Approval Process Handbook 2012-13

Modifications/amendments in the Approval Process Handbook 2012-13:

Sr. No	Reference of APH 2012-13	Existing	To be Read As
1.	Chapter I Section 2.4 (b) Para 4	Where sufficient FSI / FAR is available, Minimum land requirement shall be determined by the program which requires maximum land among all programs offered in the Technical campus. In such a case, only Management Program and or MCA Program as Institutes shall be allowed to be built on an existing Engineering / Technology / Pharmacy / Architecture / Hotel management and Catering Technology Institute provided sufficient FSI / FAR is available along with other Norms and Standards being met.	Where sufficient FSI / FAR is available, Minimum land requirement shall be determined by the program which requires maximum land among all programs offered in the Technical campus. In such a case, only Management Program and or MCA Program as Institutes shall be allowed to be built on an existing Engineering / Technology / Pharmacy / Architecture / Hotel management and Catering Technology, MBA/ MCA Institute provided sufficient FSI / FAR is available along With other Norms and Standards being met.
2.	Chapter I Section 4 (4.5)	Applicants who are communicated deficiencies at the scrutiny shall apply for appeal within a period of 15 days from the date of receipt of **rejection** on the web portal.	Applicants who are communicated deficiencies at the scrutiny shall be Called for Re-Scrutiny. Absentees at Scrutiny/ Re-Scrutiny shall be given one chance at each level of Scrutiny/ Rescrutiny
3.	Processing of valid LOI cases for the Academic year 2012-13.	Not included in the APH 2012-13	Processing of valid LOI cases seeking approval of AICTE for establishment of new institutions shall be dealt in accordance with provisions under new Approval Process handbook 2012-13 except Scrutiny/Re-Scrutiny Accordingly the EVC/RC/EC as per new Approval Process handbook 2012-13 shall be conducted.

4.	Chapter II Section 14 (14.5)	If there are no deficiencies then the system shall allot the intake applied for, as per clause 3.0 of Chapter II	If there are no deficiencies then the system shall allot the intake applied for, as per clause 3.0 of Chapter II. The EOA of the institution will not be discontinued on the basis of deficiencies/shortcomings for the year 2012-13. However, the institution will be issued a warning along with EOA to comply with deficiencies.
5.	Chapter II Section 14 (14.7)	No appeal shall be allowed on this procedure since an applicant is allowed corrections multiple times, in the application form along with generation of online deficiency / status report before submission of the application.	Where ever the Institutions have applied for the increase in intake / additional course, 2nd shift, PIO, NRI and Part Time for the year 2012-13 and have not been allotted any of these due to deficiencies as available in the deficiency report on the Web Portal, may correct the data for compliance of deficiencies using their respective log-in ID and password on the AICTE web portal as notified on AICTE web site. (However the Institutions need to submit an affidavit2, format of which is as available in the Approval Process handbook 2012- 13 to the respective RO).
6.	Appendix 4(4.2)	C lass-rooms/Tutorial- rooms	Class rooms and Tutorial rooms may be merged to calculate consolidated Actual area and Expected area.
7.	Appendix 5(5.3)	E-Journals as per Appendix 10	At least one E-Journals is essential
8.	Appendix 6 point 16	Enterprise Resource Planning (ERP) Software for Student-Institution- Parent Interaction-**Essential**	Enterprise Resource Planning (ERP) Software for Student-Institution- Parent Interaction desirable
9.	Appendix 7	Norms for faculty requirements and cadre ratio for technical campus.- programme-wise, level wise faculty required.	Required Faculty and Expected Faculty for each programme/level will be calculated on the basis of the Total Expected Faculty count and Total Required Faculty count.
10.	Chapter I, Section 3.6	Condition for Approval	The Change of site shall be allowed within a radius of 20 Km. From the existing location all other rules remaining the same.
11.		Processing Fee, Technical Campus	An application fee of Rs. 2.0 Laks shall be charged against the processing of applications for Technical Campus. The Procedure for application is mentioned at Sr. No. 3
12.	Chapter I, Section 1.1	Procedure for applicants to Technical Campus	• Apply for EOA of all Existing Institutions on the Campus

