



|           |                                 |   |                  |
|-----------|---------------------------------|---|------------------|
| <b>13</b> | Name of Teaching Staff*         | <b>T SHIVA KUMAR</b>                    |                  |
|           | Designation                     | <b>ASST PROFESSOR</b>                   |                  |
|           | Department                      | <b>PHARMACY</b>                         |                  |
|           | Date of Joining the Institution | <b>28-12-2015</b>                       |                  |
|           | Qualifications with Class/Grade | M-pharmacy first class with distinction | PG               |
|           | Total Experience in Years       | Teaching- 3 YRS                         |                  |
|           | Papers Published                | National-no                             | International-no |
|           | Papers Presented in Conferences | National-no                             | International-no |



|  |       |                            |
|--|-------|----------------------------|
| PhD Guide? Give field & University         | Field | University                 |
| PhDs / Projects Guided                     | PhDs  | Projects at Masters level- |
| Books Published / IPRs/ Patents            | No    |                            |
| Professional Memberships                   | No    |                            |
| Consultancy Activities                     | No    |                            |
| Awards                                     | No    |                            |
| Grants fetched                             | No    |                            |
| Interaction with Professional Institutions | No    |                            |

|           |                                    |                 |       |                    |
|-----------|------------------------------------|-----------------|-------|--------------------|
| <b>14</b> | Admission quota#                   |                 |       |                    |
|           | Entrance test / admission criteria | <b>TSEAMCET</b> |       |                    |
|           | Cut off / last candidate admitted  | 65233           | 77845 | <b>74536</b>       |
|           | Fees in rupees                     | 55000           | 55000 | 55000 <sub>2</sub> |
|           | Number of Fee Waivers offered      | 41              | 55    | <b>64</b>          |
|           | Admission Calendar                 | <b>YES</b>      |       |                    |
|           | PIO quota                          | Yes             |       |                    |

|           |                                    |                           |  |  |
|-----------|------------------------------------|---------------------------|--|--|
| <b>15</b> | Infrastructural information^       | <b>Enclosure II</b>       |  |  |
|           | Classroom/Tutorial Room facilities | <b>Enclosure II</b>       |  |  |
|           | Laboratory details                 | <b>Enclosure II</b> Photo |  |  |
|           | Computer Centre facilities         | <b>Enclosure II</b> Photo |  |  |
|           | Library facilities                 | <b>Enclosure II</b> Photo |  |  |
|           | Auditorium / Seminar Halls / Amphi | <b>Enclosure II</b> Photo |  |  |
|           | Cafeteria                          | <b>Enclosure II</b> Photo |  |  |
|           | Indoor Sports facilities           | <b>Enclosure II</b> Photo |  |  |
|           | Outdoor Sports facilities          | <b>Enclosure II</b> Photo |  |  |
|           | Gymnasium facilities               | <b>Enclosure II</b> Photo |  |  |
|           | Facilities for disabled            | <b>Enclosure II</b> Photo |  |  |
|           | Any other facilities               | <b>Enclosure II</b> Photo |  |  |
|           |                                    |                           |  |  |

|           |   |                                       |
|-----------|---|---------------------------------------|
| <b>16</b> | Boys Hostel                             | <b>Enclosure II Photo</b>             |
|           | Girls Hostel                            | <b>Enclosure II Photo</b>             |
|           | Medical & other Facilities at Hostel    | <b>Enclosure II Photo</b>             |
| <b>17</b> | Academic Sessions                       | <b>Semester</b>                       |
|           | Examination system, Year / Sem          | <b>Semester</b>                       |
|           | Period of declaration of results        | <b>April</b>                          |
| <b>18</b> | Counseling / Mentoring                  | <b>Counseling</b>                     |
|           | Career Counseling                       | <b>YES</b>                            |
|           | Medical facilities                      | <b>YES</b>                            |
|           | Student Insurance                       | <b>YES</b>                            |
| <b>19</b> | Students Activity Body                  | <b>YES</b>                            |
|           | Cultural activities                     | YES                                   |
|           | Sports activities                       | YES                                   |
|           | Literary activities                     | YES                                   |
|           | Magazine / Newsletter                   | YES                                   |
|           | Technical activities / TechFest         | YES                                   |
|           | Industrial Visits / Tours               | YES                                   |
|           | Alumni activities                       | YES                                   |
| <b>20</b> | Name of the Information Officer for RTI | <b>Dr. S. A. Sreenivas</b>            |
|           | Designation                             | <b>Principal</b>                      |
|           | Phone number with STD code              | 08414<br>-<br>32091<br>9              |
|           | FAX number with STD code                | 040-<br>30522<br>458                  |
|           | Email                                   | <b>principalsdip@sreedattha.ac.in</b> |

CAY=Current Academic Year

\*Repeat this template for each department / staff.

#Repeat this template for additional quota, if any.

^Add photographs

## Appendix 9

### Format for Detailed Project Report (DPR) for establishment of New Technical Institution

#### 1 PREAMBLE

This Chapter is expected to cover the genesis of the proposal with respect to the background of the technical education and industry scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the promoters for preparation of the DPR

- 1.1 Introduction
- 1.2 Background of the Consultants
- 1.3 Technical Education & Industry Scenario

#### 2 THE PROMOTING BODY

This Chapter is expected to cover the status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz. Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, Educational activities along with a list of major activities undertaken to date, its mission and vision.

