ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
APPROVAL PROCESS HANDBOOK
(Vocational Education and Community College Course(s) and
SKP under NVEQF)
(2013 – 2014)

FOREWORD

The aim of any country's higher education system is sustainable development and achieving higher growth rates. It is enabled through creation, transmission and dissemination of knowledge. The All India Council for Technical Education (AICTE) has been in existence since November 1945 as a national level Apex Advisory Body with its mission of developing and promoting quality technical education in the country in a coordinated and integrated manner. The Council's constant endeavor is to encourage a meaningful association between the technical education system and research and development activities in a concerted effort aimed at nation-building.

Technical education at all levels in the country is witnessing a consistent growth pattern marked by the setting up of new Institutions and the improvement of the existing ones in tune with the quality assurance norms set by the accreditation agencies. The Council believes in providing a proper impetus to Institutions in generating competent engineers, pharmacists, managers, architects and scientists and encourages them to think beyond the curriculum while imparting training for the advancement of knowledge.

The Council has put in place several initiatives in the last three years to bring about changes in the Approval Process by introducing greater transparency and accountability through the e-governance. The emphasis this year is to put in place simplified procedures and greater ease in the approval process. "Access to Quality" and "Education to All" will be the slogans for the year 2013-14 to give more impetus to quality in technical education and to be the best in the world. The role of AICTE as a regulator will be further geared up to weed out the Institutions not fulfilling the norms and standards.

This manual is an attempt to provide comprehensive information on the fair and rational system of administration as well as other necessary information on the processes and Institutions under the aegis of the AICTE. The emphasis on e-governance to ensure transparency, accountability, implementing a tech-savvy approach to enable faster processing and clearly defining the infrastructural norms in Institutions are just a few pointers towards AICTE's efforts at fostering a technical education system which is on par with the best Institutions in the world.

In keeping with these objectives, AICTE would strive to be a true facilitator and enabler in addition to fulfilling the regulatory provisions. We hope this attempt of ours will prove endearing enough to all the stake holders.

All who have meditated on the art of governing mankind have been convinced that the fate of empires depend on the education of youth. – Aristotle

Dr. S. S. Mantha
Chairman, AICTE

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1	Background and Statutory Provision under AICTE Act regarding Planning, Promotion and Regulation of Technical Education

1.1 Background

The beginning of formal Technical Education in India can be dated back to the mid 19th century. The major policy initiatives in the pre-independence period included appointment of the Indian Universities Commission in 1902, issue of the Indian Education policy resolution in 1904 and the Governor General's policy statement of 1913 stressing the importance of Technical Education, the establishment of II Sc. in Bangalore, Institution for Sugar, Textile and Leather Technology in Kanpur, N.C.E. in Bengal in 1905 and Industrial schools in several provinces. Significant developments include:

- Constitution of the Technical Education Committee of the Central Advisory Board of Education (CABE) of 1943;
- Preparation of the Sergeant Report of 1944; and
- Formation of the All India Council for Technical Education (AICTE) in 1945 by the Government of India.

The AICTE was set up in November 1945 based on the recommendations of CABE to stimulate, coordinate and control the provisions of educational facilities and industrial development of the post war period. At that time, mandate of AICTE basically covered only programs in Engineering and Technology.

The growth of industries in the Country, just after independence, also demanded the need for qualified professionals in other fields, such as Business Management, Architecture, Hotel Management, Pharmacy etc. Although the diverse elements of Management such as Commerce, Economics, Finance, Psychology and Industrial Sociology were being taught for a long time, the need for Management Education in a formal way was felt in India only in the fifties. The Government of India decided in 1954 to set up a Board of Management Studies under AICTE to formulate standards and promote Management Education. Other major initiatives taken in Management Education include: setting up of the Administrative Staff College of India at Hyderabad in the late fifties, National Productivity Council and Indian Institution of Management in the early sixties. Architecture was covered under the

Architects' Act, 1972. Subsequently, for better coordination of the Professional Courses, Architecture Education was also placed under the purview of AICTE.

Hotel Management Education had a modest beginning with short programs in Nutrition and Food Science, which started in the late fifties. The National Council of Hotel Management and Catering Technology were set up in 1982, to which all the Institutions of Hotel Management run by the Government are affiliated.

Education in other professional fields such as, Pharmacy, Applied Arts & Crafts has also undergone similar developments during the post-independence period. Programs for Technical Education, during the first three Five Year Plans, were devoted to expansion of Technical Education to meet the growing demand for technical personnel at Diploma, Degree and Post-Graduate Levels. From the fourth Five Year Plan onwards, the emphasis was shifted to the improvement of quality and standard of Technical Education. This was done through implementation of the Quality Improvement Program consisting of three major components that provided for M.E. / M. Tech and Ph. D Programs, Establishment of Curriculum Design and Development Cells, and Short Term Training Programs.

Meanwhile, expansion of Institutions and intake remained at a low level in the Government, Private-aided and University sectors. The policy shift during eighties towards involvement of Private and Voluntary Organizations in the setting up of Technical and Management Institutions on self-financing basis ushered in an era of unprecedented expansion of the Technical Education System, a trend which has continued during successive Five Year Plans.

It was in this context that AICTE was given statutory powers by the AICTE Act of Parliament in 1987, with a view to ensure the proper planning and coordinated development of Technical Education System throughout the Country. Technical Education in this context includes fields of Engineering and Technology, Architecture, Town Planning, Management, Pharmacy and Applied Arts & Crafts.

1.2 Growth of Technical Education

The growth of Technical Education before independence in the Country has been very slow. The number of Engineering Colleges and Polytechnics (including Pharmacy and Architecture

Institutions) in 1947 was 44 and 43 respectively with an intake capacity of 3200 and 3400 respectively.

Due to efforts and initiatives taken during successive Five Year Plans and particularly due to policy changes in the eighties to allow participation of Private and Voluntary Organizations in the setting up of Technical Institutions on self-financing basis, the growth of Technical Education has been phenomenal.

Number of Diploma and Post Diploma Institutes

Region	State	Institution Type	No Of Diploma and Post Diploma Institutes
Central	Chhattisgarh	Government	20
		Govt aided	1
		Unaided - Private	17
	Chhattisgarh Total		38
	Gujarat	Government	32
		Govt aided	10
		Unaided - Private	70
		University Managed	3
	Gujarat Total		115
	Madhya Pradesh	Government	48
		Govt aided	5
		Unaided - Private	31
	Madhya Pradesh Total		84
Central Total			237
Eastern	Andaman and Nicobar Islands	Government	1
	Andaman and Nicobar Islands Total		1
	Arunachal Pradesh	Government	1
		Unaided - Private	1
	Arunachal Pradesh Total		2
	Assam	Government	10
	Assam Total		10
	Jharkhand	Government	10

		Govt aided	5
		Unaided - Private	8
	Jharkhand Total		23
	Manipur	Government	3
	Manipur Total		3
	Meghalaya	Government	4
	Meghalaya Total		4
	Orissa	Government	14
		Govt aided	2
		Unaided - Private	88
	Orissa Total		104
	Sikkim	Govt aided	2
	Sikkim Total		2
	Tripura	Government	3
	Tripura Total		3
	West Bengal	Government	45
		Govt aided	1
		Unaided - Private	47
	West Bengal Total		93
Eastern Total			245
North-West	Chandigarh	Government	6
		Unaided - Private	1
	Chandigarh Total		7
	Delhi	Government	9
		Govt aided	2
		Unaided - Private	7
	Delhi Total		18
	Haryana	Government	27
		Govt aided	5
		Unaided - Private	184
	Haryana Total		216
	Himachal Pradesh	Government	10
		Unaided - Private	25

	Himachal Pradesh Total		35
	Jammu and Kashmir	Government	5
		Unaided - Private	7
	Jammu and Kashmir Total		12
	Punjab	Government	27
		Govt aided	5
		Unaided - Private	134
	Punjab Total		166
	Rajasthan	Government	38
		Govt aided	4
		Unaided - Private	163
		University Managed	3
	Rajasthan Total		208
North-West Total			**662**
Northern	Bihar	Government	10
		Unaided - Private	7
	Bihar Total		17
	Uttar Pradesh	Government	90
		Govt aided	21
		Unaided - Private	227
	Uttar Pradesh Total		338
	Uttarakhand	Government	34
		Govt aided	1
		Unaided - Private	47
	Uttarakhand Total		82
Northern Total			**437**
South-Central	Andhra Pradesh	Government	124
		Govt aided	5
		Unaided - Private	277
	Andhra Pradesh Total		406
South-Central Total			**406**
South-West	Karnataka	Government	103
		Govt aided	41

		Unaided - Private	190
		University Managed	1
	Karnataka Total		335
	Kerala	Government	51
		Govt aided	6
		Unaided - Private	9
	Kerala Total		66
South-West Total			401
Southern	Puducherry	Government	7
		Unaided - Private	2
	Puducherry Total		9
	Tamil Nadu	Government	39
		Govt aided	41
		Unaided - Private	407
	Tamil Nadu Total		487
Southern Total			496
Western	Dadra and Nagar Haveli	Government	1
	Dadra and Nagar Haveli Total		1
	Daman and Diu	Government	1
	Daman and Diu Total		1
	Goa	Government	4
		Govt aided	2
		Unaided - Private	2
	Goa Total		8
	Maharashtra	Government	48
		Govt aided	40
		Unaided - Private	541
		University Managed	1
	Maharashtra Total		630
Western Total			640
Grand Total			3524

Number of PGDM Institutes

Region	State	No of Management Institute
Central	Chhattisgarh	1
	Gujarat	10
	Madhya Pradesh	10
Central Total		21
Eastern	Assam	0
	Jharkhand	-1
	Orissa	5
	Sikkim	0
	West Bengal	4
Eastern Total		8
North-West	Delhi	3
	Haryana	14
	Himachal Pradesh	5
	Jammu and Kashmir	4
	Punjab	23
	Rajasthan	15
North-West Total		64
Northern	Bihar	8
	Dadra and Nagar Haveli	0
	Uttar Pradesh	39
	Uttarakhand	1
Northern Total		48
South-Central	Andhra Pradesh	53
South-Central Total		53
South-West	Karnataka	14
	Kerala	9
South-West Total		23
Southern	Puducherry	0
	Tamil Nadu	33
Southern Total		33
Western	Maharashtra	33
Western Total		33
Grand Total		283

Number of MBA Institutes

Region	State	District	No Of MBA/Other Institutes
	Chhattisgarh Total		27
	Gujarat Total		131
	Madhya Pradesh Total		214
Central Total			372
	Assam Total		6
	Jharkhand Total		8
	Orissa Total		79
	Sikkim Total		1
	West Bengal Total		56
Eastern Total			150
	Delhi Total		21
	Haryana Total		157
	Himachal Pradesh Total		13
	Jammu and Kashmir Total		11
	Punjab Total		138
	Rajasthan Total		137
North-West Total			477
	Bihar Total		16
	Dadra and Nagar Haveli Total		1
	Uttar Pradesh Total		460
	Uttarakhand Total		50
Northern Total			527
	Andhra Pradesh Total		943
South-Central Total			943
	Karnataka Total		210
	Kerala Total		68
South-West Total			278
	Puducherry Total		6
	Tamil Nadu Total		391
Southern Total			397
	Maharashtra Total		417
Western Total			417
Grand Total			3561

Growth of Technical Institutions in the Country

Year	Engg	Mgmt	MCA	Phar	Arch	HMCT	Total	Added in Year
2006-07	1511	1132	1003	665	116	64	4491	171
2007-08	1668	1149	1017	854	116	81	4885	394
2008-09	2388	1523	1095	1021	116	87	6230	1345
2009-10	2972	1940	1169	1081	106	93	7361	1131
2010-11	3222	2262	1198	1114	108	100	8004	643
2011-12	3393	2385	1228	1137	116	102	8361	357
2012-13	3495	2450	1241	1145	126	105	8562	201
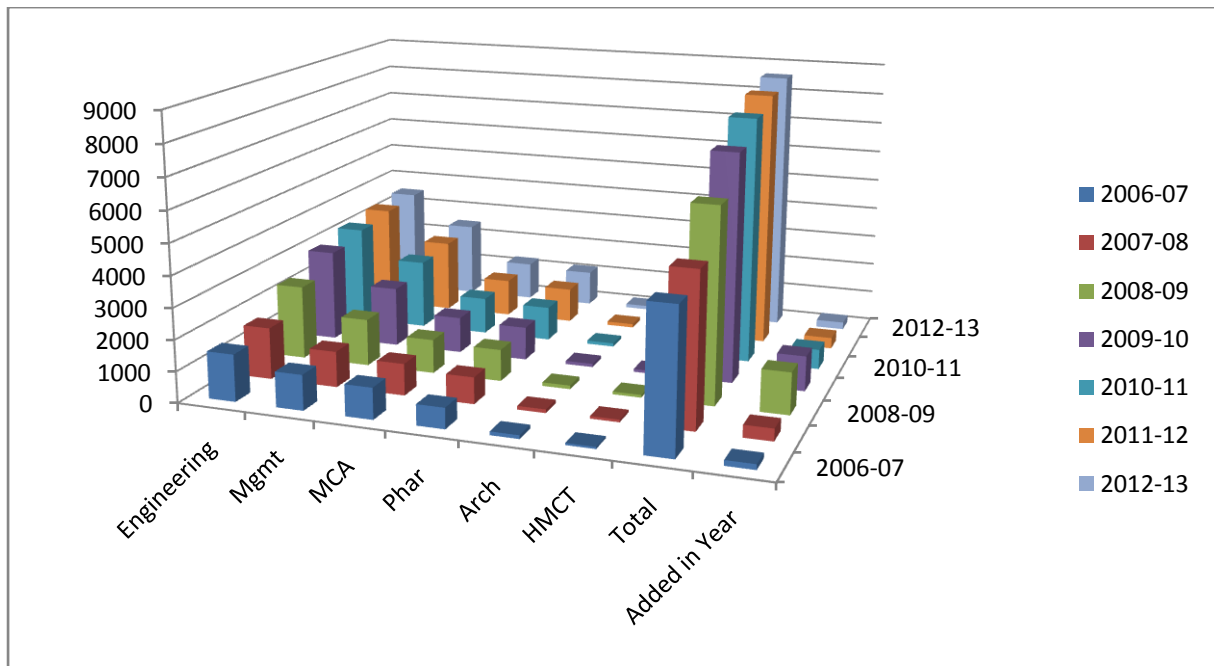
Growth of Intake in Technical Institutes

Year	Engg	Mgmt	MCA	Pharm	Arch	HMCT	Total	Added in the Year
2006-07	550986	94704	56805	39517	4543	4242	750797	73566
2007-08	653290	121867	70513	52334	4543	5275	907822	157025
2008-09	841018	149555	73995	64211	4543	5794	1139116	231294
2009-10	1071896	179561	78293	68537	4133	6387	1408807	269691
2010-11	1314594	277811	87216	98746	4991	7393	1790751	381944
2011-12	1485894	352571	92216	102746	5491	7693	2046611	255860
2012-13	1761976	385008	100700	121652	5996	8401	2236743	190132