			• Apply for New Institutions to be set up for different Programs on the same Campus each separately
			• Select the "Technical Campus" tab in any one of the constituent Institutions on the Campus. This will be treated as the Parent Institute.
			• A separate ID for the Technical Campus will be generated. Rs. 2.0 Laks processing fee on account of Application to Technical Campus has to be paid.
			• Under the tab "Technical Campus" enter the ID's and Name of the constituent Institutions that you want to be included in Technical Campus, one below the other.
			• You may check the deficiency of the Technical Campus using the deficiency tab
			• If there are no deficiencies then the application for Technical Campus will be processed further for approvals.
			• However, if there are deficiencies that may not be possible to be rectified, constituent Institutions will be processed further for approvals like EOA individually.
13.	Chapter V, clause 5.2	Twinning Programs, Collaborations with Foreign Institutions In case the students enrolled for twinning programs fail to get VISA for travel, "Foreign University / Institution, the Indian partner Institution and the concerned affiliating University or Board of	"The Indian partner Institution and the concerned affiliating University or Board of Technical Education in the respective States, shall enter in to a bipartite agreement / MOU for the purpose of accommodating such students into local same or equivalent programs" All other requirements shall remain the same.

		Technical Education in the respective States, shall enter in to a tripartite agreement / MOU for the purpose"	
14.	Appendix 10	E Journals: Appendix 10	Appendix 10 shall be read as Annexure I of this document However, Institutions subscribing for DELNET / INDEST may continue to do so for the current year in place of Annexure I
15.		International E- Journals for Polytechnics	International E Journals for Polytechnics is optional. However National Journals and hard copies need to be procured
16.		International e-journals for MCA	As per Annexure I
17.	Appendix 9	Norms PGDM Program: Institutes offering Post Graduate Diploma in Management shall admits students who have valid score of CAT, MAT,XAT, ATMA, JMET and common entrance CMAT of AICTE.	Since JMET has been discontinued, the same shall be replaced by GMAT. Rest of the terms will remain the same.
18.		Revival of approval / EOA to Institutions that have not obtained EOA for few years and now interested in restarting such institutions. from current year 2012-2013	The approvals for these Institutions for the next academic year, shall be subject to outcome of an Expert Visit and further procedure. They shall be charged the Fee as applicable to a new Institute. All other conditions will remain the same as per the Process Hand Book 2012 - 2013 The above is not applicable to Institutions whose approval has been withdrawn.
19.	Appendix I	Eligibility for Town Planning to be added where ever such programs are conducted	Duration: 4 Years Eligibility: Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / / Biology/ Technical vocational subject. Obtained at least 45% (40% in case of candidate belonging to reserved

			category) marks in the above subjects taken together
20.	Chapter IV, Clause 1.2	Provided that, if any Technical Institution contravenes any of the provisions of concerned regulations, the council after making such inquiry as it may consider appropriate and after giving Technical Institution concerned, an opportunity of being heard, under appropriate regulations, withdraw approval to the concerned Technical Institution / Program / Course. Provide further that in case of such a withdrawal, the operations of the said Technical Institution / Program / Course shall not be started again before completion of two academic years from the date of such a withdrawal. Such institution where the approval has been withdrawn, the restoration is as per the procedure for setting up a new Institute as defined in Chapter I	This shall be read as Provided that, if any Technical Institution contravenes any of the provisions of concerned regulations, the council after making such inquiry as it may consider appropriate and after giving Technical Institution concerned, an opportunity of being heard, under appropriate regulations, withdraw approval to the concerned Technical Institution / Program / Course. Provide further that in case of such a withdrawal, the operations of the said Technical Institution / Program / Course shall not be started again before completion of two Academic years from the date of such a withdrawal. Provided further that, the students admitted to the Institute whose approval has been withdrawn, shall be redistributed to other Institutions in the jurisdiction of the affiliating University by the competent authority of the respective State Governments Such institution where the approval has been withdrawn, the restoration is as per the procedure for setting up a new Institute as defined in Chapter I
21.		No Extension of Approval	This means the admissions cannot be effected by the competent authority for the succeeding academic year or as specified.
22.		Withdrawal of Approval	Closure of the Institute.

23.		Entry level Qualifications for Part Time Programs	As per annexure II of this document
24.		No. of Seats in a division for PG Programs: Currently 18, 24 or 30	The norms per division would remain the same except that when an Institution makes an application for 30 seat division for a PG program, then that course needs to have an accreditation status valid on the date of application.
25.	Appendix I	Eligibility for Engineering & Technology	Duration: 4 Years Eligibility: Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry /Biotechnology/ Biology/ Technical vocational subject. Obtained at least 45% (40% in case of candidate belonging to reserved category) marks in the above subjects taken together
26.	Appendix I	Eligibility for Pharmacy	Duration: 4 Years Eligibility: Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics /Biotechnology/ Biology/ Technical vocational subject. Obtained at least 45% (40% in case of candidate belonging to reserved category) marks in the above subjects taken together
27.	Appendix I	Eligibility for Architecture	Duration: 5 Years Eligibility: Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry /Biotechnology/ Biology/ Technical vocational subject. Obtained at least 45% (40% in case of candidate belonging to reserved category) marks in the above subjects taken together
28.		Entry level Qualifications for Diploma In case of Pharmacy and HMCT	Entry level Qualifications for Diploma In case of Pharmacy and HMCT Passed 12th std Obtained at least 35% marks at the qualifying examination

