अखिल भारतीय तकनीकी शिक्षा परिषद्

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(भारत सरकार का एक सांविधानिक संस्थान) (A Statutory Body of the Govt. of India)

EASTERN REGIONAL OFFICE, KOLKATA

27-10-2011

F. No. Meeting(WB)/2011/ 2076

The Principal / Director
Government Women's Polytechnic
Near Gamharia Thana
Jamshedpur 832 106
Jamshedpur(East Singhbhum)
Jharkhand

Subject: **Meetings of Heads of Institutions to discuss changes in the Approval Process for the academic year 2012-2013.**

Sir,

You are aware the Council has notified New Approval Process for the academic session 2012-2013.

In order to explain the changes in the New Approval Process and also to seek feedback from the stakeholders including technical institutions, it has been proposed to conduct a meeting with the heads of the technical institutions at the following venue:-

Date	Time	Venue	State(s) to be covered
29-11-2011	11 hours	Calcutta University Centenary Auditorium Hall Darbhanga House College Street Campus, Kolkata	West Bengal, Orissa, Jharkhand, Andaman & Nicobar Islands

The Principal / Director of your institution is required to attend the meeting. In case, the Principal / Director is not in a position to attend the meeting, a senior professor may attend the meeting with an authorization letter for attending the meeting on his behalf. **Only one representative from one institution shall be permitted to attend the meeting.**

A line of confirmation of your participation by return email (ero_aicte@yahoo.co.in) or by fax (033 2335 7312/ 033 2335 9546) is highly appreciated.

Thanking you.

Yours faithfully,

(Dr. B. L. Rama)
Director & Regional Officer

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

NEW APPROVAL PROCESS FOR THE YEAR 2012-2013
- NEW TECHNICAL CAMPUS
- CONVERSION OF EXISTING INSTTS. INTO TECHNICAL CAMPUS
- ADDING NEW PROGRAMMES
- CHANGE OF SITE / LOCATION
- CLOSURE OF INSTITUTION
- CONVERSION OF WOMEN'S INSTITUTION INTO CO-ED INSTITUTION

The following applicants can submit proposal for establishment of New Technical Campus:-
- Registered Trust / Society
- Company established under Sec 25 of Companies Act 1956
- Central or State Govt. / UT Admn. Or by a Society or trust registered by them

PROCEDURE

➢ **SUBMISSION OF APPLICATION AND ALLOTMENT OF USER-ID AND PASSWORD**
Applications should be submitted only online through AICTE web portal www.aicte-india.org on payment of Rs. 5000/- through the payment gateway

➢ **REMITTANCE OF PROCESSING FEE**
The Processing fee should be paid through AICTE payment Gateway through Corporate internet banking only.

➢ **PROCESSING OF APPLICATIONS.**
- Evaluation of applications at Regional Office by the Scrutiny Committee(s) constituted through automated selection process of AICTE Web portal.
- Based on Scrutiny Committee recommendations, deficiencies or otherwise to be communicated to the applicant institution through AICTE web portal.
- Deficiencies to be complied with within 15 days from the date of posting the deficiencies in the web portal.
- The applicant institutions, if aggrieved by the decision of AICTE at Scrutiny stage may submit an appeal, which will be considered by a Standing Appeal Committee, which may recommend for re-scrutiny of applications.
- The applicants recommended for Expert Committee Visit by the Scrutiny Committee, shall be communicated the date of Expert Committee Visit through Web portal.
- Expert Committees constituted through automated selection process of AICTE Web portal, will visit the applicant institution and upload the document through the web portal of the applicant institution or else scan the same to the email ID of Regional Office.
- The reports of of Scrutiny Committee /Expert Visiting Committee to be placed before the Regional Committee.
- The Regional Office will scan the Regional Committee Reports and upload and evaluate the same through the AICTE web portal.
- The cases decided by the Executive Committee have to submit Money Deposit (online) and affidavit[2] for further processing at AICTE, New Delhi.
- The applicant institutions, if aggrieved by the decision of AICTE after Expert Committee Visit may submit an appeal, which will be considered by a Standing Appeal Committee, which may recommend for Expert Committee Visit.
- Final Letter of Approval to be issued from AICTE, New Delhi

TIME SCHEDULE
AICTE will notify through Public Notice or in its web portal regarding cut off dated for various purposes.

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

NEW APPROVAL PROCESS FOR THE YEAR 2012-2013
– EXISTING INSTITUTIONS

Existing institutions may seek AICTE approval for:-

➢ Extension of Approval
➢ Increase / reduction in intake in the existing courses
➢ Adding course(s) in existing programme
➢ Closure of Programme / course(s)
➢ Introducitng / continuing / discontinuing seats for PIO and NRI
➢ Change of name of the institution
➢ Second Shift Programmes
➢ Part Time Programmes

PROCEDURE

➢ **SUBMISSION OF APPLICATION**
Applications should be submitted only online through AICTE web portal www.aicte-india.org

➢ **USER ID AND PASSWORD**
The existing institutions may use the same user ID and Password allotted by AICTE. If the institution has misplaced / forgotten the password, it may obtain another user iD by paying an additional amount of Rs. 5000/- through the payment gateway.

➢ **REMITTANCE OF PROCESSING FEE**
The Processing fee should be paid through AICTE payment Gateway through Corporate internet banking only.

➢ **PROCESSING OF APPLICATIONS**
   • Approvals for the above purpose will be granted by AICTE based on self disclosure and submission of affidavit attested by First Class Judicial Magistrate / Notary / Oath Commissioner. Since the approval is granted based on the information provided by the applicant institutions, there will be no provision for appeal.
   • Processing of applications through Scrutiny Committees done only in case of change of name, reduction in intake, closure of course(s) / programme(s).

ACTIONS FOR VIOLATING AICTE NORMS
➢ Conduct of unapproved courses / programmes.
➢ Non-submission /incomplete submission of information.
➢ Excess admission
➢ Principal not qualified
➢ Shortage is faculty members
➢ Shortage in essential requirements
➢ Shortage in instructional area.
➢ Shortage in infrastructural / built – up area facility
➢ Non-refund of fees to students.

TIME SCHEDULE
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