- 2.1 Introduction to its Genesis including its Registration Status
- 2.2 Details of its Promoters including their Background
- 2.3 Activities of the Promoting Body including a listing of major educational
- 2.4 promotion activities undertaken by it in the past
- 2.5 Mission of the Promoting Body
- 2.6 Vision of the Promoting Body

#### 3 OBJECTIVES AND SCOPE OF THE PROPOSED INSTITUTION

This Chapter is expected to cover the goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing technical education and industry scenario in the State, Availability of students for admission, particularly the number of students passing the qualifying examination viz. +2 Science in First Class and the number of seats already available in the particular course (B. E. / B. Pharm / B. Arch. / BHMCT / MBA / MCA etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available

- 3.1 Objectives of the Institution
- 3.2 General and Technical Education Scenario of the State
- 3.3 Status at Entry Level
- 3.4 Status of Technical Level manpower
- 3.5 Industrial Scenario of the State
- 3.6 Scope of the College vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.

#### 4 ACADEMIC PROGRAMMES

This Chapter is expected to cover the basic Academic Philosophy of the Institution and to list the identified Programmes, targets, and various facilities

- 4.1 Basic Academic Philosophy of the Institution
- 4.2 Types of Programmes
- 4.3 Identified Programmes

- 4.4 Phase-wise Introduction of Programmes & Intake
- 4.5 Target Date for Start of Academic Programmes
- 4.6 Central Computing facility
- 4.7 Central library
- 4.8 Central Workshop
- 4.9 Central Instrumentation Facility
- 4.10 Affiliating Body
- 4.11 Scholarships

In case of PGDM programmes, comprehensive details in respect of admission procedure, programme structure, curriculum outline and contents, evaluation system etc. should necessarily be submitted.

## 5 SALIENT FEATURES OF ACADEMIC DIVISIONS

This Chapter is expected to give phase-wise details of the Academic Programmes / Divisions that the Proposed Institution desires to setup in consonance with its Academic Philosophy including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division

- 5.1 Classification of Academic Divisions i.e. Departments, Centres, Schools, Central Academic Facilities
- 5.2 Details of each Academic Department / Centre, like:
  - 5.2.1 Academic Objectives
  - 5.2.2 Areas of Focus
  - 5.2.3 Academic Programme
  - 5.2.4 Faculty Requirement & Phase-wise Recruitment
  - 5.2.5 Requirement of Laboratories, Space and Equipment (cost)
  - 5.2.6 Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

## 6 QUALITY AND HUMAN RESOURCE DEVELOPMENT

This Chapter is expected to cover the Human Resource Developmental aspects of the proposed Institution including the Policies of the Management to promote excellence among Faculty & Staff, Strategies to attract and retain bright faculty and methodologies towards quality management and fostering of academic excellence

- 6.1 Academic Values
- 6.2 Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder
- 6.3 Policies for Teaching and Non-teaching Staff Development
- 6.4 Permanent and Contract Services for Teaching, Non-teaching and other support Personnel
- 6.5 Total Quality Management
- 6.6 Overall Teaching and Non-teaching Staff Requirements

## 7 LINKAGES IN TECHNICAL EDUCATION

This Chapter is expected to elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for contribution of the Institutions to Society at large

- Introduction
- 7.1 Linkages with Industry
- 7.2 Linkages with the Community
- 7.3 Linkages with other Technical Institutions in the region
- 7.4 Linkages with Institutions of excellence such as the IITs and IISc., Bangalore Linkages Abroad
- 7.5 Linkages with R&D Laboratories

## **8 GOVERNANCE AND ACADEMIC & ADMINISTRATIVE MANAGEMENT**

This Chapter is expected to cover the basic Philosophy of Governance and Administrative Management including the structure of its Board of Governors (BOG), the organizational chart for operational management along with responsibilities vested at various levels of Administrative hierarchy. It is expected that a well thought out method of Institutional Governance and Administration will be the key to its growth and success

- 8.1 Philosophy of Governance
- 8.2 Board of Governors
- 8.3 Organizational Structure & Chart for day-to-day Operations & Management
- 8.4 Role and Responsibilities of Key Senior Positions
- 8.5 Methods / Style of Administration / Management

## **9 CONCEPTUAL MASTER PLAN FOR MAIN CAMPUS DEVELOPMENT**

This Chapter is expected to cover the details of the Master Plan for Campus Development starting from the selection of site to the proposed land use pattern and the Phase-wise construction of various facilities / utilities to the level of landscaping. Institutional aspects of development is expected to be taken up in consonance with the Master plan keeping in view various aspects of convenience, safety and utility of the facilities

- 9.1 The Site
- 9.2 Proposed Land Use Pattern
- 9.3 Design Concept
- 9.4 Buildings and Facilities in the Campus
- 9.5 External Services
- 9.6 Construction Systems and Materials
- 9.7 Landscape Proposal

## **10 REQUIREMENT OF STAFF, SPACE & EQUIPMENT AND THEIR COST**

This Chapter is expected to make a consolidated estimate of Phase-wise requirements of the staff, building, equipment and their cost, along with strategies for the mobilization of funds required

- 10.1 Introduction
- 10.2 Faculty Requirements
- 10.3 Non-teaching Staff Requirements
- 10.4 Building Requirements: Area and Costs
- 10.5 Estimated Cost of Equipment
- 10.5 Phase-wise Financial Requirements
- 10.6 Strategies for Financial Mobilization