Growth of intake in Graduate Programs and Polytechnics

Year	UG/PG Intake	Polytechnics - Intake	Total Intake
2007-08	907822	417923	1325745
2008-09	1139116	610903	1750019
2009-10	1408807	850481	2259288
2010-11	1790751	1083365	2874116
2011-12	2046611	1117545	3164156
2012-13	2236743	1212612	3449355
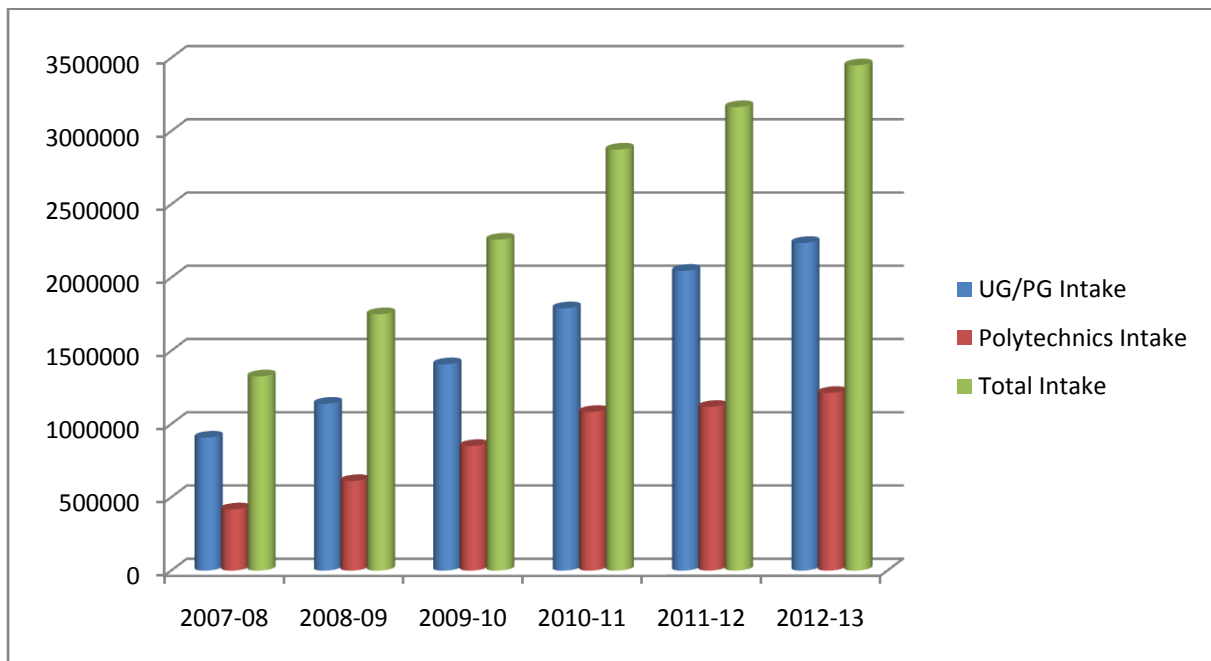
Growth of Polytechnics in the Country

Year	Diploma / Post Diploma (Total no. of Institutes	Added in the Year
2010 – 2011	3254	--
2011 – 2012	3428	174
2012 - 2013	3524	96
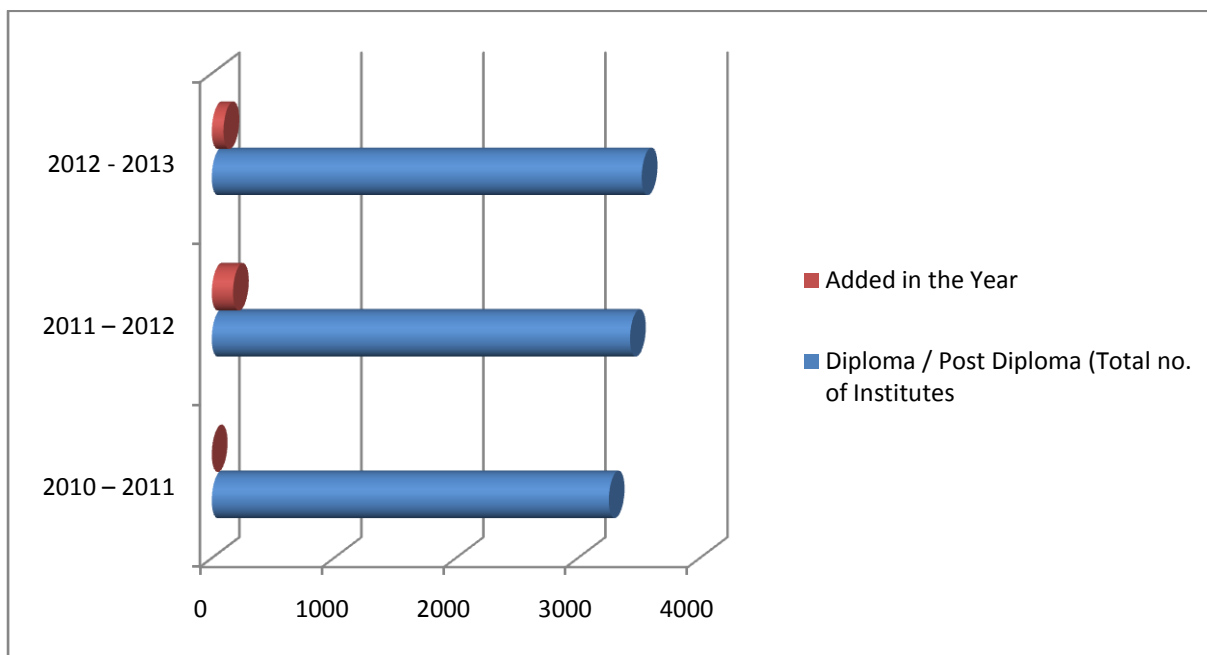
Intake Seats Region wise: UG/PG/Diploma (All inclusive)

Region	State	Approved Intake for 2008-2009	Approved Intake for 2009-2010	Approved Intake for 2010-2011	Approved Intake for 2011-2012	Approved Intake for 2012-2013
Central	Chhattisgarh	20977	26683	34679	38871	37332
	Gujarat	60928	89915	113207	130841	151747
	Madhya Pradesh	93059	119983	144809	160881	166120
Central Total		**174964**	**236581**	**292695**	**330593**	**355199**
Eastern	Andaman and Nicobar Islands	270	360	360	360	360
	Arunachal Pradesh	596	626	626	656	656
	Assam	4275	6330	7792	8644	7255
	Jharkhand	8490	9513	12293	14673	14237
	Manipur	405	455	575	595	405
	Meghalaya	410	650	770	830	1010
	Mizoram	260	230	260	260	30
	Orissa	48282	70132	86312	92034	96772
	Sikkim	927	1002	1138	1216	1404
	Tripura	580	580	790	790	790
	West Bengal	39491	48051	57988	64590	71364
Eastern Total		**103986**	**137929**	**168904**	**184648**	**194283**
North-West	Chandigarh	2460	2587	2697	2697	2697
	Delhi	21852	23909	26568	27674	25038
	Haryana	91910	108980	135237	156011	170942
	Himachal Pradesh	4946	10652	16152	20494	21836
	Jammu and Kashmir	5973	6433	7441	7765	7269
	Punjab	66673	89904	113711	128751	133215
	Rajasthan	49940	65997	119934	133404	138130
North-West Total		**243754**	**308462**	**421740**	**476796**	**499127**
Northern	Bihar	9225	10495	13977	14853	15078
	Uttar Pradesh	133143	185164	261030	303272	338911
	Uttarakhand	15594	21538	29860	34450	39008
Northern Total		**157962**	**217197**	**304867**	**352575**	**392997**
South-Central	Andhra Pradesh	316169	429819	536992	614671	691237
South-Central Total		**316169**	**429819**	**536992**	**614671**	**691237**
South-West	Karnataka	151924	184127	212791	232910	240490
	Kerala	49837	58658	71815	83307	91379
South-West Total		**201761**	**242785**	**284606**	**316217**	**331869**
Southern	Puducherry	5387	6727	8387	9629	10858
	Tamil Nadu	289174	360555	424350	479483	531986
Southern Total		**294561**	**367282**	**432737**	**489112**	**542844**
Western	Dadra and Nagar Haveli	330	330	390	528	576
	Daman and Diu	120	120	360	360	360
	Goa	2421	2445	2641	2977	3124
	Maharashtra	204297	257970	344803	395654	437739
Western Total		**207168**	**260865**	**348194**	**399519**	**441799**
Grand Total		**1700325**	**2200920**	**2790735**	**3164131**	**3449355**

Growth of intake in AICTE approved Institutions in last six years

Year	Engineering	Mgmt	MCA	Pharm	Arch	HMCT	Total	Added in year
2006-07	550986	94704	56805	39517	4543	4242	750797	73566
2007-08	653290	121867	70513	52334	4543	5275	907822	157025
2008-09	841018	149555	73995	64211	4543	5794	1139116	231294
2009-10	1071896	179561	78293	68537	4133	6387	1408807	269691
2010-11	1314594	277811	87216	98746	4991	7393	1790751	381944
2011-12	1485894	352571	92216	102746	5491	7693	2046611	255860
2012-13	1761976	385008	100700	121652	5996	8401	2236743	190132

Student Intake for UG/PG/Diploma/Post Diploma

Year	Total UG/PG: Student Intake	Polytechnics: student Intake	Total Intake Seats
2007-08	907822	417923	1325745
2008-09	1139116	610903	1750019
2009-10	1408807	850481	2259288
2010-11	1790751	1083365	2874116
2011-12	2046611	1117545	3164156
2012-13	2236743	1212612	3449355

1.3   The AICTE Act, 1987

The AICTE Act, 1987 was passed by the Parliament, to provide for the establishment of the All India Council for Technical Education (AICTE) with a view to ensure proper planning and coordinated development of the Technical Education System throughout the Country, qualitative improvement of such education in relation to planned quantitative growth and the regulation and proper maintenance of norms and standards in the Technical Education System and for matters connected therewith.

1.4   Important Provisions of the AICTE Act on Approval Process

1.4.1 Clause 10(g)	Evolve suitable performance appraisal system for Technical Institutions and Universities imparting Technical Education, incorporating Norms and Mechanisms for enforcing accountability.
1.4.2 Clause 10(i)	Lay down norms and standards for course curriculum, physical and instructional facilities, staff patterns, staff qualifications, quality instructions, assessment and examination.
1.4.3 Clause 10(k)	Grant approval for starting new Technical Institutions and for introduction of new Courses or Programs in consultation with the Agencies concerned.

1.4.4 Clause 10(n)	Take all necessary steps to prevent commercialization of Technical Education.
1.4.5 Clause 10(p)	Inspect or cause to inspect any technical Institution.
1.4.6 Clause 11(1)	For the purposes of ascertaining the financial needs of technical Institution or a University or its standards of teaching, examination and research, the Council may cause an inspection of any department or departments of such technical Institution or University to be made in such manner as may be prescribed and by such person or persons as it may direct.
1.4.7 Clause 11(2)	The Council shall communicate to the technical Institution or University the date on which any inspection under sub-section (1) is to be made and the technical Institution or University shall be entitled to be associated with the inspection in such manner as may be prescribed.
1.4.8 Clause 11(3)	The Council shall communicate to the technical Institution or the University, its views in regard to the results of any such inspection and may, after ascertaining the opinion of that technical Institution or University the action to be taken as a result of such inspection.
1.4.9 Clause 11(4)	All communications to a technical Institution or University under this section shall be made to the executive authority thereof and the executive authority of the technical Institution or University shall report to the Council the action, if any, which is proposed to be taken for the purposes of implementing any such recommendation as is referred to in sub-section (3).

1.5   AICTE Profile

1.5.1   Vision

Be a world class organization leading technological and socioeconomic development of the Country by enhancing the global competitiveness of technical manpower, by ensuring high quality technical education to all sections of the society.

1.5.2   Mission

- Transparent governance and accountability in approach towards society.
- Planned and coordinated development of Technical Education in the Country by ensuring world-class standards of Institutions through accreditation.
- Facilitating world-class Technical Education through:

  1. Development of high quality Institutions, academic excellence and innovative research and development programs;
  2. Networking of Institutions for optimum resource utilization;
  3. Dissemination of knowledge;
  4. Technology forecasting and global manpower planning;
  5. Promotion of industry-Institution interaction for developing new products, services, and patents;
  6. Inculcating entrepreneurship;
  7. Encouraging indigenous technology;
  8. Focusing on non-formal education;
  9. Providing affordable education to all.
  10. Making Indian Technical Education globally acceptable.
  11. A vision of a forward-looking organization that has an efficient, flexible and empowered manpower, sensitive to stakeholder's expectations.

1.5.3   Objectives

- Promotion of Quality in Technical Education.
- Planning and Coordinated Development of Technical Education System.
- Provide regulations and maintenance of Norms and Standards.

1.5.4   Responsibilities

- Promotion of Quality in Technical Education.
- Policy Directions
- Review of Norms and Standards
- Assessment of Manpower requirement
- Liaison with Central Government, State Governments, Universities and other Statutory Bodies

- Others as provided in the Act

.5.5 Major Functions

- Approval of Diploma / Degree / Post Graduate Degree / Post Graduation / Post Diploma / Post Graduate Diploma Level programs in Technical Institutions.
- Approval of variation / increase in intake, additional programs in technical Institutions
- Quality Assurance through Accreditation.
- Participation in the process of granting Deemed University status by MHRD.
- Approval for Foreign Collaborations / Twinning Programs.
- Promotion of Industry-Institution Interaction.
- Development of Model Curricula through All India Boards of Studies.
- Research Promotion Schemes (RPS)
- National Coordinated Project (NCP)
- National Facilities in Engineering & Technology with Industrial Collaboration (NAFETIC)
- Modernization and Removal of Obsolesces (MODROBS)
- Entrepreneurship Development Cell (EDC)
- Industry Institute Partnership Cell (IIPC)
- Travel Grant (TG)
- Seminar Grant (SG)
- Faculty Development Programme (FDP)
- Emeritus Fellowship (EF)
- Career Award for Young Teachers (CAYT)
- Visiting Professorship (VP)
- AICTE-INAE Distinguished visiting Professorship (DVP)
- National Doctoral Fellowship (NDF)
- Research Park (RP)
- Innovation Promotion Scheme (IPS)
- Post Graduate Grants and GATE Scholarship
- AICTE – INAE – TRF (Teacher Research Fellowship)
- AICTE – INAE – TG (Travel Grant to Students)
- Winter and Summer Schools for the Faculty
- Finishing Schools for the Students
- Indian National Digital Library in Engineering Sciences and Technology (INDEST)
- Quality Improvement Programme (QIP)
- NITTR Training Programmes for Faculty
- Networking of Technical Institutions.
- Assessment of National Technical Manpower through National Technical Manpower Information System (NTMIS)
- Promotion of Autonomy in Technical Institutions.
- Connecting Technical Institutions through EDUSAT Network-Live transmission of M.E. / M. Tech programs
- Steps for Stopping Commercialization of Technical Education.