		Passed 12th std Obtained at least 45% marks (40% in case of candidate belonging to reserved category) at the qualifying examination	
29.		Conduct of Admissions for Part Time Programs	The Competent Authority of the State Government
30.		Availability of super Numeracy seats in second shift	No seats are approved under super Numeracy seats in second shift
31.		Approvals of Part Time Programs	Part Time Programs shall be approved only in University approved Courses
32.		Courses in Second Shift	In second shift, approval will be accorded to UG, PG courses or Diploma courses and not both of them. However the choice to select between UG, PG or Diploma courses will remain with the applicant All other conditions shall remain the same
33.	Appendix I	Eligibility for MCA Recognized Bachelor's Degree of minimum 3 Yrs duration with Mathematics at 10+2 level. Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination	Recognized Bachelor's Degree of minimum 3 Yrs duration with Mathematics at 10+2 level or at Graduation level Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying Examination

Experts for the SAC recommended Scrutiny and SAC recommended EVC are selected from the list of experts randomly generated by the system during scrutiny and EVC.

One more chance was given to all the Institutes at all the stages for appeal irrespective of a request of the Institute.

Some of the Institutes had paid Processing fees and Money deposit through RTGS instead of Internet banking and the same is accepted.

Some of the Government Institutes have not applied in time and requested for exemption from surcharge. Being Government Institutes surcharge was exempted.

The Standing Appeal Committee and Review Standing Appeal Committee are conducted at AICTE Head office, New Delhi.

Letter of Approval shall be generated by system and Institute can print the LOA using Login ID and Password issued to the Institute.

Approval to conduct Fellowship courses or otherwise shall be processed based on the recommendations of the committee constituted for the purpose.

ANNEXURE I

MANDATORY SUBSCRIPTION OF E-JOURNAL PACKAGES FOR ALL ENGINEERING INSTITUTIONSCONDUCTING UG/PG COURSES.

S. No	Publisher	Subject Areas	e-content	Annual subscription price per Institute
1.	IEEE	Computer Engineering + Computer Science + Electrical and Electronics Engineering + Telecommunications and related disciplines	IEEE- All Society Periodicals ePackage (ASPP) (145 e-Journals) (2011) (Backfile Access – since 2000)	US$4980
2.	Springer **OR**	Electrical and Electronics and Computer Science Engineering	(134 e-Journals) (2011) (Backfile Access – since 1997)	€2000
	Wiley-Blackwell	Computer Sc+ Data System+ Telecommunication and related Discipline	30 Journals (Backfile Access – since 2000)	US$2300
3.	ASME **OR**	Mechanical Engineering	ASME e Journals Package (25 e-Journals) (2011) (Backfile Access – since 2000)	US$2156

Springer **OR**	Mechanical Engineering	(46 e-Journals) (2011) (Back file Access – since 1997)	€1000
Wiley-Blackwell	Mechanical, Electrical and Electronics Engineering	14 Journals (back file access since-2000)	US$2050

4.	ASCE OR	Civil Engineering	ASCE ejournals Package (33 e-Journals) (2011) (Backfile Access – since 1983)	US$2520
	Wiley-Blackwell	Civil Engineering	18 journals (Back file Access – since 2000)	US$2075
5.	McGraw Hill	General Engineering and Reference	Access Engineering Library	US$1969
6.	j-GATE	J-GATE engineering and Technology (JET)	4700 Indexed, free full text 1700	Rs. 60000 + Taxes
7.	ELSEVIER	Engineering + Computer Science (Electrical + Electronics + Mechanical + Civil and Structural + Aerospece + Biomedical + Industrial and Manufacturing + Ocean Engineering + Computational Mechanics and Safety Risk, Reliability and Quality + Computer Network and Communications, Artificial Intelligence, Computer Science, Computational Theory and Mathematics, Computer Graphics and Computer – Aided Design, Information Systems, Control and System Engineering and Software	SCIENCEDIRECT 275 Journals (Back File Access from 2000 onwards)	US$6500
8.	ASTM DIGITAL LIBRARY (DL) ONLINE VERSION	Online dictionary of Engineering Science and Technology Electrical and Electronics Engineering Mechanical Engineering, Civil, Metallurgical, Petroleum, Instrumentation	ASTM DL (DIGITAL LIBRARY OVER 1700 E-BOOK and OVER 13,000 JOURNALS ARTICLES	US$1100