## **11 ACTION PLAN FOR IMPLEMENTATION**

This Chapter is expected to cover the Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation Strategy including financial out lay

- 11.1 Activity Chart
- 11.2 Constraints
- 11.3 Financial Outlay
- 11.4 Strategy for Implementation

## **12 EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT**

This Chapter is expected to present a Summary of the DPR as per the following format for ready reference



## 12.1 Details about the Promoting Body

- 12.1.1 Name and Address of the Promoting Body  
 12.1.2 Date of Registration / Establishment of the Promoting Body  
 12.1.3 Nature of the Promoting Body:  
 12.1.4 Activities of the Promoting Body since inception  
 12.1.5 Constitution of the Promoting Body

| Name | Academic Qualification |               | Nature of Association with the Promoting Body | Experience in Academic Institutions (in Years) |     |                | Overall Experience (in Years) |
|------|------------------------|---------------|---|--|-----|----------------|-------------------------------|
|      | Technical              | Non Technical |   | Promotional                                    | Mgt | Organisational |                               |
|      |                        |               |   |  |     |                |                               |

- 12.1.6 Details about the Proposed Institution  
 12.1.7 Development Plan for the Proposed Institution  
 12.1.8 Vision of the Promoting Body  
 12.1.9 Mission of the Promoting Body

## 12.2 Details about the proposed Institution

- 12.2.1 Category of Institution  
 12.2.2 Name of the Proposed Programme  
 12.2.3 Address of the Proposed Institution  
 12.2.4 Nearest City / Town / Airport / Railway station (Enclose map indicating access to the Institution from the nearest airport / railway station)  
 12.2.5 Type of the Institution  
 12.2.6 Name of the affiliating University

## 12.3 Development plan for the proposed Institution for next 10 years, project cost &amp; schedule

- 12.3.1 Preliminary And Pre-Operative Expenses (Including land cost, land development, approach road, electricity and water connections, fencing etc.)  
 12.3.2 Projections for next 10 years
- Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment & for next 10 years at intervals of five years.
  - Give a bar chart indicating the recruitment of faculty (separately for Lecturer, Assistant Professor, Professor) for the proposed project at the time of establishment & for next 10 years at intervals of five years.
  - Give a bar chart indicating creation of built up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment & for next 10 years at intervals of five years.
  - Give a bar chart indicating investment on equipment and machinery for the proposed project at the time of establishment & for next 10 years at intervals of five years.
  - Total Project cost (at the time of establishment and next five years)

| Year | Courses / Intake Proposed (I) | Built up area / Investment to be made (Sqmt / Rs.) (II) | Investment on Furniture & Accessories (Rs. in Lakhs) (III) | Investment on Equipment / Machinery (Rs. in Lakhs) (IV) | Projected expenditure on Salary of Staff per annum (Rs. in Lakhs) (V) | Investment on Library (Rs. in Lakhs) (VI) | Total Project Cost (I to VI) and Preoperative Exp.) (Rs. in Lakhs) |
|------|-------------------------------|---|--|---|---|---|--|
|      |                               |   |  |   |   |   |  |

- f Details for mobilization / source of funds (capital & recurring) (At the time of establishment and next five years) (Rs. in Lacs)

| Year | From Applicant | Donations | Grants from Government | Fees | Loan | Others |
|------|----------------|-----------|------------------------|------|------|--------|
|      |                |           |                        |      |      |        |

- g Recruitment of faculty (At the time of establishment and next five years)

| Year | Recruitment |                 |          | Total |
|------|-------------|-----------------|----------|-------|
|      | Professor   | Asst. Professor | Lecturer |       |
|      |             |                 |          |       |

- h Recruitment of non-teaching staff (at the time of establishment and next five years)

| Year | Recruitment |                | Total |
|------|-------------|----------------|-------|
|      | Technical   | Administrative |       |
|      |             |                |       |

- i Proposed structure of governing body

| Sr. | Trust / Society Representative | Academic Background |               | Industry Rep. | Others |
|-----|--------------------------------|---------------------|---------------|---------------|--------|
|     |                                | Technical           | Non Technical |               |        |
|     |                                |                     |               |               |        |

- j Industry Linkages (at the time of establishment, and next five years)

### DECLARATION

I / We, on behalf of "....." hereby confirm that this Detailed Project Report has been prepared for its proposed Technical Institution under the name and style of ".....". It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the proposal may be rejected.

Place:

Date:

(Authorized Signatory of the applicant)

Name

Designation

Seal

## Appendix 10

### Prevention and prohibition of Ragging

#### 1 Objectives

In view of the directions of the Honourable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

#### 2 What Constitutes Ragging

Ragging constitutes one or more of any of the following acts:

1. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### 3 Measures for prevention of ragging

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/ affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt/Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.
3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
5. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
6. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
7. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof, including digital copies of the affidavits and such digital copy should be made available to the Council or to an Agency identified/nominated by the Council.
8. The Council or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.
9. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.
10. In case of freshers admitted to a Hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.

11. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
12. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.
13. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
14. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
15. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
16. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
17. The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions' resolve to ban ragging and punish those found guilty without fear or favor.
18. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.
19. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
20. The technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.
21. The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.
22. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

#### 4 Monitoring mechanism in technical institution, University including Deemed to be University imparting technical education

1. **Anti-ragging Committee:** Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.
2. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
3. **Anti-Ragging Squad:** Every institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
4. It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
5. It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.
6. **Mentoring Cell:** Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
7. **Monitoring Cell on Ragging:-** The State Govt./UT and the affiliating University shall set up a Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.
8. The Monitoring Cell shall coordinate with the the institutions, universities including deemed to be universities imparting technical education to achieve the objectives of these Regulations; and the

Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.

9. The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

## **5 Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.**

1. The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.
2. The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.
3. Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.
4. The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

## **6 Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following,
  - a. Cancellation of admission
  - b. Suspension from attending classes

- c. Withholding/withdrawing scholarship/fellowship and other benefits
- d. Debaring from appearing in any test/examination or other evaluation process
- e. Withholding results
- f. Debaring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- g. Suspension/expulsion from the hostel
- h. Rustication from the institution for period ranging from 1 to 4 semesters
- i. Expulsion from the institution and consequent debaring from admission to any other institution.
- j. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.

An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- a. In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University;
  - b. In case of an order of a University, to its Chancellor.
  - c. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council form time to time.

## **7 Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging**

1. Role of the concerned technical institutions, Universities including Deemed to be Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti ragging measures and to investigate specific instances of ragging and take appropriate action.
2. The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to the Council annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.
3. All Letters of Approval issued by the Council such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical institutions, release of grants, letters of approval issued to integrated campus, second shift etc. shall contain a specific clause of prevention of ragging.
4. The Council shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one of more of the following measures, namely;
  - a. No admission/Withdrawal of approval granted under section 10(k) of AICTE Act.
  - b. Withholding any grant allocated.
  - c. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Council.
  - d. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the AICTE web portal, declaring that the institution does not possess the minimum academic standards.



- e. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.
5. As regards the Universities including Deemed to be Universities imparting technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Govt. of India and the concerned State Govt./UT. The UGC, MHRD Govt. of India, and the State Govt./UT concerned shall initiate immediate action on the recommendations of the Council.

## **8 Duties and Responsibilities of the All India Council for technical Education**

1. All India Council for technical Education, or the Central Government or the agency authorized for the purpose shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
2. Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
3. The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
4. The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti-ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
5. The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
6. The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the All India Council for technical Education/Central Government.

## **9 The All India Council for technical Education shall take the following regulatory steps**

1. The All India Council for technical Education shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
2. The All India Council for technical Education shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.

3. The All India Council for technical Education shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the All India Council for technical Education, that the institution has complied with the anti-ragging measures.
4. Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by National Board of Accreditation or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
5. The All India Council for technical Education shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/Central Government and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
6. The All India Council for technical Education shall institute an Anti-Ragging Cell within the Council as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cells and University Level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/central Government.

## Details regarding structure of various Committees of the Council

| Name of the Committee | Constituted by                 | Composition   | Quorum  |
|-----------------------|--------------------------------|---|---|
| Executive Committee   | Notified under AICTE ACT 1987. | <ul style="list-style-type: none"> <li>• The Chairman, AICTE as Chairman</li> <li>• The Vice Chairman, AICTE</li> <li>• Secretary to the GOI in Inistry of the Central Government dealing with Education(Ex Officio)</li> <li>• Two Chairmen of the Regional Committees</li> <li>• Three Chairmen of the Board of Studies</li> <li>• A member of the Council representing the Ministry of Finance of the Central Government. (Ex Officio)</li> <li>• Four out of eight members of the Council representing the States and Union Territories on rotation)</li> <li>• Four Members with expertise and distinction in areas relevant to Technical Education to be nominated by the Chairman of the Council</li> <li>• The Chairman, UGC(Ex Officio)</li> <li>• The Director, IAMR(Ex Officio)</li> <li>• The Director, ICAR(Ex Officio)</li> <li>• Member Secretary, AICTE</li> </ul>  | 1/3 members   |
| Appellate Committee   | Chairman, AICTE                | <ul style="list-style-type: none"> <li>• An educationist/academician of eminence, not below the level of vice-chancellor of a University (Retired or in position) or Director(Retired or in position) of IIT/NIT/IIM* (*for Management Applications)as Chairman</li> <li>• Two expert members not below the level of Associate Professor in the field of Architecture/Civil Engineering or related fields from IITs/ IIMs/ Institutions of National Importance.</li> </ul>  | <ul style="list-style-type: none"> <li>• Chairman</li> <li>• One Expert member</li> </ul> |
| Regional Committee    | Chairman, AICTE                | <ul style="list-style-type: none"> <li>• Chairman to be nominated by the Chairman, AICTE</li> <li>• Four Members to be nominated from amongst the Directors/Principals of recognized Technical Institutions, i.e. IIT, NIT, TTTI, Engineering Colleges, Polytechnics in the region</li> <li>• Four eminent persons in the field of industry, labour, commerce and Professional representatives from Pharmacy Council of India, Council of Architecture, Confederation of Indian Industries and Professional Societies to be nominated by the Chairman, AICTE</li> <li>• One member representing the Board of Apprenticeship Training to the nominated by the Board</li> <li>• Three members from amongst Chairman, State Board of Technical Education, Chairman, State Industrial Liason Board, Secretary in charge of the Department of Technical Education of each State and UT comprised in the region or Director, Technical Education(Ex officio) by rotation in alphabetical order of the State, UT in the region.</li> <li>• One Vice Chancellor or his nominee not below the level of Dean/Principal) of the University/Deemed University dealing with Technical Education by rotation in alphabetical order of the State, UT in the region.</li> </ul> | 1/3 members   |