1		**Definitions**
	1.1	"1st Shift" means activities conducted in 1st spell of time wherever two shift working exists.
	1.2	"2nd Shift" means activities conducted in 2nd spell of time wherever two shift working exists.
	1.3	"Architect" means an Architect registered with the Council of Architecture established under the Architect Act 1972.
	1.4	"Autonomous Institution", means an Institution, to which autonomy is granted and is designated to be so by the Statutes of affiliating University / Board.
	1.5	"Bandwidth Contention" means the contention ratio, ratio of the potential maximum demand to the actual bandwidth.
	1.6	"Build Operate Transfer" (BOT)" means a project financing, wherein a private entity receives a concession from the public sector to finance, design, construct, and operate a facility stated in the concession contract.
	1.7	"Co-Ed Institute" means the Institute admitting male and female students.
	1.8	"Commission" means University Grants Commission established under section 4 of the University Grants Commission Act, 1956
	1.9	"Compliance Report" shall mean the report submitted by Technical Institution complying with requirements as set by Council, Prevention and prohibition of ragging, in the Format prescribed by AICTE from time to time.
	1.10	"Deemed University" means an Institution declared as deemed to be University under section 3 of the University Grants Commission Act, 1956.
	1.11	"Foreign Student" means, the student who possesses a foreign passport.
	1.12	"Fresher" means a student who has been admitted to an Institution and who is undergoing his/her first year of study in such Institution.
	1.14	"Metro City" means a Metropolitan area as declared by Ministry of Urban Development, New Delhi or concerned State Government authority.
	1.15	"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.
	1.16	"NBA Web-Portal " means a web site as defined by NBA.
	1.17	"NBA" means National Board of Accreditation set up by AICTE, under Society Registration Act 1860.
	1.18	".pdf file" means document in Portable Document Format.
	1.19	"Prescribed" means as prescribed under these Regulations.
	1.20	"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.
	1.21	"Shift" means spell of time in which educational activities of the technical

		Institution are conducted.
	1.22	"Single Shift working" means where, educational activities of the technical Institution are generally conducted between 9 am to 5 pm.
	1.23	"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
	1.24	"Technical Campus" means a campus which offers education in one or more technical programs approved by the Council.
	1.25	"Two Shift working" means where, educational activities of the technical Institution are conducted in two spells of time i.e., 1st shift, generally, between 7 am to 3 pm and 2nd shift, generally, between 1 pm to 9 pm.
	1.26	"University Department" means a department established and maintained by the University.
	1.27	"University" shall means a University defined under clause (f) of Section 2 of the University Grants Commission Act, 1956.
	1.28	Part Time Programs means activities conducted in evening time i.e. 5.30 pm to 9.30 pm (six days a week) wherever First / general shift working exits and are meant only for working professionals or professionals with at least two years of work experience
	1.29	"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.
	1.30	"Government Institution" means technical Institution established and / or maintained by the Government.
	1.31	"Private-Self Financing Institution" means an Institution started by a Society/Trust/Company and does not received grant/fund from Central and/or State Government and/or Union Territory Administration for meeting its recurring expenditure.
	1.32	"Second Shift" means shift generally from 1pm to 9pm in which educational activities of the technical Institution are conducted.
	1.33	"NVEQF" means NATIONAL VOCATIONAL EDUCATION QUALIFICATION FRAMEWORK as notified by Ministry of Human Resource Development vide executive order No:1-4/2011-VE, DATED: 03.09.2012
	1.34	"NOS" means NATIONAL OCCUPATION STANDARDS laid down by the Sector Skill Councils (SSCs). Till the time SSCs become functional in all the identified sectors for nationally common NOS's, the All India Council For Technical Education (AICTE) and Central Board of Secondary
	1.35	"RPL" means RECOGNITION OF PRIOR LEARNING for (i) recognition of prior learning or qualifications acquired outside the learning path, and (ii) recognition of credits obtained through formal learning.
	1.36	"NITTR" means NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
	1.37	"CBSE" means CENTRAL BOARD FOR SECONDARY EDUCATION
	1.38	"SSB" means STATE SCHOOL BOARD
	1.39	"STB" means STATE TECHNICAL BOARDS

	1.40	"B.Voc." means BACHELOR OF VOCATIONAL STUDIES notified by the University Grants Commission
	1.41	"MES" means MODULAR EMPLOYABILITY SKILLS
	1.42	"NSDC" means NATIONAL SKILL DEVELOPMENT CORPORATION
	1.43	"PPP" means PUBLIC PRIVATE PARTNERSHIP
	1.44	"NIOS" means NATIONAL INSTITUTE OF OPEN SCHOOLING
	1.45	"NCC" means NATIONAL COMPETENCY CERTIFICATE as notified Ministry of Human Resource Development vide executive order No:1-4/2011-VE, DATED: 03.09.2012
	1.46	"NCWP" means NATIONAL CERTIFICATE FOR WORK PREPARATION as notified Ministry of Human Resource Development vide executive order No:1-4/2011-VE, DATED: 03.09.2012
	1.47	"IAMR" means INSTITUTE OF APPLIED MANPOWER RESEARCH
	1.48	"NCERT" means NATIONAL COUNCIL FOR EDUCATION RESEARCH AND TRAINING
	1.49	"IGNOU" means INDIRA GANDHI NATIONAL OPEN UNIVERSITY
	1.50	"NCSD" means NATIONAL COUNCIL ON SKILL DEVELOPMENT
	1.51	"SSC" means SECTOR SKILL COUNCILS lay down by the NOS
	1.52	"BOAT" means BOARDS OF APPRENTICESHIP TRAINING

Grant of Approval under NVEQF through a single application form for

- **Conduct of a Vocational Education (VE) Programs**
- **Conduct of Training for required skills by an existing organisation or its service/training centres as Skill Knowledge Provider (SKP)**

1			**National Vocational Education Qualification Framework (NVEQF):**
			Recognizing the high demand for skill in the country, Central Advisory Board of Education (CABE) emphasized the need for a National Vocational Education Qualification Framework (NVEQF) that provides a common reference framework for linking various vocational qualifications and setting common principles and guidelines for a nationally recognized qualification system and standards.
	1.1		**Observations:**
			• 80 percent of new entrants to the workforce have no opportunity for skill training. • Against approximately 15 million per annum new entrants to the workforce, the existing training capacity is approximately 3 million per annum. • Additionally a large number close to 200 Million at IX, X, XI, XII drop out who need Vocational skills to be employable. This number is likely to be 500 Million by 2020. • Mere skill building is not widely accepted within the society • Mere Acquiring degrees or Diplomas does not guarantee jobs. Hence a new paradigm is required to build skills and education together for multiple pathways and multipoint entry exit opportunities.
	1.2		**Current Scenario**
			• Water tight educational entry and exit levels • Increasing drop outs • Social non acceptance to Vocational Education as an alternate to higher education. • Loss of productive youth • Over qualified youth and non availability of appropriate jobs. • Mismatch between Qualifications and Industry needs. • Need to provide seamless integration between Vocational education and Regular Higher Education • Enhancement in GER • Need to Enhance employability potential
	1.3		**Objectives**
			• Bridge skill gap and provide trained manpower to various emerging service sectors in India • Strive towards development of skilled manpower for diversified sector through short term, structured job oriented Courses. • Prepare the youth for a vocation of their choice;

			• Build a formidable work force of international quality for Demand not only in India but also in all other countries. • Reduce unemployment by supplying world-class skilled people. • Reduce cost and improve productivity of services and manufacturing by providing skilled manpower to international standards
	1.4		**NVEQF Framework**
			• Currently there is no framework or body in place that integrates formal, vocational Education and the Job market • AICTE has taken upon the responsibility to contribute to progress the social and workplace landscape in India through integration (Vocational Education & Training) with main education stream • Provide the students multi level entry/exit system to enable them to seek employment after XII + Level and rejoin the stream as and when required to upgrade his/her qualification/skills. • AICTE and MHRD have incorporated recommendations of individuals and organizations that are willing to participate in this and put their shoulder to the wheel in this nation building exercise. • Any student under NVEQF can be sure that the institution is Government-authorized and nationally accredited, and that the degree or other qualification will be genuine. This framework would link schools, vocational and University education qualifications into one national system
	1.5		**Principles adopted for NVEQF**
			• Localised approach • Maximum Impact skills and sectors selected • Subsidized Fee Structure to provide accessibility • Skills for Women – (Hair Dressing, Beauty Therapy, Teaching, Driving, etc.) • Centrally administered 'Train The Trainers' • Placement assistance connecting candidates to jobs • Building pathway for international progression. • Recognition of prior learning
	1.6		**Features of NVEQF**
			• Across sectors and across the countr • Short duration, focused and modular programs • Practical hands on focus • Delivery in the local language • Full day, half day or week end programs • A network of centres • Full mobility between formal, Vocational streams of education and the Job market with multi Point Entry and Exit
	1.7		**Operational Methodology: Integrating VE with & Conventional Education**
			• Skill Knowledge Providers / Trainers (SKP) to be registered by AICTE or other authorised bodies for imparting specific skills. • A student registers with an AICTE approved Technical Institute or any other college for a Vocational Diploma or a Vocational Degree or registers with any other Institute affiliated to any Technical Board or a University. • The student completes the skill modules as required at various certification

			levels, one level at a time, acquires the necessary credits from the Skill Knowledge Provider/Trainers (SKP), and gives them on to the Institute where he is registered for a Diploma, Post Diploma or a Degree.
			• These credits are transferred to the Technical Board or the University as the case may be, which compiles the Vocational Skill credits and the formal education credits and if all such credits are available as required by the certification level, then the Technical Board or the University shall award the certification at that level.
			• Certification levels as required will entail the student for the award of a Vocational Degree or a Vocational Diploma or a Vocational Post Diploma.
			• The candidates may enter the job market after each certification level or may continue to acquire additional credits in part time / full time mode in order to complete the requirements of Vocational Diploma, Post Diploma or a Vocational Degree.
			• In all seven certification levels of 'Knowledge and Skill' have been identified (Refer Appendix-1). First two levels refer to standard IX and X at school level. These shall be with the CBSE schools or schools affiliated to State Boards and equivalent other boards.
			• Each level requires 1000 hours of education and training per annum. For the vocational stream leading to a Degree or a Diploma or a Post Diploma, these hours shall have both vocational and academic component. The vocational component will go on increasing as the level of certification increases. The Skill modules or the Vocational content at a certification level could be a single skill or a group of skills of the number of hours prescribed.
			• A candidate shall have freedom to choose either a vocational stream or a conventional stream to reach graduation level. In addition, a candidates shall have freedom to move from vocational stream to current formal higher education stream or vice versa at various stages. This multi level entry and exit system shall allow the candidate to seek employment after any level and rejoin the education as and when feasible to upgrade qualifications / skill competency.
			• A student entering a Vocational stream from general stream can enter at a certain level provided the skills required at that level are acquired, from a registered SKP
			• A student who has acquired the skills through work experience, can also enter the Vocational stream at an appropriate level provided he is assessed for the skills acquired from a registered SKP
			• The qualification frame work with upward mobility is shown in Appendix-1

2			**Seeking Approval of the Council for:**
	2.1		**Conduct of Vocational Education (VE) Programs**
			VE Programs can be conducted in an Institution by providing infrastructure and other requirements as per this Approval Process Handbook.
			VE Program offering Skill based courses shall not be established and / or started without prior approval of the Council
			Skill based Courses related to Engineering / Technology / Pharmacy /

			Architecture / Hotel Management and Catering Technology may be started in the respective program conducting institutions
			Institution shall not admit students to a VE program which is not approved by the Council
			Applicants are advised to apply only if the infrastructure required is complete as per the requirement without any deficiency at the time of filling the application form on the AICTE Web-Portal www.aicte-india.org
	2.2		**Conduct of Training for required skills by an existing organisation or its service/training centres as Skill Knowledge Provider (SKP)**
			Existing Skill Knowledge Provider (SKP): Any Industry or Industry associate or a Skill Training Centre or an ITI or Polytechnic with requisite training facilities required by the sector in which training is sought to be imparted. e.g.: an authorized service centre of an Automobile Company can apply for approval as a SKP
			Requirement of equipment / skill Centers / Teaching Instructors / Administrative staff / Infrastructure / Books / Library facilities / others shall be as per Appendix 3
			Applicants are advised to apply only if all Infrastructure and equipments are available at the time of filling the application form on the AICTE Web-Portal www.aicte-india.org

3			**Requirements and Eligibility of the Institutions**
	3.1		**All existing Institutions shall be set up under one of the following :**
		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
		c	A company established under Section 25 of Companies Act 1956.
		d	Central or State Government / UT Administration or by a Society or a Trust registered by them.
		e	The above bodies as mentioned in a, b, c may be a body formed under Public Private Partnership (PPP) or under BOT mode through an officer authorized by Central or State Government / UT Administration.
	3.2		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 :
		a	Administrative area, Amenities area, other infrastructural requirements, Library, Reading Room requirements shall be as per Appendix 3 for conducting a VE Program/s.
		b	Laboratories/Workshop and other infrastructural requirement cum Skill Centre Program wise area requirements shall be as per Appendix 3
	3.3		**The fund position of the applicant (Self financed Institutions, Private Universities) in the form of FDRs in the name of Society/Trust in Nationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India shall be as under on the date of Scrutiny.**

			Program proposed (Degree, Diploma and Post Diploma)	Total minimum funds required, Rupees in Lakhs as proof of operational expenses (at the time of Scrutiny) in the form of FDR in the name of Society / Trust
		a	All VE Programs	Rs. 10 Lakh
	3.4			The applicants shall not use name the technical Institution in such a way that the abbreviated form of the name of the technical Institution becomes IIM or IIT or II Sc or NIT or AICTE or UGC or MHRD or GOI. The applicant shall also not use the word(s) Government, India, Indian, National, All India, All India council, Commission anywhere in the name of the technical Institution and other names as prohibited under the Emblems And Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the technical Institution is established by Government of India or its name is approved by the Government of India.
	3.5			Name of the "VE Program" 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 this handbook
	3.6			VE Institutes offering VE Programs shall opt for Sectors / Specializations / Streams as per the Appendix-2
	3.7			The head of the Institution conducting "VE Program" shall be the "Principal" of the Parent Institute where VE Programs are conducted. One of the faculties in the institute shall be appointed as "VE Program Coordinator".

4				**Requirements and Eligibility of SKP**
	4.1			**Promoters of the Skill Knowledge Provider**
				An Skill Knowledge Provider may be established and administered by the following:
		a		A Society registered under the Societies Registration Act, 1860
		b		A Trust registered under the Charitable Trusts Act, 1950 or any other relevant Act.
		c		A company incorporated under Section 25 of the Companies Act, 1956.
		d		A Partnership Firm duly registered with Registrar of Firms under relevant law of the State or UT Administration concerned.
		e		The Institution as defined under clause 2.24 of All India Council for Technical Education (Grant of Approval for conducting Vocational Education Program, Community College Course(s) and Skill Knowledge Provider under National Vocational Education Qualification Framework) Regulations, 2012.
	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.

		a	Administrative area, Amenities area, other infrastructural requirements, Library, Reading Room requirements shall be as per Appendix 3 for a Skill Training Centre.
		b	Laboratories/Workshop and other infrastructural requirement cum Skill Centre : Skill specific requirements shall be as per Appendix 3
	4.3		**The fund position of the applicant (Self financed Institutions, Private Universities) in the form of FDRs in the name of Society/Trust in Nationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India shall be as under on the date of Scrutiny.**
			Skills proposed at Level1 to Level 7 of NVEQF (Degree, Diploma and Post Diploma) — Total minimum funds required, Rupees in Lakhs as proof of operational expenses (at the time of Scrutiny) in the form of FDR in the name of Society / Trust
		a	All VE Programs — Rs. 10 Lakh
	4.4		The applicants shall not use name the technical Institution in such a way that the abbreviated form of the name of the technical Institution becomes IIM or IIT or II Sc or NIT or AICTE or UGC or MHRD or GOI. The applicant shall also not use the word(s) Government, India, Indian, National, All India, All India council, Commission anywhere in the name of the technical Institution and other names as prohibited under the Emblems And Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the technical Institution is established by Government of India or its name is approved by the Government of India.
	4.5		Name of the "VE Program" 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 this handbook
	4.6		VE Skill Knowledge Provider shall opt for Sectors / specializations / Streams as per Appendix-2.

5			**Institutions and SKPs fulfilling Norms and Standards as mentioned will be entitled to allotment as follows:**
	5.1		All Institutions shall be eligible for a maximum of five (05) VE Courses, consisting of 100 students per course with a batch size of 50 students each.
	5.2		Any Institution / Society / Trust / Section 25 company or a member belonging to these if charge-sheeted, shall not be considered for approval unless they are acquitted.
	5.3		No increase shall be given to Institutions where a FIR / CBI / CVC / any other investigation agency / Anti Ragging / Punitive action initiated by AICTE for any violation in the norms and standards where enquiries are pending.
	5.4		All SKPs shall be eligible for maximum intake as per Appendix – 4.