NOTE:

1. <u>INSTITUTIONS HAVING ONLY 1ST and 2ND YEAR UG STUDENTS AND INSTITUTIONS BEING ESTABLISHED NEED TO SUBSCRIBE TO IEEE, J-GATE AND ASTM DIGITAL LIBRARY PACKAGES ONLY (AT S.NO.1, 6 and 8 ABOVE)</u>

2. <u>ALL INSTITUTIONS OTHER THAN POINT NO. 1 ABOVE SHALL SUBSCRIBE TO ALL THE PACKAGES FROM S.NO. 1 TO 8 GIVEN ABOVE.</u>

3. <u>INSTITUTIONS NOT OFFERING CIVIL ENGINEERING COURSES NEED NOT SUBSCRIBE TO CIVIL ENGINEERING PACKAGE (AT SERIAL NO. 4).</u>

4. <u>INSTITUTIONS NOT OFFERING MECHANICAL ENGINEERING COURSES NEED NOT SUBSCRIBE TO MECHANICAL ENGINEERING PACKAGE (AT SERIAL NO. 3).</u>

5. <u>INSTITUTIONS WHO ALREADY SUBSCRIBE TO IEL ONLINE NEED NOT SUSBCRIBE TO IEEE – ASPP PACKAGE UNTIL THE SUBSCRIPTION OF THE SAME IS VALID.</u>

6. <u>PACKAGE AT SERIAL NO. 1 IS ALSO MANDATORY FOR INSTITUTES RUNNING MCA.</u>

MANDATORY SUBSCRIPTION OF E-JOURNALS FOR ALL INSTITUTIONS CONDUCTING PROGRAMME IN MANAGEMENT

S. No		Publisher	Subject Areas	e-content	Annual subscription price per Institute
1		J-Gate	Management sciences	6700 indexed, free full text 2000	Rs. 60000 + taxes
2 Or	A	Gale Cengage Learning	Busines and company resource centre + Gale business insight global	Full text title 2482	US $ 3000
	B	RMIT **OR**	Informit business collection	100 journals + 30 books	AUD 514
	C	Emerald	Emerald Management first database	120 journals + 1000 case studies + 360 interviews+ 250000 mgt interview+675 conscience article	GBP £ 1250
3		EBSCO	Management	Business Source Elite e-journal Collection (1802 e-Journals and magazines)(2011)	US$ 3500

4	ProQuest	Management	3714 titles	US$ 3390

OPTION NO. 1 IS COMPULSORY
FROM OPTION 2/3/4 INSTITUTES CAN OPT FOR ANY ONE ALONGWITH OPTION NO 1

MANDATORY SUBSCRIPTION OF E-JOURNALS FOR ALL PHARMACY INSTITUTIONS CONDUCTING UNDERGRADUATE / POST GRADUATE PROGRAMME

S. No	Publisher	Subject Areas	e-content	Annual subscription price per Institute
1	BENTHAM	Pharmacy	Pharmacy Collection (23 e-Journals) (2011) (Backfile Access – since 2000)	US$1000
2	ELSEVIER	Pharmacy	SCIENCEDIRECT 70 JOURNALS (Back File Access from 2000 onwards)	US$4500

MANDATORY SUBSCRIPTION OF E-JOURNALS FOR ALL ARCHITECTURE INSITUTIONS CONDUCTING UNDERGRADUATE /POST GRADUATE PROGRAMME

S. No	Publisher	Subject Areas	e-content	Annual subscription price per Institute
	EBSCO	Architecture	Art and Architecture Complete (1081 e-Journals, Magazines andTrade Publications) (2011)	US$3800
	Gale Cengage Learning	Architecture	70 journals GREENR (The Global Reference on the environment energy and Natural Resources)	US$1100

MANDATORY SUBSCRIPTION OF E-JOURNALS FOR ALL HOTEL MANAGEMENT INSTITUTIONS CONDUCTING UNDERGRADUATE / POST GRADUATE PROGRAMME