|                    |                              |   |   |
|--------------------|------------------------------|---|---|
|                    |                              | <ul style="list-style-type: none"> <li>• One officer of Bureau of Technical Education, not below the rank of Deputy Secretary, Department of Education, GOI (<i>Ex officio</i>)</li> <li>• One Advisor of the Bureau, Regional Committees, AICTE (<i>Ex officio</i>)</li> <li>• Regional Officer of the Regional Office (<i>Ex officio</i>) – Member Secretary</li> </ul>   |   |
| Scrutiny Committee | Regional Committee           | <ul style="list-style-type: none"> <li>• An educationist/academician of eminence, not below the level of vice-chancellor of a University (Retired or in position) or Director (Retired or in position) of IIT/NIT/IIM* (*for Management Applications) as Chairman</li> <li>• Three Expert Members at the level of Associate Professor in the respective area of specialization out of the panel of experts approved by the Executive Committee of AICTE.</li> <li>• An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government/UT or an Architect registered with Council of Architecture to be nominated by the Chairman, Regional Committee.</li> <li>• The Director Technical Education or his nominee at the level of Professor</li> </ul>  | <ul style="list-style-type: none"> <li>• Chairman</li> <li>• Two Expert members</li> <li>• An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government/UT or an Architect registered with Council of Architecture.</li> </ul>  |
| Expert Committee   | Chairman, Regional Committee | <ul style="list-style-type: none"> <li>• An academician not below the level of Professor in a field of technical education as Chairman</li> <li>• Two Expert members, not below the level of Associate Professor/Assistant Professor to be selected from the panel of Experts approved by the Executive Committee, AICTE. Selection shall be done using automated selection process provided by the AICTE web portal.</li> <li>• An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government/UT or an Architect registered with Council of Architecture to be nominated by the Chairman, Regional Committee or an expert who is well versed with land and revenue matters to be nominated by the Chairman, Regional Committee.</li> <li>• An expert member not below the level of Associate Professor/Reader to be nominated by the concerned State Government/UT</li> </ul> | <ul style="list-style-type: none"> <li>• Chairman</li> <li>• One Expert member</li> <li>• An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government/UT or an Architect registered with Council of Architecture to be nominated by the Chairman, Regional Committee or an expert who is well versed with land and revenue matters to be nominated by the Chairman, Regional Committee.</li> </ul> |

## Regional Offices of the Council

| Region        | Regional Offices  | STD  | Telephone & FAX  | Jurisdiction  |
|---------------|---|------|--|---|
| Eastern       | College of Leather<br>Technology Campus<br>Block LB, Sector III, Salt<br>Lake City<br>Kolkata - 700 091                 | 033  | 23357459<br>23352445<br>23353089<br>23357312<br>23359546(F)<br>23356690(F) | Andaman & Nicobar, Assam,<br>Manipur, Mizoram, Nagaland,<br>Tripura, Arunachal Pradesh,<br>Meghalaya, Sikkim, Orissa,<br>Jharkhand, West Bengal |
| Northern      | Government Polytechnic<br>Campus,<br>Adjoining Directorate of<br>Technical Education,<br>Vikas Nagar,<br>Kanpur 208 024 | 0512 | 2585012<br>2585014<br>2585018<br>2582180(F)                                | Bihar, Uttar Pradesh,<br>Uttaranchal  |
| North-West    | Plot No.1310, Sector 42-B<br>Chandigarh-160 036   | 0172 | 2613326<br>2661201<br>2660179(F)   | Chandigarh, Haryana, Jammu<br>& Kashmir, New Delhi, Punjab,<br>Rajasthan, Himachal Pradesh  |
| Central       | Tagore Hostel 2,<br>Shamla Hills<br>Bhopal-462 002  | 0755 | 2660061<br>2660065<br>2660062(F)   | Madhya Pradesh, Gujarat   |
| Western       | Industrial Assurance<br>Building<br>2nd Floor, Nariman Road<br>Mumbai - 400 020   | 022  | 22821093<br>22855412<br>22851551(F)  | Goa, Maharashtra, Daman &<br>Diu  |
| South-West    | Health Centre Building<br>Bangalore University<br>Campus<br>Bangalore - 560 009   | 080  | 22205919<br>22205979<br>22208407<br>22253232(F)                            | Karnataka, Lakshadweep,<br>Kerala   |
| Southern      | Shastri Bhawan<br>26, Haddows Road,<br>Nungambakkam,<br>Chennai - 600 006   | 044  | 28275650<br>28279998<br>28232754<br>28255863(F)                            | Tamil Nadu, Pondicherry   |
| South Central | First Floor,<br>J N Technological<br>University<br>(JNTU)Campus,<br>Masab Tank,<br>Hyderabad-500076                     | 040  | 23340113<br>23341036<br>23345071<br>23340113(F)                            | Andhra Pradesh & Chattisgarh  |