6			**Procedure for Approval**
	6.1		Based on the Norms an institution that does not have deficiency may be approved for conducting the general education of the VE courses / specializations as applied for from Level 3 and or Level 5.
	6.2		Based on the norms an SKP that does not have deficiency may be approved for conducting the skill training of the VE courses/specialization as applied for from Level 3 and or Level 5. If the candidate to be admitted in the Level 3 after passing X standard from CBSE or State Board School, the SKP shall also provide the skill training as required at Level 1, 2,and 3.
	6.3		If an institute as at Clause 6.1 has identified an SKP and enters such data on the portal and if such institute and such SKP have no deficiencies, the combination may be approved for VE courses/ specializations as applied for.
	6.4		Further to Clause 6.3 above, an MOU shall be signed between the institute and the SKP in the format provided (Format2)
	6.5		If the institute has been unable to identify an SKP, the Council after completing the process of approval of institutions and SKPs shall upload the list on its web portal.
	6.6		If the institution is unable to identify an SKP then such an institution shall be allowed to select an SKP from the list displayed on the AICTE portal and shall sign an MOU with such SKP.
	6.7		The approval for intake shall be based on the list capacity to train in skills by an SKP or capacity to conduct general education by an institute.
	6.8		An existing ITI or Polytechnic or any other Non-AICTE approved college with requisite training facilities may apply for being considered for approval for both general learning and skill training as an SKP provided all other facilities in both the education and skills are available as per requirements. All such applications shall be processed independently for grant of approvals.
	6.9		An affidavit, in the format as given on the web portal, on a Non Judicial Stamp paper of Rs.100/- duly sworn before a First Class Magistrate or Notary or an Oath Commissioner, inter alia, stating that the information given in the application is true and that if it is found at any stage that any or part of the information has been suppressed and / or misrepresented and / or the information given in the application is false, the Council will be free to take action including withdrawal of approval and / or any other legal action as it may deem fit.

7			**Admissions Procedure & Fees**
	7.1		The institute shall publish in their brochure & website the details of this scheme and the specialization offered and approved intake in respective specialization.
	7.2		The institute shall invite applications giving advertisement in newspapers and publishing the same in the institute's website.

	7.3		The Procedure, Rules and Regulations for admission shall be as prescribed by the affiliating University or Board of Technical Education.
	7.4		The institute shall upload the student information in web portal and also display information regarding admitted candidates in their website for information to the students and other stakeholders.
	7.5		Admission to these seats shall be done on merit basis among applicants.
	7.6		The concerned State Government/UT shall notify the tuition and other fees for candidates to be admitted.

8			**Submission of Application**
	8.1		A unique USER ID will be allotted to each new applicant for setting up a new Institution, for further process on payment of Rs. 5000 (Five Thousand Only), through the payment gateway on the AICTE Web-Portal *www.aicte-india.org*
			If any existing Institution has not obtained a USER ID / Password previously or has misplaced / forgotten the same for whatever may be the reason, a unique USER ID shall be allotted to applicants for further process on payment of Rs. 5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal *www.aicte-india.org*
			Using this USER ID, the application in the prescribed Format shall be uploaded on the AICTE Web-Portal *www.aicte-india.org* by using this USER ID, the applicant will be able to track the status of the application at various stages of processing the application.
	8.2	a	**All Institutions already approved by council and applying for approval of the Council under these Regulations:-**
			Shall make necessary corrections, online, based on the deficiency / Status report available through Institute login until such time that the applicant finally submits the application on the portal.
			If there are no deficiencies then the system shall allot the intake applied for, as per clause 5 & 6 of the Approval Process Hand Book
			The consolidated list of all Institutes with the approved intake shall be placed before the Executive Committee for approval or otherwise. The same shall be notified on the web portal. Further the Institute may print the Letter of approval along with approved intake through the Institute login.
			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.

		b	All applicants other than 8.2 (a), may also make necessary corrections, online, based on the deficiency / Status report available through Institute login until such time that the applicant finally submits the application on the portal. The application submitted online on the web portal of the Council shall be evaluated by a Scrutiny Committee constituted by the Regional Officer by selecting members using automated selection process provided by the AICTE web-portal.	
	8.3		The processing fee shall be paid through the AICTE payment gateway on the Portal, through Corporate Internet banking failing which, the application shall not be considered. Applications shall be accepted subject to realization of the Payment	
	8.4		**Processing Fee for** Starting up new VE Program at Degree, Diploma, and Post Diploma Level through Levels 1 to Level 7.	
			Type of Institution applied for	**Processing Fees in Rs.**
		a	Minority Institution	40,000
		b	Institution set up exclusively for women	40,000
		c	Institution set up in North Eastern States	40,000
		d	All other Institutions	50,000
		e	Government / Government aided / Central University / State University	Nil
	8.5		**Processing Fee for** Starting up SKP Centre for conducting training programs through Levels 1 to Level 7	
			SKP applied for	**Processing Fees in Rs. Per Centre (Multiple centres of a SKP will pay for each Centre separately**
			Government / Government aided / Central University / State University	Nil
			Any other	40,000
			Above fees is applicable irrespective of number of Divisions/Courses/Skills	
			Submission of an application for Approval on Web-Portal on or before the last date as mentioned in the schedule is mandatory	
			A print of the complete application as uploaded on the AICTE Web-Portal, printed there on, along with the deficiency report generated through the Institute login, shall be submitted to Affiliating University / Board and Concerned State Government / UT, along with all enclosures as above, duly	

			attested by a Gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner on or before the date as mentioned in the schedule. Subsequently a stamped receipt from an authorized signatory as proof of submission of these documents is to be collected.

9			**Evaluation of application by Scrutiny Committee**
	9.1		The applications shall be evaluated by a Scrutiny Committee constituted by the Regional Officer by selecting members using automated selection process provided on the AICTE Web-Portal.
	9.2		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
	9.3		The Scrutiny Committee will invite all applicants for presentation of their proposals. Applicants are advised to adhere to given Scrutiny schedule and not to remain absent for Scrutiny. If the applicant remains absent for a scrutiny, then in no circumstances what so ever, their applications proposal shall be taken up for a scrutiny. Applicants shall produce original documents along with attested copies at the time of scrutiny.
	9.4		Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the applicant Society / Trust / A company established under Section 25 of Companies Act 1956, through web portal.
	9.5		Applicants who are communicated deficiencies or remain absent at the scrutiny shall be eligible for an appeal by way of re-scrutiny, which will be provided to them on the date and time scheduled by AICTE.
	9.6		The Scrutiny Committee during re-scrutiny shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards.
	9.7		Applications which are found to be in order in all respects by the Scrutiny Committee or Re-Scrutiny Committee will be processed further.
	9.8		The attested copies of original documents shall be retained by the committee. These shall be scanned & uploaded to the Web-Portal along with the report of the committee. This scanning and uploading will be done by the Regional office of the council.
	9.9		The Regional officer shall ensure and certify that all the fields of all scrutiny reports are filled completely and are in order.
	9.10		All applicants recommended for Expert Committee Visit by the Scrutiny Committee, or Re-Scrutiny Committee shall be communicated the date of Expert Committee Visit through Web Portal.

10			**Evaluation of application by Expert Committee**
	10.1		An Expert Committee shall visit the Institution or SKP to verify

			1. Readiness with respect to Appendix 3, i.e. instructional, administrative and amenities area requirements for Technical Institution 2. Readiness with respect to Appendix 3, i.e. Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities for Technical Institution.
	10.2		The Expert Committee to verify the Physical and Infrastructural facilities of the applicant Institute shall be constituted by the Regional Officer by selection of members using automated selection process provided on the AICTE Web-Portal. However, if any member of expert Committee is unable to attend the scheduled visit or refuses or incapacitated to take part in such scheduled visit, then Regional Officer with prior or post-facto approval of the Chairman Regional Committee may opt to choose any expert from approved panel of the experts.
	10.3		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
	10.4		Expert Committee shall have access to the report of the Scrutiny Committee and Re-Scrutiny Committee.
	10.5		Expert Committee shall verify actual availability of equipments, computers, software, internet, printers, book titles, book volumes, Mere presentation of Purchase Orders / Payment records for subscription etc. without actual availability shall not be considered.
	10.6		Institutions and/or SKPs being recommended for visit shall be verified for the facilities and training capacity available.
	10.7		Institutions or SKPs where Expert Visit is being conducted shall pay online an amount of Rs. 1 Lakh per visit towards the expert visit fee.
	10.8		Expert committee shall also verify original documents as per Appendix 11 and Video as in Appendix 11 with respect to actual infrastructure visited.
	10.9		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. Internet ready Laptop / desktop, scanner and printer.
	10.10		The Expert Committee shall Submit to the RO, 1. Its report in the prescribed Format of the visit. 2. Attested Copies of all documents as at 10.5 3. Video recording of Expert Committee visit. 4. Attendance sheet duly signed / digitally authenticated by, the expert Committee members, and representatives of applicant Society/Trust present during the visit
	10.11		The Regional officer shall ensure and certify that all the fields of all Expert Visit Committee reports are filled completely and are in order.
	10.12		The scanning and uploading of the documents as at 10.5 and 10.9 will be done by the concerned Regional office of the council.

11			**Evaluation of application by Regional Committee**
	11.1		The reports of Scrutiny Committee, Re-Scrutiny Committee, Expert Visiting Committee will be made available to the Regional Committee. Regional Committee will consider these reports and recommend the application for further processing.
	11.2		Applicants, whose applications are recommended for further processing after the decision of the Executive Committee, shall be informed for submission of a Money Deposit along with an affidavit[2]. The Regional officer shall ensure and certify that all the fields of Regional Committee report are filled completely and are in order.
	11.3		Institutions or SKP's as in Clause 11.2, shall deposit the prescribed amount of Money in AICTE's bank account for an amount as applicable to the category of the Institutions indicated in Table 11.3A, below (Government, Government Aided Institutions and University Departments (Government) are exempted).

11.3A Program	Under Graduate		Diploma		Post Diploma	
	Minority / Women / North Eastern States	Others	Minority / Women / North Eastern States	Others	Minority / Women / North Eastern States	Others
Rs. In Lakhs						
All Sectors	4.0	5.0	4.0	5.0	4.0	5.0

	11.4		The amount deposited by the Institution shall remain with the Council for at least 10 years which may be extended as per the regulations. The interest accrued on this deposited amount shall be credited to the Council.
	11.5		The Principle amount shall be returned to the Society / Trust / A company established under Section 25 of Companies Act 1956, on expiry of the term. However, the term of the deposited amount 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.
	11.6		Regional Officer concerned, while forwarding the recommendations of the Regional Committee for further process of issuance of LOA or otherwise to AICTE head quarters, for placing before the Executive Committee shall verify that the processes and parameters prescribed under these regulations and approval process hand book are followed by the Scrutiny Committee and the Regional Committee
	11.7		The bureau concerned at AICTE head quarters shall also verify that the

			processes and parameters prescribed under these regulations and approval process hand book are followed.
			The concerned officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.

12			**Grant of approval**
	12.1		The recommendations of the Regional Committee for further process of issuance of LOA or otherwise shall be placed before the Executive Committee of AICTE.
			Executive Committee after considering the recommendations of the Regional Committee, shall take a final decision at its meeting on grant of approval or otherwise.
			Further based on the decision of the Executive Committee, Letter of Approval or Letter of Rejection shall be issued by the Member Secretary or an officer authorized by him.
			Validity of the letter of approval, if issued, shall be for two academic years from date of issue of letter of approval for obtaining affiliation with respective University and fulfilling State Government requirements for admissions in the current session. If the Institution fails to admit the students in the current academic session due to non affiliation by the University or non fulfillment of State Government requirements, the Institution shall apply on line on AICTE web portal for continuation of approval in the next academic session.

13			**Appointment of the Coordinator of VE and teaching staff in approved Institution to conduct VE Programs**
	13.1		Institutions granted Letter of Approval shall comply with all requirements of appointment of technical and other technical supporting staff & administrative staff as per the schedule prescribed in the approval process hand book.
			Institutions shall appoint teaching staff, Coordinator and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University, or the Technical Boards.
			The information about these appointments of staff in the prescribed Format shall also be uploaded on the Web-Portal of AICTE.

14			**Appeal Procedure**
	14.1		**Procedure for submission of appeal and evaluation by the Standing Appeal Committee for applications rejected at Executive Committee.**
		a	The Institution or SKP, if aggrieved by the decision of AICTE taken on their

			application seeking approval of technical Institution shall be given only one opportunity of an appeal on the date and time scheduled by AICTE.
		b	The Appeal of the Institution or the SKP will be considered by the Standing Appeal Committee and for the purpose of consideration of the Appeal, the Standing Appeal Committee may devise its own procedure. The appeal schedule shall be notified on the web Portal.
		c	The report of the Standing Appeal Committee shall be communicated by uploading on the web-portal. The report of the Standing Appeal Committee shall be placed before the Council whose decision shall be final.
		d	Applicants are advised to adhere to given Standing Appeal Committee schedule and not to remain absent for Appeal. If the applicant remains absent for Appeal, then in no circumstances what so ever, their applications / proposal shall be taken up by the Standing Appeal Committee and such Institutions if they so desire may apply afresh for the next academic session. Such Institutions remaining absent for any reason whatsoever shall not be entitled for any further appeal.
		e	An officer of the Council shall place the records before the Standing Appeal Committee. A representative of the Institute shall be invited to place the point of view of the Institute before the Standing Appeal Committee for consideration.
		f	The Standing Appeal Committee at its discretion may recommend a Re-Scrutiny or Expert Visit for verification of the claims made by the applicant Society or Trust or A company established under Section 25 of Companies Act 1956 or may reject the appeal. The concern officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.
		g	Applications which are found to be in order in all respects by the re-scrutiny Committee or Expert Visit Committee will be processed further for approval or otherwise.
		h	The report of the scrutiny or re-scrutiny Committee or Expert Visit Committee as applicable shall be placed along with the observations of the Approval Bureau, before the Standing Appeal Committee for review on the date and time scheduled by AICTE. The report of the Standing Appeal Committee shall be placed before the Council whose decision shall be final. The concern officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.
		i	The decision of the Council shall be communicated to the applicant in form of Letter of Approval or Letter of Rejection or in the form of an appropriate communication.

		j	The letter of rejection shall be issued by the Member Secretary or an officer authorised by him, AICTE.
		k	In case of rejection of the proposal, it shall be open for the applicant to make a fresh application as stated in Chapter 1 of this handbook

15			**Time Schedule for processing of applications**
	15.1		AICTE shall notify through a public Notice published in the leading news papers and through the AICTE Web-Portal regarding cut off dates for various purposes including receipt of applications and processing thereof from time to time if so necessitated. The time schedule mentioned in the Public Notice shall be final and binding.
			The last date of submission of application form shall mean submission of application on Portal and generation of paying slip not later than the last date as mentioned in the time schedule for this purpose and as notified in the public notice published in the leading news papers and through the AICTE Web-Portal.