S. No	Publisher	Subject Areas	e-content	Annual subscription price per Institute
1.	EBSCO	Hotel Management	Hospitality and Tourism Complete (761 e-Journals, Magazines andTrade Publications)(2011)	US$3500
2.	Gale Cengage Learning	Hotel Management	400+250 journals Hospitality, Tourism and Leisure collection + Culinary Arts collections	US$1500

NOTE

1. INSTITUTIONS RUNNING UG COURSES SHOULD SUBSCRIBE TO PACKAGE NO. 1 ONLY

2. INSTITUTIONS RUNNING PG COURSES SHOULD SUBSCRIBE TO BOTH THE PACKAGES

MANDATORY SUBSCRIPTION OF E-JOURNALS FOR ALL INSTITUTIONS CONDUCTING THE FOLLOWING SPECIALIZED POSTGRADUATE COURSES

S. No	Publisher	Subject Areas	e-content	Annual subscription price per Institute
1	ELSEVIER		70 (Back File Access from 2000 onwards)	US$4000
2	Nature publishing group	Bio Technology	Nature	£1178
			Scientific American	£199
3	ELSEVIER		60 (Back File Access from 2000 onwards)	US$4500
4	Gale Cengage Learning	Environmental Engineering	70 journals GREENR (The Global Reference on the	US$1100

			environment energy and Natural Resources)	
5	ELSEVIER	Chemical Engineering.	30 (Back File Access from 2000 onwards)	US$3000
		Nano Technology	10 (Back File Access from 2000 onwards)	US$2000
		Geo Technology	10 (Back File Access from 2000 onwards)	US$1500

- AN INSTITUTIONS RUNNING PROGRAMME/COURSE IN ENGINEERING AND MANAGEMENT SHOULD SUBSCRIBE FOR ENGINEERING AS WELL AS MANAGEMENT PACKAGE. SIMILARLY IF THE INSTITUTION IS RUNNING MANAGEMENT, ARCHITECTURE, PHARMACY AND ENGINEERING THEN THE INSTITUTION SHOULD SUBSCRIBE TO ALL THE PACKAGES OF RELEVANT DISCIPLINE/S.

OPTIONAL PACKAGE FOR INSTITUTIONS IMPARTING POST GRADUATE ENGINEERING COURSES

ISO JTC 1 COLLECTION – STANDARDS ON INFORMATION TECHNOLOGY

S. No	Publisher	Subject Areas	e-content	Annual subscription price per Institute
1	ISO	ISO JTC 1 Information Technology, Electronics and Telecommunications	(2630) STANDARDS	CHF 2300 (swiss Franc)

Annexure II

A II	**Entry Level Qualifications for the Part Time Technical Programs**

A II 1	**Under Graduate Degree Programs (Part Time)**

Program	Duration	Eligibility
Engineering & Technology, Pharmacy, Architecture**,** HMCT, Applied Arts & Crafts	As per the University norms	**Diploma in relevant discipline/field/program** **Minimum of Two years full time work experience in a registered firm / Company / Industry / Educational and / Government, Autonomous Organizations in the relevant field in which admission is sought.**

A II 2	**Post Graduate Degree and Post Graduate Diploma Programs (Part Time)**

Program	Duration	Eligibility
Management (PGDM, MBA and similar), Management (PGCM), Management (Executive PGDM), MCA, M.E. / M. Tech., M. Pharm, M. Arch, Hotel Management & Catering Technology, Applied Arts & Crafts	As per the University norms	**Degree in relevant discipline/field/program** **Minimum of Two years full time work experience in a registered firm / Company / Industry / Educational and / Government, Autonomous Organizations in the relevant field in which admission is sought.**

A II 3	**Diploma Programs (Part Time)**

Program	Duration	Eligibility
Engineering & Technology, Pharmacy, Architecture, HMCT, Applied Arts & Crafts	As per the Board og Technical Education	**Passed 10th std / SSC examination and 2 Year ITI after 10th** **OR** **Passed 10th std / SSC examination and Minimum of Two years full time work experience in a registered firm / Company / Industry / Educational and / Government, Autonomous Organizations**

		in the relevant field in which admission is sought

A II 4	Post Diploma Programs (Part Time)

Program	Duration	Eligibility
Engineering & Technology, Pharmacy, Architecture, HMCT, Applied Arts & Crafts	As per the Board og Technical Education	**Diploma in relevant discipline/field/program** **Minimum of Two years full time work experience in a registered firm / Company / Industry / Educational and / Government, Autonomous Organizations in the relevant field in which admission is sought.**