## Abbreviations

|          |   |
|----------|---|
| AICTE    | All India Council for Technical Education                                     |
| ATM      | Automated Teller Machine  |
| B.E.     | Bachelor of Engineering   |
| B.HMCT   | Bachelor in Hotel Management and Catering Technology                          |
| B.Pharm. | Bachelor of Pharmacy  |
| B.Sc.    | Bachelor of Science   |
| B.Tech.  | Bachelor of Technology  |
| BOG      | Board of Governors  |
| CCTV     | Close Circuit Tele Vision   |
| CD       | Compact Disk  |
| COA      | Council of Architecture   |
| DELNET   | Library Network provided by DELNET.NIC.IN                                     |
| DPR      | Detailed Project Report   |
| EC       | Executive Committee of AICTE  |
| EDUSAT   | Education Satellite was launched by Indian Space Research Organization (ISRO) |
| ERP      | Enterprise Resource Planning  |
| FAX      | Facsimile transmission  |
| FDR      | Fixed Deposit Receipt   |
| FT       | Full Time   |
| GATE     | Graduate Aptitude Test in Engineering   |
| GOI      | Government of India   |
| HMCT     | Hotel Management & Catering Technology  |
| IIM      | Indian Institute of Management  |
| IISc     | Indian Institute of Science   |
| IIT      | Indian Institute of Technology  |
| INDEST   | Indian National Digital Library in Engineering Sciences & Technology          |
| LCD      | Liquid Crystal Display  |
| M.Sc.    | Masters in Science  |
| M.Tech.  | Masters in Technology   |
| MBA      | Masters in Business Administration  |
| Mbps     | Mega bits per second  |
| MCA      | Masters in Computer Application   |
| ME       | Masters in Engineering  |
| MHRD     | Ministry of Human Resource & Development, Government of India                 |
| MODROBS  | Modernization & Removal of Obsolescence Scheme by the Council                 |
| NBA      | National Board of Accreditation   |
| NCR      | National Capital Region, India  |
| NIT      | National Institute of Technology  |
| NOC      | No Objection Certificate  |
| NRI      | Non Resident Indian   |
| PC       | Personal Computer   |
| PF       | Provident Fund  |
| PG       | Post Graduate course  |
| PGCM     | Post Graduate Certificate in Management                                       |
| PGDBM    | Post Graduate Diploma in Business Management                                  |
| PhD      | Doctorate of Philosophy   |
| PIO      | Persons of Indian origin  |
| PPP      | Public Private Partnership  |
| PT       | Part Time   |
| R&D      | Research & Development  |
| RF       | Radio Frequency   |
| RPGF     | Refundable Performance Guaranty Fund  |

|          |  |
|----------|--|
| RPS      | Research Promotion Schemes by the Council                            |
| sqm      | Unit of area in square meter   |
| TDS      | Tax Deduction at Source  |
| TELNET   | Terminal emulation program for TCP/IP networks such as the Internet. |
| UG       | Under Graduate course  |
| UGC      | University Grants Commission   |
| UT       | Union Territories  |
| WiFi     | Wireless Internet  |
| Yr / Yrs | Year / Years   |

## Revised Time Schedule for Academic year 2010-11

|     |  | Approval Process for New Institution                            | Approval Process for Integrated campus                          | Approval Process for Introduction of New Programme / Course / Divisions | Approval Process for Closure of Institution / Programme / Course / Division | Approval Process for 15% Supernumerary quota for Foreign Nationals/PIO | Approval Process for 5% Quota for Sons/Daughters of NRIs | Approval for Institute with Foreign Collaborations              | Approval Process for Change in Name of Trust / Society / Institution or Type of Institution | Compliance Report along with approval for Tuition Fee Waiver |
|-----|--|---|---|---|---|--|--|---|---|--|
|     | Processing of application for starting New Institution in academic year  | 2010-11   | 2010-11   | 2010-11   | 2010-11   | 2010-11  | 2010-11  | 2010-11   | 2010-11   | 2010-11  |
|     | <b>Activity</b>  |   |   |   |   |  |  |   |   |  |
| 1.  | Last date of submission of application   | Up to 10-02-10  | Up to 10-02-10  | Up to 10-02-10  | Up to 10-02-10  | Up to 10-02-10   | Up to 10-02-10   | Up to 10-02-10  | Up to 10-02-10  | Up to 28-02-10*  |
| 2.  | Presentation of proposal by the applicant Societies/Trust before Scrutiny Committee  | 01-02-10 to 20-02-10  | 01-02-10 to 20-02-10  | -   | -   | -  | -  | 01-02-10 to 20-02-10  | -   | -  |
| 3.  | Communication of the deficiencies to the applicant   | Up to 20-02-10  | Up to 20-02-10  | Up to 20-02-10  | Up to 20-02-10  | Up to 20-02-10   | Up to 20-02-10   | Up to 20-02-10  | Up to 20-02-10  | Up to 10-03-10   |
| 4.  | Submission of compliance for reconsideration   | Up to 28-02-10  | Up to 28-02-10  | Up to 28-02-10  | Up to 28-02-10  | Up to 28-02-10   | Up to 28-02-10   | Up to 28-02-10  | Up to 28-02-10  | Up to 15-03-10   |
| 5.  | Reconsideration of rectified applications by the Scrutiny Committee  | Up to 05-03-10  | Up to 05-03-10  | Up to 05-03-10  | Up to 05-03-10  | Up to 05-03-10   | -  | Up to 05-03-10  | Up to 05-03-10  | Up to 20-03-10   |
| 6.  | All applicants recommended by Scrutiny Committee shall fill Part-B of application  | within 3 days from date of recommendation by Scrutiny Committee | within 3 days from date of recommendation by Scrutiny Committee | -   | -   | -  | -  | within 3 days from date of recommendation by Scrutiny Committee | -   | -  |
| 7.  | Views by State Government/UT & Affiliating University  | Up to 05-03-10  | Up to 05-03-10  | Up to 05-03-10  | Up to 10-02-10 with application form  | Up to 05-03-10   | -  | Up to 05-03-10  | Up to 05-03-10  | -  |
| 8.  | Expert Committee Visits  | 10-02-10 to 20-03-10  | 10-02-10 to 20-03-10  | -   | -   | 10-02-10 to 20-03-10   | -  | 10-02-10 to 20-03-10  | -   | -  |
| 9.  | Meetings of the Regional Committee for Consideration of Expert Committee reports   | 01-03-10 to 22-03-10  | 01-03-10 to 22-03-10  | 01-03-10 to 22-03-10  | 01-03-10 to 22-03-10  | 01-03-10 to 22-03-10   | 01-03-10 to 22-03-10                                     | 01-03-10 to 22-03-10  | 01-03-10 to 22-03-10  | 01-03-10 to 22-03-10   |
| 10. | Receiving recommendations of Regional Committee, recommendations of the Scrutiny Committee, reports of the Expert Committee by AICTE New Delhi     | Up to 25-03-10  | Up to 25-03-10  | -   | -   | Up to 25-03-10   | -  | Up to 25-03-10  | -   | -  |
| 11. | Informing the applicant Institutions, whose applications are recommended for grant of approval by the Regional Committee to submit a Fixed Deposit | Up to 25-03-10  | Up to 25-03-10  | -   | -   | Up to 25-03-10   | -  | Up to 25-03-10  | -   | -  |
| 12. | Receiving FDR & an affidavit <sup>2</sup> at the Regional Office   | Up to 30-03-10  | Up to 30-03-10  | -   | -   | -  | -  | Up to 30-03-10  | -   | -  |
| 13. | Meetings of the Executive Committee of the Council to consider the recommendations of the Regional Committees                                      | Last week of March  | Last week of March  | Last week of March  | Last week of March  | Last week of March   | Last week of March                                       | Last week of March  | Last week of March  | Last week of March   |