Grant of Approval under NVEQF through a single application form for

- **Conduct of a Community College Courses in Existing AICTE approved Polytechnics**
- **Conduct of a Community College Courses in College recognized by the Central Statutory Board and/or Affiliated by the University or the State Board of Technical Education**
- **Conduct of Training for required skills by an existing organisation or its service/training centres as Skill Knowledge Provider (SKP)**

1			**Introduction: Community College Courses in Existing Polytechnics**
	1.1		There are more than 3500 polytechnics and equivalent technical institutions which have potential to provide skill training to millions of youth through their own facilities and or by establishing extension centres in collaboration with ITIs, or Vocational Skill Knowledge providers, NGOs, and other colleges in the Arts Science and Commerce streams. These polytechnics can also render useful services in adoption of appropriate technologies and providing technical and support services to rural people and slum dwellers.
			AICTE approved polytechnics are considered to be a viable vehicle for providing the intended services as mentioned above.
			The rationale for choosing AICTE approved Polytechnics for the implementation of Scheme of Community Development through Polytechnics is based on the fact that AICTE approved Polytechnics are equipped with the following type of resources:
			• Polytechnics are equipped with physical facilities in the form of buildings, lecture halls, laboratories, workshops, hostels etc. which could be used as Knowledge and Skill Centres for rural community and slums dwellers;
			• Polytechnics have qualified and trained faculty who can scientifically formulate, implement and monitor community oriented programs and projects especially where the activity of adoption of appropriate technology is involved;
			• Polytechnics have technicians and craftsmen whose services can be utilized to some extent for imparting skill training and adoption of appropriate technologies.
			Students of Polytechnics could be of tremendous help in making meaningful

			contribution to community and rural development. Polytechnics can, therefore, render vital assistance in the community development work. This, they can do partly by utilizing their own resources and partly by mobilizing the resources available at the higher technological institutions. The involvement of Polytechnics in implementing the Scheme of Community Development through Polytechnics is need of the hour.
	1.2		In order that the human resource is developed for gainful employment/self employment, the training must be need based, and should provide employable/ self-employable skills. The purpose of the skill development is to create skilled and knowledge based manpower by empowering them technically so that they can earn their sustainable livelihood. All training programs should be well-designed through graded exercises, keeping in view the market requirements for various trades. Short term non-formal, modular courses of 3-6 months duration, depending on the local needs and commensurate with the available local resources with proper structures, yet having the desired flexibility to pave the way for self paced open learning mode (OLM), should be offered. Depending upon local circumstances in some cases Multi-skill training may be offered to make self employment viable in the rural economy. In some of the trades, advance skill course for 3 to 6 months duration may be designed and offered as per the interest of trainees or as per the demands of local companies/industries/market. Preferences may be given to the training courses with technical bias.
	1.3		**Objectives of Skill Development Training Programs:**
			Providing basic skills, knowledge and attitudes for self/wage employment to intended beneficiaries in their own villages/communities or nearby areas. Imparting entrepreneurial skills for initiating micro/tiny enterprises especially for the rural youth and community. Offering skill up-gradation programs in their own fields, or for adoption of appropriate technologies for enhancing their employment prospects e.g. masons may be trained for construction of bio-gas plants, low cost latrines, water storage tanks, ferro-cement articles; blacksmith may be trained in welding, fabrication, etc. Identifying and conducting special skill training programs for Women, SCs/STs, OBCs, minorities, school dropouts, street children, physically handicapped, economically weaker sections of the society and other under-privileged persons Special training programs on health and hygiene, sanitation and mechanization of sanitary services and skill programs pertaining to liberation and rehabilitation of scavengers may be organized.
	1.4		**Features under Skill Development and Training:**

The skill development programmes chosen for training shall be based on need assessment survey and felt need of the locality. A lot more emphasis needs to be given to meet the growing demands of the service sector.

Each identified Polytechnic should conduct a survey for identification of priority needs for skill training programs of a cluster of 10 to 20 villages every year. DRDA, NGOs, Voluntary Agencies, Village Panchayats and retired teachers, engineers and other reputed persons should be involved in the process.

The skill programs offered should be flexible and non-formal with open access to all, without any precondition of age, sex and educational qualification.

The identified Polytechnics should target the poor and deprived sections of society in both urban and rural areas specifically Women, SCs/STs, OBCs, minorities, school dropouts, street children, physically handicapped, economically weaker sections of the society and other under-privileged persons.

To facilitate self-employment in service sector, emphasis should be on multi-skill training, while for employment in production centres, training may be given either on specialized designated skills or multi-trade skills depending on needs and requirements.

Possibility of sharing of financial/infrastructural/skill resources available with different institutions/ organizations/agencies may be explored.

Infrastructure facilities available in the polytechnics should be utilized in conducting various training programmes.

The infrastructure available in ITIs/Vocational Schools/Colleges/ Technical Institutions wherever available may be utilised for the skill development training programs.

Achievements of the trainees in terms of competencies developed may be done by way of issuing certificates, indicating the level of proficiency the beneficiary has attained through participation in the skill programs. Such certificate issued by the Polytechnics will help the employing agencies in making recruitment.

The identified polytechnics may collaborate with potential employers in their vicinity to awarding certificates to the participants of skill programmes jointly.

The identified Polytechnics should develop a proper feedback mechanism to know the post-training status of the trainees specifically with regard to their getting self/wage employment.

The major criteria for judging the effectiveness of the training imparted are the rate of employability and the skills attained by the trainees. The polytechnics

			should start only the need-based skill training programs.
	1.5		**Skill Development Training Programmes through Community Colleges: NVEQF and Community College Framework**
			Recognition of training acquired in a community college for lateral and vertical mobility to higher education through NVEQF shall be as per Appendix-1

2			**Seeking Approval of Council for :**
	2.1		**Conduct of a Community College Courses in Existing AICTE approved Polytechnics**
		a	Community College to run Skill programs can be conducted in existing Polytechnics by providing infrastructure and other requirements as per this Approval Process Handbook.
		b	Community College offering Skill based courses shall not be established and / or started without prior approval of the Council
		c	Skill based Courses related to the disciplines of Engineering / Technology / Pharmacy / Architecture / Hotel Management and Catering Technology may be started in their respective program conducting institutions
		d	Admission authority / body / Institution shall not permit admissions of students to a Community College VE program which is not approved by the Council
		e	Applicants are advised to apply only if the Building for the purpose of application is complete as per the Infrastructure requirements without any deficiency at the time of filling the application form on the AICTE Web-Portal www.aicte-india.org
	2.2		**Conduct of a Community College Courses in College recognized by the Central Statutory Board and/or Affiliated by the University or the State Board of Technical Education**
		a	Community College to run Skill programs can be conducted in existing Non-AICTE approved Institutions by providing infrastructure and other requirements as per this Approval Process Handbook.
		b	Community College offering Skill based courses shall not be established and / or started without prior approval of the Council
		c	Skill courses based on Arts, Science and Commerce Stream may be started in the respective stream conducting Institutions.
		d	Admission authority / body / Institution shall not permit admissions of students to a Community College VE program which is not approved by the Council
		e	Applicants are advised to apply only if the Building for the purpose of application is complete as per the Infrastructure requirements without any deficiency at the time of filling the application form on the AICTE Web-Portal www.aicte-india.org
	2.3		**Conduct of Training for required skills by an existing organisation or its service/training centres as Skill Knowledge Provider (SKP)**
			Existing Skill Knowledge Provider (SKP): Any Industry or Industry associate or a Skill Training Centre or an ITI or Polytechnic with requisite training facilities required by the sector in which training is sought to be imparted. E.g.: an authorized service centre of an Automobile Company can apply for approval as a

			SKP
			Requirement of equipment / skill Centers / Teaching Instructors / Administrative staff / Infrastructure / Books / Library facilities / others shall be as per Appendix 3
			Applicants are advised to apply only if all Infrastructure and equipments are available at the time of filling the application form on the AICTE Web-Portal www.aicte-india.org

3			**Requirements and Eligibility of the Institutions**
	3.1		**All existing Institutions shall be set up under one of the following :**
		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
		c	A company established under Section 25 of Companies Act 1956.
		d	Central or State Government / UT Administration or by a Society or a Trust registered by them.
		e	The above bodies as mentioned in a, b, c may be a body formed under Public Private Partnership (PPP) or under BOT mode through an officer authorized by Central or State Government / UT Administration.
	3.2		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 :
		a	Administrative area, Amenities area, other infrastructural requirements, Library, Reading Room requirements shall be as per Appendix 3 for conducting a VE Program/s.
		b	Laboratories/Workshop and other infrastructural requirement cum Skill Centre : Program wise area requirements shall be as per Appendix 3
	3.3		**The fund position of the applicant (Self financed Institutions, Private Universities) in the form of FDRs in the name of Society/Trust in Nationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India shall be as under on the date of Scrutiny.**
		Program proposed (Community Skill Diploma (CSD))	Total minimum funds required, Rupees in Lakhs as proof of operational expenses (at the time of Scrutiny) in the form of FDR in the name of Society / Trust
		a	All VE Programs	Rs. 10 Lakh
	3.4		The applicants shall not use name the technical Institution in such a way that the abbreviated form of the name of the technical Institution becomes IIM or IIT or II Sc or NIT or AICTE or UGC or MHRD or GOI. The applicant shall also not use the word(s) Government, India, Indian, National, All India, All India council, Commission anywhere in the name of the technical Institution and other names as prohibited under the Emblems And Names (Prevention of

			Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the technical Institution is established by Government of India or its name is approved by the Government of India.
	3.5		Name of the "VE Program" 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 this handbook
	3.6		VE Institutes offering VE Programs shall opt for Sectors / Specializations / Streams as per the Appendix-2
	3.7		The head of the Institution conducting "VE Program" shall be the "Principal" of the Parent Institute where VE Programs are conducted. One of the faculty in the institute shall be appointed as "VE Program Coordinator".

4			**Requirements and Eligibility of SKP**
	4.1		**Promoters of the Skill Knowledge Provider**
			An Skill Knowledge Provider may be established and administered by the following:
		a	A Society registered under the Societies Registration Act, 1860
		b	A Trust registered under the Charitable Trusts Act, 1950 or any other relevant Act.
		c	A company incorporated under Section 25 of the Companies Act, 1956.
		d	A Partnership Firm duly registered with Registrar of Firms under relevant law of the State or UT Administration concerned.
		e	**The Institution as defined under clause 2.24 of All India Council for Technical Education (Grant of Approval for conducting Vocational Education Program, Community College Course(s) and Skill Knowledge Provider under National Vocational Education Qualification Framework) Regulations, 2012.**
	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.
		a	Administrative area, Amenities area, other infrastructural requirements, Library, Reading Room requirements shall be as per Appendix 3 for a Skill Training Centre.
		b	Laboratories/Workshop and other infrastructural requirement cum Skill Centre : Skill specific requirements shall be as per Appendix 3
	4.3		**The fund position of the applicant (Self financed Institutions, Private Universities) in the form of FDRs in the name of Society/Trust in Nationalised Bank or Scheduled Commercial Banks recognised by Reserve Bank of India shall be as under on the date of Scrutiny.**
			Skills proposed at Level1 to Level 7 of	Total minimum funds required, Rupees in Lakhs as proof of operational expenses (at the time of

			NVEQF (Community Skill Diploma (CSD))	Scrutiny) in the form of FDR in the name of Society / Trust
		a	All VE Programs	Rs. 10 Lakh
	4.4		The applicants shall not use name the technical Institution in such a way that the abbreviated form of the name of the technical Institution becomes IIM or IIT or II Sc or NIT or AICTE or UGC or MHRD or GOI. The applicant shall also not use the word(s) Government, India, Indian, National, All India, All India council, Commission anywhere in the name of the technical Institution and other names as prohibited under the Emblems And Names (Prevention of Improper Use) Act, 1950. Provided that the restrictions mentioned above shall not be applicable, if the technical Institution is established by Government of India or its name is approved by the Government of India.	
	4.5		Name of the "VE Program" 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 this handbook	
	4.6		VE Skill Knowledge Provider shall opt for Sectors / specializations / Streams as per Appendix-2.	

5			**Institutions and SKPs fulfilling Norms and Standards as mentioned will be entitled to allotment as follows:**
	5.1		All Institutions shall be eligible for a maximum of five (05) VE Courses, consisting of 100 students per course with a batch size of 50 students each.
	5.2		Any Institution / Society / Trust / Section 25 company or a member belonging to these if charge-sheeted, shall not be considered for approval unless they are acquitted.
	5.3		No increase shall be given to Institutions where a FIR / CBI / CVC / any other investigation agency / Anti Ragging / Punitive action initiated by AICTE for any violation in the norms and standards where enquiries are pending.
	5.4		All SKPs shall be eligible for maximum intake as per Appendix – 4.

6			**Procedure for Approval**
	6.1		Based on the Norms an institution that does not have deficiency may be approved for conducting the general education of the VE courses / specializations as applied for from Level 3 and or Level 5.
	6.2		Based on the norms an SKP that does not have deficiency may be approved for conducting the skill training of the VE courses/specialization as applied for from Level 3 and or Level 5. If the candidate to be admitted in the Level 3 after passing X standard from CBSE or State Board School, the SKP shall also provide the skill training as required at Level 1, 2,and 3.
	6.3		If an institute as at Clause 6.1 has identified an SKP and enters such data on the

			portal and if such institute and such SKP have no deficiencies, the combination may be approved for VE courses/ specializations as applied for.
	6.4		Further to Clause 6.2 above, an MOU shall be signed between the institute and the SKP in the format provided (Format2)
	6.5		If the institute has been unable to identify an SKP, the Council after completing the process of approval of institutions and SKPs shall upload the list on its web portal.
	6.6		If the institution is unable to identify an SKP then such an institution shall be allowed to select an SKP from the list displayed on the AICTE portal and shall sign an MOU with such SKP.
	6.7		The approval for intake shall be based on the list capacity to train in skills by an SKP or capacity to conduct general education by an institute.
	6.8		An existing ITI or Polytechnic or any other Non-AICTE approved college with requisite training facilities may apply for being considered for approval for both general learning and skill training as an SKP provided all other facilities in both the education and skills are available as per requirements. All such applications shall be processed independently for grant of approvals.
	6.9		An affidavit, in the format as given on the web portal, on a Non Judicial Stamp paper of Rs.100/- duly sworn before a First Class Magistrate or Notary or an Oath Commissioner, inter alia, stating that the information given in the application is true and that if it is found at any stage that any or part of the information has been suppressed and / or misrepresented and / or the information given in the application is false, the Council will be free to take action including withdrawal of approval and / or any other legal action as it may deem fit.

7			**Admissions Procedure & Fees**
	7.1		The institute shall publish in their brochure & website the details of this scheme and the specialization offered and approved intake in respective specialization.
	7.2		The institute shall invite applications giving advertisement in newspapers and publishing the same in the institute's website.
	7.3		The Procedure, Rules and Regulations for admission shall be as prescribed by the affiliating University or Board of Technical Education.
	7.4		The institute shall upload the student information in web portal and also display information regarding admitted candidates in their website for information to the students and other stakeholders.
	7.5		Admission to these seats shall be done on merit basis among applicants.
	7.6		The concerned State Government/UT shall notify the tuition and other fees for candidates to be admitted.

8			**Submission of Application**
	8.1		A unique USER ID will be allotted to each new applicant for setting up a new Institution, for further process on payment of Rs. 5000 (Five Thousand Only), through the payment gateway on the AICTE Web-Portal *www.aicte-india.org* If any existing Institution has not obtained a USER ID / Password previously or has misplaced / forgotten the same for whatever may be the reason, a unique USER ID shall be allotted to applicants for further process on payment of Rs. 5000/- (Five Thousand Only), through the payment gateway on the AICTE Web-Portal *www.aicte-india.org* Using this USER ID, the application in the prescribed Format shall be uploaded on the AICTE Web-Portal *www.aicte-india.org* by using this USER ID, the applicant will be able to track the status of the application at various stages of processing the application.
	8.2	a	**All Institutions already approved by council and applying for approval of the Council under these Regulations:-** Shall make necessary corrections, online, based on the deficiency / Status report available through Institute login until such time that the applicant finally submits the application on the portal. If there are no deficiencies then the system shall allot the intake applied for, as per clause 5 & 6 of the Approval Process Hand Book The consolidated list of all Institutes with the approved intake shall be placed before the Executive Committee for approval or otherwise. The same shall be notified on the web portal. Further the Institute may print the Letter of approval along with approved intake through the Institute login. 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.
		b	All applicants other than 8.2 (a), may also make necessary corrections, online, based on the deficiency / Status report available through Institute login until such time that the applicant finally submits the application on the portal. The application submitted online on the web portal of the Council shall be evaluated by a Scrutiny Committee constituted by the Regional Officer by selecting members using automated selection process provided by the AICTE web-portal.
	8.3		The processing fee shall be paid through the AICTE payment gateway on the Portal, through Corporate Internet banking failing which, the application shall not be considered.

			Applications shall be accepted subject to realization of the Payment
	8.4		**Processing Fee for** Starting up new VE Program at Community Skill Diploma (CSD) through Levels 1 to Level 7.

			Type of Institution applied for	Processing Fees in Rs.
		a	Minority Institution	40,000
		b	Institution set up exclusively for women	40,000
		c	Institution set up in North Eastern States	40,000
		d	All other Institutions	50,000
		e	Government / Government aided / Central University / State University	Nil

	8.5		**Processing Fee for** Starting up SKP Centre for conducting training programs through Levels 1 to Level 7

		SKP applied for	Processing Fees in Rs. Per Centre (**Multiple centres of a SKP will pay for each Centre separately**
		Government / Government aided / Central University / State University	Nil
		Any other	40,000

		Above fees is applicable irrespective of number of Divisions/Courses/Skills
		Submission of an application for Extension of Approval on Web-Portal on or before the last date as mentioned in the schedule is mandatory
		A print of the complete application as uploaded on the AICTE Web-Portal, printed there on, along with the deficiency report generated through the Institute login, shall be submitted to Affiliating University / Board and Concerned State Government / UT, along with all enclosures as above, duly attested by a Gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner on or before the date as mentioned in the schedule. Subsequently a stamped receipt from an authorized signatory as proof of submission of these documents is to be collected.