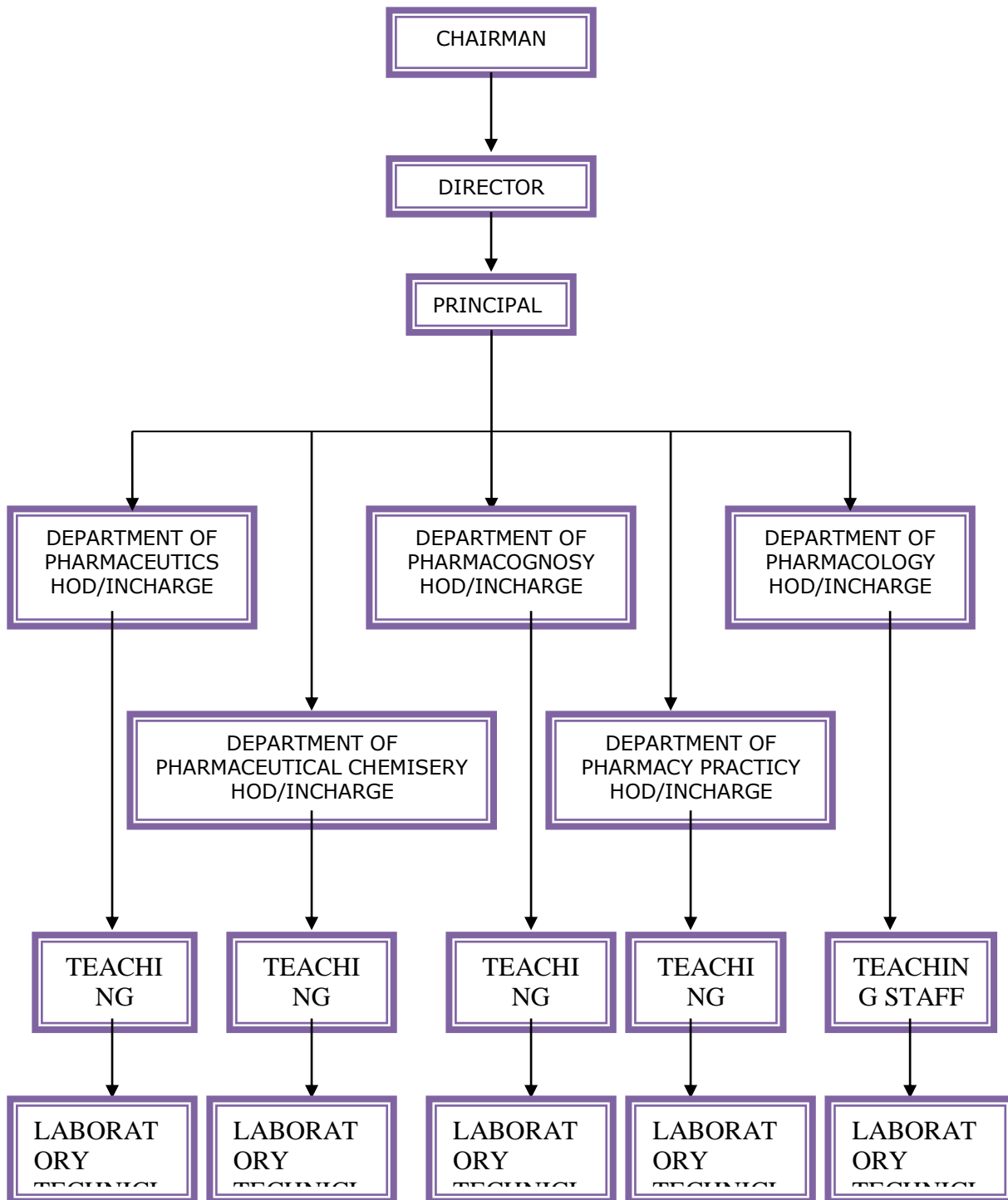
|     |  |                         |                         |                         |                                    |                         |                   |                         |                   |                         |
|-----|--|-------------------------|-------------------------|-------------------------|------------------------------------|-------------------------|-------------------|-------------------------|-------------------|-------------------------|
| 14. | Issue of Letter of Approval  | Up to<br>10-04-10       | Up to<br>10-04-10       | Up to<br>10-04-10       | Up to<br>10-04-10                  | Up to<br>10-04-10       | Up to<br>10-04-10 | Up to<br>10-04-10       | Up to<br>10-04-10 | Up to<br>10-04-10       |
| 15. | Submission of appeal by the applicant Society /Trust for reconsideration to be considered by Appellate Committee   | Up to<br>15-04-10       | Up to<br>15-04-10       | Up to<br>15-04-10       | Up to<br>15-04-10                  | Up to<br>15-04-10       | -                 | Up to<br>15-04-10       | Up to<br>15-04-10 | Up to<br>15-04-10       |
| 16. | Meetings of the Appellate Committee  | 16-04-10 to<br>12-05-10 | 16-04-10 to<br>12-05-10 | 16-04-10 to<br>12-05-10 | 16-04-10 to<br>12-05-10            | 16-04-10 to<br>12-05-10 | -                 | 16-04-10 to<br>12-05-10 | -                 | 16-04-10 to<br>12-05-10 |
| 17. | Visit by experts as directed by the Appellate Committee  | 16-04-10 to<br>10-05-10 | 16-04-10 to<br>10-05-10 | -                       | -                                  | 16-04-10 to<br>10-05-10 | -                 | 16-04-10 to<br>10-05-10 | -                 | 16-04-10 to<br>10-05-10 |
| 18. | Consideration of recommendations of the Appellate Committee by the Council   | 11-05-10 to<br>14-05-10 | 11-05-10 to<br>14-05-10 | 11-05-10 to<br>14-05-10 | 11-05-10 to<br>14-05-10            | 11-05-10 to<br>14-05-10 | -                 | 11-05-10 to<br>14-05-10 | -                 | 11-05-10 to<br>14-05-10 |
| 19. | Last date for issue of Letter of Approval after reconsideration/appeal   | Up to<br>15-05-10       | Up to<br>15-05-10       | Up to<br>15-05-10       | Up to<br>15-05-10                  | Up to<br>15-05-10       | -                 | Up to<br>15-05-10       | -                 | Up to<br>15-05-10       |
| 20. | The Institutions granted Letter of Approval shall comply with appointment of teaching staff as per norms stated by AICTE and other technical supporting staff & administrative staff. The information about these appointments of staff in the prescribed format shall be uploaded on the web-portal of AICTE. | Up to<br>30-06-10       | Up to<br>30-06-10       | Up to<br>30-06-10       | Up to<br>30-06-10<br>If applicable | Up to<br>30-06-10       | -                 | Up to<br>30-06-10       | -                 | Up to<br>30-06-10       |