9			**Evaluation of application by Scrutiny Committee**
	9.1		The applications shall be evaluated by a Scrutiny Committee constituted by the Regional Officer by selecting members using automated selection process provided on the AICTE Web-Portal.
	9.2		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.
	9.3		The Scrutiny Committee will invite all applicants for presentation of their proposals. Applicants are advised to adhere to given Scrutiny schedule and not to remain absent for Scrutiny. If the applicant remains absent for a scrutiny, then in no circumstances what so ever, their applications proposal shall be taken up for a scrutiny. Applicants shall produce original documents along with attested copies at the time of scrutiny.
	9.4		Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the applicant Society / Trust / A company established under Section 25 of Companies Act 1956, through web portal.
	9.5		Applicants who are communicated deficiencies or remain absent at the scrutiny shall be eligible for an appeal by way of re-scrutiny, which will be provided to them on the date and time scheduled by AICTE.
	9.6		The Scrutiny Committee during re-scrutiny shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards.
	9.7		Applications which are found to be in order in all respects by the Scrutiny Committee or Re-Scrutiny Committee will be processed further.
	9.8		The attested copies of original documents shall be retained by the committee. These shall be scanned & uploaded to the Web-Portal along with the report of the committee. This scanning and uploading will be done by the Regional office of the council.
	9.9		The Regional officer shall ensure and certify that all the fields of all scrutiny reports are filled completely and are in order.
	9.10		All applicants recommended for Expert Committee Visit by the Scrutiny Committee, or Re-Scrutiny Committee shall be communicated the date of Expert Committee Visit through Web Portal.

10			**Evaluation of application by Expert Committee**
	10.1		An Expert Committee shall visit the Institution or SKP to verify 1. Readiness with respect to Appendix 3, i.e. instructional, administrative and amenities area requirements for Technical Institution 2. Readiness with respect to Appendix 3, i.e. Computer, Software, Internet, Printers, Laboratory Equipments and Books, Journals, Library facilities for Technical Institution.
	10.2		The Expert Committee to verify the Physical and Infrastructural facilities of the applicant Institute shall be constituted by the Regional Officer by selection of members using automated selection process provided on the AICTE Web-Portal. However, if any member of expert Committee is unable to attend the scheduled visit or refuses or incapacitated to take part in such scheduled visit, then Regional Officer with prior or post-facto approval of the Chairman Regional Committee may opt to choose any expert from approved panel of the experts.

	10.3		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.
	10.4		Expert Committee shall have access to the report of the Scrutiny Committee and Re-Scrutiny Committee.
	10.5		Expert Committee shall verify actual availability of equipments, computers, software, internet, printers, book titles, book volumes, Mere presentation of Purchase Orders / Payment records for subscription etc. without actual availability shall not be considered
	10.6		Institutions and/or SKPs being recommended for visit shall be verified for the facilities and training capacity available.
	10.7		Institutions or SKPs where Expert Visit is being conducted shall pay online an amount of Rs. 1 Lakh per visit towards the expert visit fee.
	10.8		Expert committee shall also verify original documents as per Appendix 11 and Video as in Appendix 11 with respect to actual infrastructure visited.
	10.9		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. Internet ready Laptop / desktop, scanner and printer.
	10.10		The Expert Committee shall Submit to the RO, 1. Its report in the prescribed Format of the visit. 2. Attested Copies of all documents as at 10.5 3. Video recording of Expert Committee visit. 4. Attendance sheet duly signed / digitally authenticated by, the expert Committee members, and representatives of applicant Society/Trust present during the visit
	10.11		The Regional officer shall ensure and certify that all the fields of all Expert Visit Committee reports are filled completely and are in order.
	10.12		The scanning and uploading of the documents as at 10.5 and 10.9 will be done by the concerned Regional office of the council.

11			**Evaluation of application by Regional Committee**
	11.1		The reports of Scrutiny Committee, Re-Scrutiny Committee, Expert Visiting Committee will be made available to the Regional Committee. Regional Committee will consider these reports and recommend the application for further processing.
	11.2		Applicants, whose applications are recommended for further processing after the decision of the Executive Committee, shall be informed for submission of a Money Deposit along with an affidavit[2]. The Regional officer shall ensure and certify that all the fields of Regional Committee report are filled completely and are in order.
	11.3		Institutions/SKP as in Clause 11.2, shall deposit the prescribed amount of

			Money in AICTE's bank account for an amount as applicable to the category of the Institutions indicated in Table 11.3A, below (Government, Government Aided Institutions and University Departments (Government) are exempted).

11.3A Program		Community Skill Diploma (CSD)	
		Minority / Women / North Eastern States	Others
		Rs. In Lakhs	
All Sectors		4.0	5.0

	11.4	The amount deposited by the Institution shall remain with the Council for at least 10 years which may be extended as per the regulations. The interest accrued on this deposited amount shall be credited to the Council.
	11.5	The Principle amount shall be returned to the Society / Trust / A company established under Section 25 of Companies Act 1956, on expiry of the term. However, the term of the deposited amount 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.
	11.6	Regional Officer concerned, while forwarding the recommendations of the Regional Committee for further process of issuance of LOA or otherwise to AICTE head quarters, for placing before the Executive Committee shall verify that the processes and parameters prescribed under these regulations and approval process hand book are followed by the Scrutiny Committee and the Regional Committee
	11.7	The bureau concerned at AICTE head quarters shall also verify that the processes and parameters prescribed under these regulations and approval process hand book are followed. The concerned officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.

12			**Grant of approval**
	12.1		The recommendations of the Regional Committee for further process of issuance of LOA or otherwise shall be placed before the Executive Committee of AICTE. Executive Committee after considering the recommendations of the Regional Committee, shall take a final decision at its meeting on grant of approval or otherwise.

			Further based on the decision of the Executive Committee, Letter of Approval or Letter of Rejection shall be issued by the Member Secretary or an officer authorized by him.
			Validity of the letter of approval, if issued, shall be for two academic years from date of issue of letter of approval for obtaining affiliation with respective University and fulfilling State Government requirements for admissions in the current session. If the Institution fails to admit the students in the current academic session due to non affiliation by the University or non fulfillment of State Government requirements, the Institution shall apply on line on AICTE web portal for continuation of approval in the next academic session.
13			**Appointment of the Coordinator of VE and teaching staff in approved Institution to conduct VE Programs**
	13.1		Institutions granted Letter of Approval shall comply with all requirements of appointment of technical and other technical supporting staff & administrative staff as per the schedule prescribed in the approval process hand book.
			Institutions shall appoint teaching staff, Coordinator and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University, or the Technical Boards.
			The information about these appointments of staff in the prescribed Format shall also be uploaded on the Web-Portal of AICTE.
14			**Appeal Procedure**
	14.1		**Procedure for submission of appeal and evaluation by the Standing Appeal Committee for applications rejected at Executive Committee.**
		a	The Institution or SKP, if aggrieved by the decision of AICTE taken on their application seeking approval of technical Institution shall be given only one opportunity of an appeal on the date and time scheduled by AICTE.
		b	The Appeal of the Institution or the SKP will be considered by the Standing Appeal Committee and for the purpose of consideration of the Appeal, the Standing Appeal Committee may devise its own procedure. The appeal schedule shall be notified on the web Portal.
		c	The report of the Standing Appeal Committee shall be communicated by uploading on the web-portal. The report of the Standing Appeal Committee shall be placed before the Council whose decision shall be final.
		d	Applicants are advised to adhere to given Standing Appeal Committee schedule and not to remain absent for Appeal.
			If the applicant remains absent for Appeal, then in no circumstances what so ever, their applications / proposal shall be taken up by the Standing Appeal Committee and such Institutions if they so desire may apply afresh for the next academic session.

			Such Institutions remaining absent for any reason whatsoever shall not be entitled for any further appeal.
		e	An officer of the Council shall place the records before the Standing Appeal Committee. A representative of the Institute shall be invited to place the point of view of the Institute before the Standing Appeal Committee for consideration.
		f	The Standing Appeal Committee at its discretion may recommend a Re-Scrutiny or Expert Visit for verification of the claims made by the applicant Society or Trust or A company established under Section 25 of Companies Act 1956 or may reject the appeal. The concern officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.
		g	Applications which are found to be in order in all respects by the re-scrutiny Committee or Expert Visit Committee will be processed further for approval or otherwise.
		h	The report of the scrutiny or re-scrutiny Committee or Expert Visit Committee as applicable shall be placed along with the observations of the Approval Bureau, before the Standing Appeal Committee for review on the date and time scheduled by AICTE. The report of the Standing Appeal Committee shall be placed before the Council whose decision shall be final. The concern officer in Approval Bureau shall ensure and certify that all the fields of all the reports are filled completely and are in order.
		i	The decision of the Council shall be communicated to the applicant in form of Letter of Approval or Letter of Rejection or in the form of an appropriate communication.
		j	The letter of rejection shall be issued by the Member Secretary or an officer authorised by him, AICTE.
		k	In case of rejection of the proposal, it shall be open for the applicant to make a fresh application as stated in Chapter 1 of this handbook

15			**Time Schedule for processing of applications**
	15.1		AICTE shall notify through a public Notice published in the leading news papers and through the AICTE Web-Portal regarding cut off dates for various purposes including receipt of applications and processing thereof from time to time if so necessitated. The time schedule mentioned in the Public Notice shall be final and binding. The last date of submission of application form shall mean submission of application on Portal and generation of paying slip not later than the last date as mentioned in the time schedule for this purpose and as notified in the public notice published in the leading news papers and through the AICTE Web-

			Portal.	

Chapter III

1   Collaboration between Indian SKP & Foreign SKP

	1.1		**Objectives**
			1. To facilitate collaboration between Indian SKP & Foreign SKP 2. To safeguard the interest of student community in India and ensure uniform maintenance of Norms and Standards as prescribed by various Statutory Bodies. 3. To ensure accountability for all such educational activities by Foreign Institutions / organisations in India. 4. To safeguard against entry of non-accredited Institutions/organisations in the Country of origin to impart Skill component of Vocational Education under NVEQF. 5. To safeguard the nation's interest and take punitive measures, wherever necessary, against the erring Institutions/organisations.
2			**Eligibility**
			1. Foreign SKP interested in imparting Skill component of Vocational Education under NVEQF in collaboration with Indian SKP leading to award of Diploma Vocational or Degree Vocational.
3			**Conditions for Approval**
	3.1		No Foreign Institution / organisation shall establish / operate its educational / training activity in India leading to award of Degree Vocational or Diploma Vocational without specific approval of the Council.
	3.2		Accreditation by the authorized agency in parent Country shall be the pre-requisite condition for any Foreign University or Institution or organisation to start its operation for imparting Skill component of Vocational Education under NVEQF.
	3.3		The Skill component of Vocational Education under NVEQF Programs to be conducted in India by Foreign Universities or Institutions or organisation leading to award of Degree Vocational or Diploma Vocational, 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 Degree or Diploma, must be fully recognized in their parent Country.
	3.4		Any course or Program or Skill under NVEQF which jeopardizes the National interest of the Country shall not be allowed to be offered in India.
	3.5		The Council may prescribe any other condition for registration, expedient to do so in the overall interest of the Skill component of Vocational Education under NVEQF system in the Country
4			**Collaborations Programs**
	4.1	a	For this purpose the Foreign University / Institution / Organisation, the Indian partner Institution / organization/ SKP shall enter in to a bipartite agreement / MOU for the purpose.

		b	For this purpose the Indian Institution / organisation and the concerned affiliating University or Board of Technical Education in the respective States, shall also enter into a bipartite agreement / MOU for the purpose.
		c	The Indian partner Institution shall be affiliated to the University under whose jurisdiction it is located or Board of Technical Education in the respective States in which the Institute is located as applicable.
		d	For Courses where University approval is not mandatory, the Foreign University / Institution / organisation, the Indian partner Institution / organisation shall enter in to a bipartite agreement / MOU for the purpose.
		e	For Courses where Board of Technical Education in the respective State, approval is not mandatory, the Foreign University / Institution / organisation, the Indian partner Institution / organisation shall enter in to a bipartite agreement / MOU for the purpose.
	4.3		The Degree / Diploma shall be awarded by the Foreign University or Institution and in its parent Country.

5			**Processing Fee:** Paid through the AICTE payment gateway available on the Web-Portal www.aicte-india.org The processing fee shall be paid through the AICTE payment gateway on the Portal, through Corporate Internet banking failing which, the application shall not be considered. Applications shall be accepted subject to realization of the Payment
	5.1		**SKP** **Processing Fee in Rs. Lakhs**
		a	SKP under NVEQF 5.00

6			**Procedure for Approval: Introducing a Foreign Collaboration with an Indian Institution / organization**
	6.1		All the applicants applying for Foreign collaboration, shall apply as per the provisions of Chapter I and II
	6.2		All the applicants shall apply on the Web-Portal and shall be processed as per the provisions of Chapter I and II.
	6.3		Institutions interested in imparting Skill component of SKP and SKPs fulfilling Norms and Standards as mentioned will be entitled to allotment as per the provisions in Chapter and II
	6.4		The applicant shall provide all required documents in original as per Appendix 11 at the time of the expert visit Committee for verification. The applicant shall however submit attested copies of all the original documents to the Expert visit committee.
	6.5		Additional documents shall be necessary while seeking approval for Foreign collaborations.
		a	No Objection certificate (NOC), from concerned embassy in India with mention of genuineness of educational Institution / organisation of the respective country.
		b	MOU as applicable as per Clause 4 of this chapter.

7			**Punitive Measures and Conditions for Withdrawal**
	7.1		If a Foreign University / Institutions / organisation 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 / organisation through hearing or after making such inquiry at the Council may consider necessary, withdraw the registration granted to such University/Institution/organisation to offer their Degree / Diploma/ Post Diplomas in India and forbid such Foreign University / Institution/ organisation to offer their registration granted to such University / Institution /organisation to offer their Degree / Diploma and Post Diploma in India and forbid such Foreign University/Institution / organisation to either open Centres or enter into any collaborative arrangement with any University / Institution / organisationin India.
	7.2		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
		a	Refusal / withdrawal for grant of visa to employees / teachers of the said Foreign University / Institution / organisation.
		b	Stop repatriation of funds from India to home Country.
		c	Informing the public about the withdrawal of the Registration of such Foreign University/Institution / organisation and the consequence thereof
	7.3		In case it comes to the notice of the Council, that a Foreign University / institute /organisation is running Diploma and Post Diploma or / and Degree at undergraduate, 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.
	7.4		Once the registration of a Foreign University / Institution / organisation is withdrawn, the Council shall make attempt in co-ordination with concerned State Government to re-allocate the students enrolled in such Programs to other approved Institutions / organisations of the Council. The Foreign University / Institution / organisation in such cases, shall have to return the entire fee collected from such students to the Institutions / organisation in which such students, are accommodated. Such Foreign University Institutions / organisation shall not be allowed to open any other Centre / Institution or enter into a collaborative arrangement in India for at least 3 years.

8			The Foreign University / Institution/Organisation shall submit an annual report giving details of the number of students admitted, Programs conducted, total fee collected, amount transferred to parent Country, investment made, number

			of students awarded Degree / Diploma, Post Diploma and any such information that the Council may ask for.
9			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.

1 Unapproved Institutions under NVEQF

	1.1		**No Institution or SKP shall offer Vocational Education (VE) program, Community College Courses or skills without prior approval of the Council.** Provided further that any Institution or SKP offering VE Program, Community College Courses without prior approval of the Council, shall be termed as unapproved if
		a	It is started without prior 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
2			**The Council shall maintain a list of un approved Institutions or SKP based on the information received by the Council and shall also inform the general public about the same from time to time** Provided further that any Institution or SKP, which has already started without following AICTE approval procedure, wishes to submit an application / proposal shall be considered as new Institution or SKP. For such purpose, they shall apply as per the provisions in this Approval process Handbook. Its legal date of starting will be from the date of issue of the Letter of Approval. 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 as prescribed by the competent admission authority.
3			The Institutions or SKP conducting Programs in temporary location or at location not approved by the Council, shall be liable for action for closure and other appropriate action as per Regulations against defaulting Societies / Trusts / Companies/ associated Individuals as the case may be.
4		a	The Council shall inform respective State Governments UT administration to initiate appropriate penal, civil and / or criminal action against such defaulting Institutions / Societies / Trusts / Companies / Associated Individuals as the case may be.
		b	In case if such Institutions or Organisation make a representation then hearing may be given to these Institutions or Organisation and decision shall be taken as per the provisions in this Approval Process Handbook.

		Chapter V	

1		**Action in case of violation of Regulations**

	1.1		An Institution or SKP running any VE Program, Community College Courses 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.
	1.2		Provided that, if any Institution or SKP contravenes any of the provisions of concerned regulations, the council after making such inquiry as it may consider appropriate and after giving these Institution or SKP concerned, an opportunity of being heard, under appropriate regulations, withdraw approval to the concerned Institution or SKP.
			Provide further that in case of such a withdrawal, the operations of the said Institution or SKP 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 or SKP whose approval has been withdrawal, shall be redistributed to other Institutions in the jurisdiction of the affiliating University or Board 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 or SKP
2			**Excess admissions**
	2.1		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 or SKP. The Institution or SKP shall be liable to following punitive action from any one or more of the following by the council. 1. Excess admission fee amounting five times the total fees collected per student shall be levied against each excess admission. 2. No admission status in one / more VE programs or skills for one academic year 3. Withdrawal of approval for VE Program or skills. 4. Withdrawal of approval of the Institution or SKP.
	2.2		Amount in respect of Excess admission fee shall be remitted to "Member Secretary, AICTE" as per instructions issued by the council.
3			**Non fulfillment of requirement of qualified Faculty**
	3.1		Institutions not having qualified faculty shall be liable to following punitive action by the council.

			1. No admission status for one academic year
4			**Non fulfillment in Computer, Software, Laboratory Equipments, Books, Journals, Library facilities etc as required for specific Skills**
	4.1		Institutions or SKP not maintaining prescribed Computer, Software, Laboratory Equipments and Books, Journals, Library facilities etc as required for specific skills shall be liable to following punitive action from any one or more of the following by the council. 1. No admission status in one / more VE programs or skills for one academic year 2. Withdrawal of approval for VE Program or skills. 3. Withdrawal of approval of the Institution or SKP.
5			**Non fulfillment in additional Essential requirements for Institution**
	5.1		Institutions or SKP not maintaining prescribed requirements shall be liable to following punitive action from any one or more of the following by the council. **1.** No admission status in one / more courses for one academic year
6			**Non fulfillment in Built up Area**
	6.1		Institutions or SKP 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. 1. No admission status in one / more VE programs or skills for one academic year **2.** Withdrawal of approval for VE Program or skills. **3.** Withdrawal of approval of the Institution or SKP.
7			**Refund cases** Institutions or SKP 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. 1 Fine for non compliance of refund of fees levied against each case shall be twice the total fees collected per student. 2 No admission status in one / more VE programs or skills for one academic year 3 Withdrawal of approval for VE Program or skills. 4 Withdrawal of approval of the Institution or SKP.
			Amount in respect of Fine for non compliance of refund of fees shall be remitted to "Member Secretary, AICTE" as per instructions of the council.

Chapter VI

1   Norms & Requirements

	1.1		"National Vocational Education Qualification Framework (NVEQF) Duration and Entry Level Qualifications" at all levels shall be as provided in the Appendix 1
	1.2		The list of approved "Stream Based Sectors Specific Specialisations" presently offered is provided in the Appendix 2.
	1.3		The Institutions or SKP shall follow "Norms for Built up Area, Instructional Area, Administrative Area, Amenities Area, Books, Library Facilities, Reading Room Requirements, Computers, Software and Laboratory Equipments" as provided in the Appendix 3.
	1.4		The Institutions or SKP shall follow "Norms for Intake & Numbers of Specializations/Divisions" as provided in the Appendix 4.
	1.5		The Institutions or SKP shall follow "Norms for Essential and Desired requirements" as provided in the Appendix 5
	1.6		Prevention and Prohibition of Ragging – Appendix 6
	1.7		Details regarding structure of various Committees of the Council – Appendix 7
	1.8		Regional Offices of the Council – Appendix 8
	1.9		Abbreviations – Appendix 9
	1.10		Grievance Redressal- Appendix 10
	1.11		Documents to be submitted– Appendix 11

Appendix - 1

**1.1** **National Vocational Education Qualification Framework (NVEQF)**

Duration and Entry Level Qualifications

Certification Level	Normal Qualification	Case 1		Case II	
		Vocational Qualification	Certifying Body	Vocational Qualification	Certifying Body
1	Secondary School Grade IX	Grade IX (Vocational)	School	Grade IX (Vocational)	School
2	Secondary School Grade X	Grade X (Vocational)	School	Grade X (Vocational)	School
3	Higher Secondary School Grade XI	Diploma (Vocational)	Board of Technical Education	Grade XI (Vocational)	School
4	Higher Secondary School Grade XII			Grade XII (Vocational)	School
5	1st yr bachelors			Degree (Vocational)	University
6	2nd yr bachelors	Advanced Diploma (Vocational)	Board of Technical Education		
7	3rd yr bachelors				

Suggested Credits:

Qualification	Equivalence		Skill certification Level	Competency based Vocational skill Building (in Hrs) (approximate)	General learning (in Hrs.) (approximate)	Total Hrs.
IX std.			1	250	750	1000
X std.	X (Vocational)	X (Vocational)	2	250	750	1000
XI std.	Diploma (Vocational)	XI (Vocational)	3	400	600	1000
XII std.		XII (Vocational)	4	450	550	1000
Year I		Degree (Vocational)	5	550	450	1000
Year II	Advanced Diploma (Vocational)		6	600	400	1000
Year III			7	750	250	1000

Pathways in NVEQF:
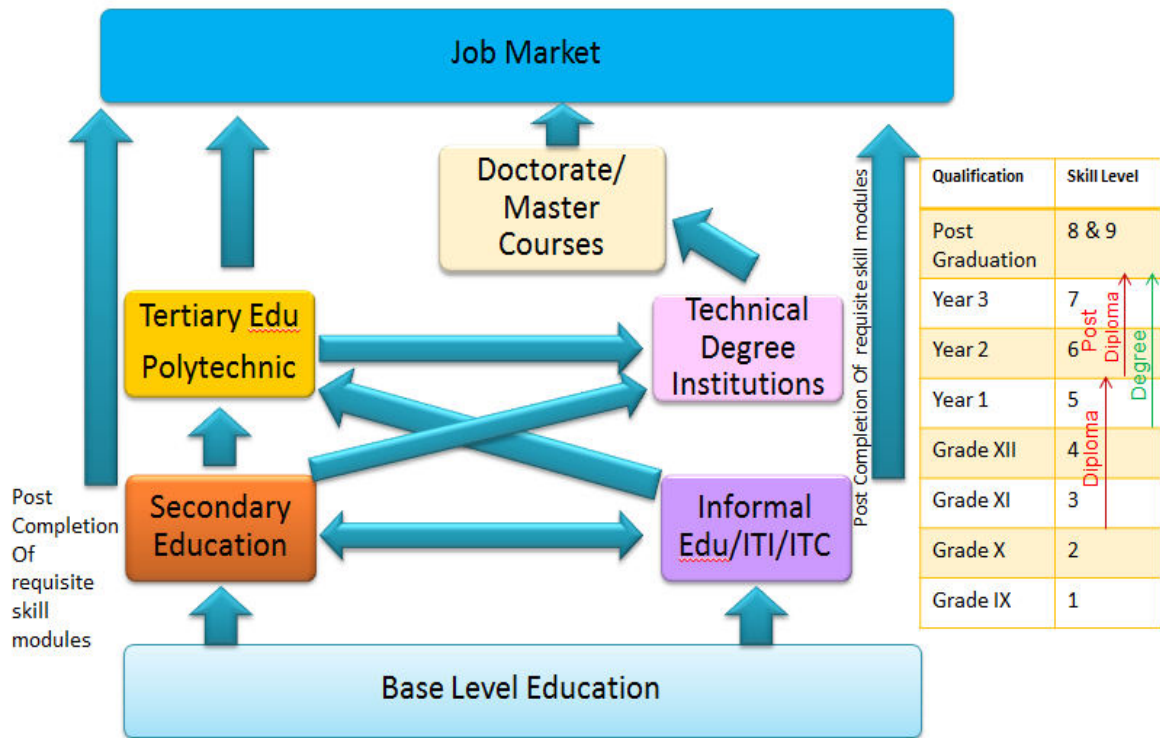
1.2 Skill Development Training Programmes through Community Colleges: NVEQF and Community College Framework

Duration and Entry Level Qualifications

NVEQF Certification Level	Community College Level	Competency Based Vocational Skill Building (in hrs)	General Education (in hrs)	Total (in hrs)	Who is eligible	What will be given (Certification) and who will provide
I	I	200	Communication Skills (250)	1000	Any	Polytechnics will conduct and Board will certify level I
II		300	Basic Sciences (250)			
III	II	400	Communication Skills (100)	1000	Above and any provided the skills at I are certified	Polytechnics will conduct and Board will certify level II
IV		400	Basic Sciences (100)			
V	III	600	Computing skills (200) Any Foreign language or any other Indian language other than native: (200)	1000	Above and any provided the skills at I, II are certified	Polytechnics will conduct and Board will certify level III
VI	IV	700	Basic accounting and Book Keeping skills (150) Entrepreneurial Skills, Setup small business etc. (150)	1000	Above and any provided the skills at I, II, III are certified	Polytechnics will conduct and Board will certify level IV
VII	V	800	Presentation, grooming and finishing skills (200)	1000	Above and any provided the skills at I, II, III, IV are certified	Polytechnics will conduct and Board will award Community Skill Diploma

Appendix - 2

Stream Based Sector Specific Specializations

No.	Sector		Specialization	Available Stream
1	Entertainment			Arts
		i	Theatre and Stage Craft	
		ii	Contemporary Western Dance	
		iii	Theatre studies	
		iv	Acting	
2	Applied Arts			Arts
		i	Fashion Technology	
		ii	Interior Design	
		iii	Jewellery Design	
		iv	Apparel Design	
3	Travel and Tourism			Commerce and Art
		i	Tourism	
4	Economics and Finance			Commerce
		i	Retail	
		ii	Banking	
		iii	Financial Planning	
		iv	Financial Services	
		v	Logistics	
5	Automobiles			Science
		i	Engine Testing	
		ii	Vehicle Testing	
		iii	Vehicle Quality	
		iv	Auto Electricals and Electronics	
		v	Farm Equipment and Machinery	
6	Information Technology			Science
		i	Software Development	
7	Communications			Science

		i	Mobile Communication	
8	Agriculture			Science
		i	Farm Machinery and Power Engineering	
		ii	Green House Technology	
		iii	Renewable Energy	
		iv	Processing and Food Engineering	
		v	Soil and water Conservation	
9	Construction			Science
		i	Building Technology	
10	Printing and Publishing			Science
		i	Printing Technology	
11	Para Medical and Health Care			Science
		i	Cardiology	
		ii	Neurology	
		iii	Radiography	
		iv	Emergency Medical services	
		v	Laboratory	
		vi	Operation Theater	
		vii	Optometry	
		viii	Medical Record Science and Health information	
		ix	Endoscopy	
		x	Anesthesia and Critical care	
		xi	Renal Dialysis	
		xii	Blood Bank	

- This is a list of Sector specific Specializations currently offered.

Appendix - 3

Norms for Built up Area, Instructional Area, Administrative Area, Amenities Area, Books, Library Facilities, Reading Room Requirements, Computers, Software and Laboratory Equipments

	Existing AICTE approved Institute	Existing non AICTE Institute affiliated to University* or state board*	SKP
Instructional area	One classroom[#] / Division	One classroom[#] / Division	One classroom of minimum 33 sqm
Administrative area	No separate requirement	No separate requirement	50 sq m
Amenities area includes separate toilets for males and females	No separate requirement	No separate requirement	Adequate
Laboratory/Workshop and other infrastructural requirements	No separate requirement	No separate requirement	Adequate[$], as needed for conduct of skill based training.
Library	2 books / student relevant to field of study	2 books / student relevant to field of study	1 book / student relevant to field of study
Reading room	No separate requirement	No separate requirement	Desired
Computer centre	No separate requirement	No separate requirement	Desired
Teachers / Instructors	No separate requirement	No separate requirement	One /specialisation
Other requirements			
Drinking water	Required	Required	Required
Motorized road	Required	Required	Required

[#] may be shared with existing classrooms in the Institute

[$] to the satisfaction of expert visiting committee

No separate requirement means, requirement shall be met with existing infrastructure/ facilities in the Institute for conduct of programms under consideration.

Appendix 4

Norms for Intake & Number of Specialisations / Divisions

4.1   Vocational Education (General Education)

	Intake per Division	Maximum number of Divisions	
		Division/s	Intake
Any five specializations as per Appendix 2	50	10	500

4.2   Community College (General Education)

	Intake per Division	Maximum number of Divisions	
		Division/s	Intake
Any three specializations as per Appendix 2	50	06	300

4.3   Skill Knowledge Provider (SKP) : Competency Based Vocational Skill Building

	Intake per Batch	Maximum number of Batches
Any specialization as per Appendix 2	25	Based on the available infrastructure, Laboratory facilities etc., for the specified specialisation

Appendix 5

Norms for Essential and Desired requirements. (Marked as essential need to be made available at the time of the Expert committee visit)

1.	Language Laboratory The Language Laboratory is used for language tutorials. These are attended by students who voluntarily opt for Remedial English classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. This especially benefits students who are deficient in English and also aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skits etc.	Desirable
2.	Potable Water supply and outlets for drinking water at strategic locations	Essential
3.	Electric Supply	Essential
4.	Backup Electric Supply	Desirable
5.	Sewage Disposal	Essential
6.	Telephone and FAX	Essential
7.	Vehicle Parking	Essential
8.	Institution web site with Mandatory Disclosure	Essential
9.	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
10.	Safety provisions including fire and other calamities	Essential
11.	General Insurance provided for assets against fire, burglary and other calamities	Essential
12.	Road suitable for use by Motor vehicle- Motorised Road	Essential
13.	General Notice Board and Departmental Notice Boards	Essential
14.	First aid, Medical and Counseling Facilities	Essential
15.	Public announcement system at strategic locations for general announcements/paging and announcements in emergency.	Desirable
16.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	Desirable
17.	Transport	Desirable
18.	Post, Banking Facility / ATM	Desirable
19.	CCTV Security System	Desirable
20.	LCD (or similar) projectors in classrooms	Desirable
21.	Group Insurance to be provided for the employees	Desirable
22.	Insurance for students	Desirable
23.	Staff Quarters	Desirable
24.	Establishment of Grievance Redressal Committee and Appointment of OMBUDSMAN in the Institute /organisation	Essential
25.	Display of Courses and approved Intake in the Institute/ organisation at the entrance of the Institute.	Desirable

Appendix 6

Prevention and prohibition of Ragging

6.1	In view of the directions of the Honorable 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, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutions vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009 available on AICTE web-portal. *http://www.aicte-india.org /anti.htm* > *download.* All AICTE approved technical Institutions has to comply the provision made in the above regulation. Any violation of above AICTE regulation for prevention & prohibition of ragging, shall call for punitive action against erring Institutions as per provisions made in the above said Regulation.