\* Last date to submit Compliance Report, no further date for submission with surcharge shall be available for 2010-11.

In the event of holiday on specified day, the next working day shall be considered. Refer to AICTE web-portal [www.aicte-india.org](http://www.aicte-india.org) for updated time schedule, if any.

## ENCLOSURE - I

### Organization chart of the Institution



## ENCLOSURE - II



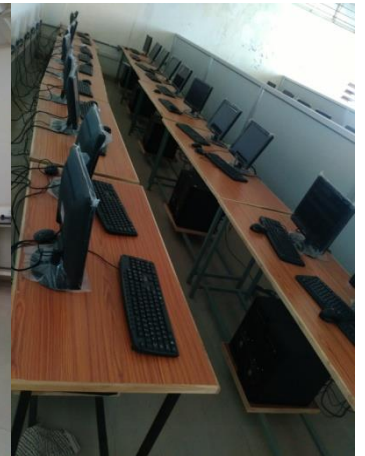
Class Room



Tutorial Room



Research Lab



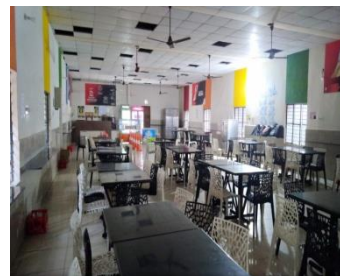
Computer Lab



Auditorium



Cafeteria



Indoor and outdoor Sports



elevator for disable



Girls and Boys Hostel

### First Aid and Sick Room