Appendix 7: Details regarding structure of various Committees of the Council

7.1 The General Council: Notified under AICTE ACT 1987.

Composition	Quorum
S.O.1165(E).- In exercise of powers conferred by sub-section (1) and (4) of Section 3 of the All India Council for Technical Education Act, 1987 (52 of 1987), the Central Government hereby appoints the following members to the All India Council for Technical Education for a period of three years from the date of publication in the official Gazette, namely	1/3 members
Chairman, AICTE is the Chairman of the Council	
Vice-chairman, AICTE is the Vice Chairman of the Council	
Secretary, Department of Higher Education, Ministry of HRD, Government of India, Shastri Bhawan, New Delhi-110001, Ex officio Member	
Joint Secretary, Dealing with Technical Education, Department of Higher Education, MHRD, Shastri Bhawan, New Delhi-110001, Ex officio Member	
The Chairman, Northern Regional Committee of the AICTE, Kanpur, Ex officio Member	
The Chairman, Southern Regional Committee of the AICTE, Chennai, Ex officio Member	
The Chairman, Western Regional Committee of the AICTE, Mumbai.-Ex officio Member	
The Chairman, Eastern Regional Committee of the AICTE, Kolkata, Ex officio Member	
The Chairman, All India board of Vocational Education of the AICTE, New Delhi, Ex officio Member	
The Chairman, All India board of Technical Education of the AICTE, New Delhi, Ex officio Member	
The Chairman, All India Board of Under Graduate Studies in Engineering and Technology of the AICTE, New Delhi. Ex-officio Member	
The Chairman, All India Board of Post Graduate Education and Research in Engineering and Technology of the AICTE, New Delhi. Ex-officio Member	
The Chairman, All India Board of Management Studies of the AICTE, New Delhi. Ex-officio Member	
JS & FA (HRD) to represent the Ministry of Finance, Member	
The Secretary, Department of Science and Technology, Ministry of Science and Technology, Government of India, Technology Bhawan, New Delhi, Member	
The Secretary, Department of Agriculture and Cooperation, Ministry of Agriculture,	

Member Secretary, Department of Chemicals and Petro-Chemicals, Ministry of Chemicals and Fertilizers. Member Secretary, Ministry of Civil Aviation, Member Secretary, Ministry of Coal, Member Elected Representative of the House of People, Member Elected Representative of the Council of States, Member Secretary, Technical Education, Dadra & Nagar Haveli Administration, Member Secretary, Department of Education, Daman & Diu Administration, Member Secretary, Higher Education Department, Government of NCT of Delhi, Member Secretary, Department of Education, Government of Goa, Member Commissioner and Secretary, Department of Education, Government of Gujarat, Member Secretary, Education, Government of Haryana, Member Secretary, Technical Education, Government of Himachal Pradesh, Member Secretary, Department of Technical Education, Government of Jammu & Kashmir, Member President, National Association of Software & Service Companies (NASSCOM), Chanakyapuri, New Delhi-110021, Member President, Federation of Indian Chambers of Commerce and Industry (FICCI), Tansen Marg, New Delhi-110001, Member President, Associated Chambers of Commerce and Industry (ASSOCHAM), New Delhi, Member President, Confederation of Indian Industry (CII), 23, Institutional Area, Lodhi Road, New Delhi-110003, Member A representative of the Central Advisory Board of Education, Member President, Association of Indian Universities, Kotla Marg, New Delhi, Member Secretary, Indian Society for Technical Education , New Mehrauli Road, New Delhi-110016, Member Director, Indian Institute of Technology, North Guwahati-781031, Member, (Representative of Council of IIT)	

President, Pharmacy Council of India, Combined Councils Building, Temple Lane, Kotla Road, Post Box No.7020, New Delhi-110002, Member Vice-President, Council of Architecture, India Habitat Centre, Core 6 –A, 1st Floor, Lodhi Road, New Delhi-110003, Member Director General, National Productivity Council, Utpadakta Bhawan, Lodhi Road, New Delhi-110003, Member President, All India Management Association, 14, Institutional Area, Lodhi Road, New Delhi-110003, Member Chairman, Indian Banks Association, 6th Floor, World Trade Centre Complex, Cuffe Parade, Mumbai-400005, Member President, Institution of Electronics & Telecommunication Engineers, 2, Institutional Area, Lodhi Road, New Delhi-110003, Member Director, National council for Hotel Management and Catering Technology, Library Avenue, Pusa Complex, New Delhi-110012, Member Dr. Ram Chandra Singh Deo, Former Minster, Government of Chhattisgarh, Member Shri Vishvajit Patang Rao Kadam, Secretary, Bharati Vidyapeeth, Lal Bahadur Shastri Marg, Pune-411030, Member Chairman, University Grants Commission, Bahadurshah Zafar marg, New Delhi-110002, Ex-officio Member Director, Institute of Applied Manpower Research, Plot No. 25, Sector A - 7, Institutional Area, Narela, New Delhi-110040, Ex-officio Member Director General, Indian Council of Agricultural Research, Krishi bhawan, New Delhi-110001, Ex-officio Member The Director General, Council of Scientific and Industrial Reasearch, Anusandhan Bhawan, Rafi Marg, New Delhi, Ex-officio Member Member-Secretary, AICTE, New Delhi-110001, Member Secretary	

7.2	**The Executive Committee:** Notified under AICTE ACT 1987.

Composition	Quorum
The Chairman, AICTE The Vice Chairman, AICTE Secretary to the GOI in Ministry of the Central Government dealing with Education (Ex Officio) Two Chairmen of the Regional Committees Three Chairmen of the Board of Studies A member of the Council representing the Ministry of Finance of the Central Government. (Ex Officio) (Four out of eight members of the Council representing the States and Union Territories on rotation) Four Members with expertise and distinction in areas relevant to Technical Education to be nominated by the Chairman of the Council The Chairman, UGC (Ex Officio) The Director, IAMR (Ex Officio) The Director, ICAR (Ex Officio) Member Secretary, AICTE	1/3 members

7.3	Standing Appeal Committee:

Composition	Quorum
A retired High Court Judge or 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 or Government Institution of National importance as Chairman	Chairman
Two expert members not below the level of Associate Professor in the field of Technical Education from IITs or IIMs or Government or Government Aided Institution or Government Universities or Institutions of National Importance.	One Member
An Officer not below the rank of deputy director of the revenue department or an Architect registered with Council of Architecture or Professor of Civil Engineering or Professor of Town Planning or expert who is well versed with land and revenue matters to be nominated by the Chairman, AICTE	One Member

7.4	Regional Committee:

Composition	Quorum
Chairman to be nominated by the Chairman, AICTE	1/3 members
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	
Four eminent persons in the field of industry, labor, 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	
One member representing the Board of Apprenticeship Training to the nominated by the Board	
Three members from amongst Chairman, State Board of Technical Education, Chairman, State Industrial Liaison 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.	
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.	
One officer of Bureau of Technical Education, not below the rank of Deputy Secretary, Department of Education, GOI (*Ex officio*)	
One Advisor of the Bureau, Regional Committees, AICTE(*Ex officio*)	
Regional Officer of the Regional Office(*Ex officio*) – Member Secretary	

7.5	Scrutiny Committee for Scrutiny of applications under Chapter I

Composition	Quorum
Professor of IIT / IIM / Government / Government Aided Institutions.	One Professor / Associate Professor as Chairman
Two Associate Professors of IIT / IIM / Government / Government Aided Institutions	An advocate registered with Bar Council
An advocate registered with Bar Council	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.
An architect registered with Council of Architecture	

7.6	Scrutiny Committee for Scrutiny of applications under Chapter II

Composition	Quorum
Professor of IIT / IIM / Government / Government Aided Institutions. One Professor / Associate Professors of Civil Engineering and one Professor / Associate Professor of any Engineering	One Professor / Associate Professor as Chairman One Professor / Associate Professor of Civil Engineering

7.7	Expert Visit Committee (EVC)

Composition	Quorum
An academician not below the level of Professor in a field of technical education as Chairman 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. 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 or Professor of Civil Engineering or Professor of Town Planning or an expert who is well versed with land and revenue matters. An expert member not below the level of Associate Professor / Reader to be nominated by the concerned State Government / UT	Professor as Chairman One Expert member 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 or Professor/Associate Professor of Civil Engineering or Professor/Associate Professor of Town Planning to be constituted by Regional Officer by selection of member using automated selection process provided on web portal or an expert who is well versed with land and revenue matters to be nominated by the Chairman, Regional Committee.

7.8	Expert Visit Committee (EVC) for SKP

Composition	Quorum
An academician not below the level of Professor in a field of technical education as Chairman One Expert members, not below the level of Associate Professor / Assistant Professor of concerned sector to be selected from the panel of Experts approved by the Executive Committee, AICTE.	Professor as Chairman One Expert member

Composition	Quorum
An expert from industry having sufficient experience in a specific sector of SKP	One Expert Member
	Any two members out of the above

7.9	Standing Complaints Committee

Composition	Quorum
A retired High Court Judge or 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 or Government Institution of National importance or Director/Principal of Government, Government Aided Institutions as Chairman	Chairman
Two expert members not below the level of Associate Professor in the field of Technical Education from IITs or IIMs or Government or Government Aided Institution or Institutions of National Importance.	One Member
An Officer not below the rank of deputy director of the revenue department or an Architect registered with Council of Architecture or Professor of Civil Engineering or Professor of Town Planning or an expert who is well versed with land and revenue matters to be nominated by the Chairman, AICTE	One Member

8.0   Appendix 8

8.0   Regional Offices of the Council

8.1 Region	Regional Offices	STD	Telephone & FAX	Jurisdiction
Eastern	College of Leather Technology, Campus, Block LB, Sector III, Salt Lake City, Kolkata - 700 091	033	23357459 23352445 23353089 23357312 23359546(F) 23356690(F)	Andaman & Nicobar, Sikkim, Orissa, Jharkhand, West Bengal
Northern	Government Polytechnic Campus, Adjoining Directorate of Technical Education, Vikas Nagar, Kanpur 208 024	0512	2585012 2585014 2585018 2582180(F)	Bihar, Uttar Pradesh, Uttarakhand
North-West	NWRO, Plot No.1, 5th Floor, DTE Punjab Building, Sector 36 A, Chandigarh-160 036	0172	2613326 2661201 2660179(F)	Chandigarh, Haryana, Jammu & Kashmir, Delhi, Punjab, Rajasthan, Himachal Pradesh
Central	Tagore Hostel 2, Shamla Hills Bhopal-462 002	0755	2660061 2660065 2660062(F)	Madhya Pradesh, & Chattisgarh
Western	Industrial Assurance Building 2nd Floor, Nariman Road Mumbai - 400 020	022	22821093 22855412 22851551(F)	Goa, Maharashtra, Daman & Diu, Dadra and Nagar Haveli
South-West	Health Centre Building Bangalore University Campus Bangalore - 560 009	080	22205919 22205979 22208407 22253232(F)	Karnataka
Southern	Shastri Bhawan 26, Haddows Road, Nungambakkam, Chennai - 600 006	044	28275650 28279998 28232754 28255863(F)	Tamil Nadu, Puducherry
South Central	First Floor, J N Technological University (JNTU) Campus, Masab Tank, Hyderabad-500076	040	23340113 23341036 23345071 23340113(F)	Andhra Pradesh
Guwahati Camp Office	AICTE Camp Office, Department of Electronics Science, Guwahati University, Gopinath Bordoloi Nagar, Guwahati, 781014, Assam	0361	2570104	Assam, Manipur, Nagaland, Mizoram, Tripura, Meghalaya, Arunachal Pradesh
Thiruvananthapuram Camp Office	Business Administration Building, CET Campus, College of Engineering, PO Thiruvananthapuram 695016	0471	2592323	Kerala, Lakhshadweep
Baroda Camp Office	A-1,2, Quarters, Chamelibag, Campus of MS University, Baroda, Vadodara, Gujarat 390002			Gujarat

Appendix 9

9 Abbreviations

AICTE	All India Council for Technical Education
BOG	Board of Governors
DPR	Detailed Project Report
EC	Executive Committee of AICTE
FAX	Facsimile transmission
FDR	Fixed Deposit Receipt
FT	Full Time
GOI	Government of India
IIM	Indian Institute of Management
IISc	Indian Institute of Science
IIT	Indian Institute of Technology
LCD	Liquid Crystal Display
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
PhD	Doctorate of Philosophy
PIO	Persons of Indian origin
PPP	Public Private Partnership
PT	Part Time
R&D	Research & Development
RPGF	Refundable Performance Guaranty Fund
RPS	Research Promotion Schemes by the Council
sqm	Unit of area in square meter
UGC	University Grants Commission
UT	Union Territories
WiFi	Wireless Internet
Yr / Yrs	Year / Years
VE	Vocational Education
SKP	Skill Knowledge Provider
GER	Gross Enrolment Ratio
NVEQF	National Vocational Education Qualification Framework
CABE	Central Advisory Board of Education
MHRD	Ministry of Human Resource Development
VET	Vocational Education & Training

Appendix 10

Grievance Redressal

10.1	In order to ensure transparency by Technical Institutions imparting technical education, in admissions and with Paramount Objectives of preventing unfair practices and to provide a mechanism to students for redressal of their grievances, AICTE has notified regulation for establishment of mechanism for Grievance Redressal Committee and OMBUDSMAN for all the AICTE approved technical Institutions vide No. 37-3/Legal/2012 dated 25.05.2012. In case of non-compliance of above regulation shall call for punitive action against any willfully contravenes or repeatedly fail to comply with the provision of above regulation.

	Documents to be submitted for • **Conduct of a Vocational Education (VE) Programs** • **Conduct of a Community College Courses in Existing AICTE approved Polytechnics** • **Conduct of a Community College Courses in College recognized by the Central Statutory Board and/or Affiliated by the University or the State Board of Technical Education** • **Conduct of Training for required skills by an existing organisation or its service/training centres as Skill Knowledge Provider (SKP)**		

11.1			**Documents to be submitted by Existing Non-AICTE approved Institutes to conduct VE Programs:**
			Applicant shall present following supporting documents **in original** along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Scrutiny Committee. Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution
			Documents to be submitted at Regional Office of AICTE at the time of scrutiny Committee
	1		An affidavit[1], in a Format as prescribed on the Web-Portal , on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner
	2		Resolution by the applicant orgnisation in a Format[1] as prescribed on the Web-Portal
	3		Certificate[1] issued by an advocate in a Format as prescribed on the Web-Portal
	4		Certificate[2] issued by an architect regarding approved building plans
	5		Certificate[3] issued by bank manager regarding financial status of applicant
	6		A print of the complete application as uploaded to the AICTE Web-Portal, printed there on.
	7		A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents.
	8		A receipt with official seal from the authorized signatory of the affiliating University or

			Board of Technical Examination or any other relevant Board as a proof of submission of these documents.
	9		Registration document of the Society / Trust / A company established under Section 25 of Companies Act 1956 / PPP / BOT indicating its members, objectives and Memorandum of Associations and Rules, duly attested / certified by the concerned Authority
	10		Details of Board of Governors of the Institute.
	11		Satellite map, using suitable website, showing geographical location of land with latitude and longitude mentioned on it.
	12		Copy of pay receipt print made on the portal through corporate internet banking.
	13		Resolution by the applicant organization, pertaining to starting the Vocational Education and/ or Community College Courses and allocation of land / building / funds to proposed activities in the Format[1] prescribed on the Web-Portal
	14		Proof of working capital (funds), in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained by the applicant organization 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
	15		Audited statement of accounts of the applicant organization for last three years, as may be applicable
	16		Certificate regarding Minority Status, if applicable at the time of application. Any claim thereafter shall not be entertained
	17		Certificate[4] issued by Sub Divisional Magistrate / Collector / Tahsildar regarding Encumbrance of the land.
	18		MOA between the Institute and the SKPs.
	19		Recent University Affiliation Letter
11.2			**Documents to be submitted at the time of Expert Committee** Applicant shall present following supporting documents **in original** along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Visiting Expert Committee
	1		Copy of the advertisement in at least one National Daily, for recruitment of faculty members
	2		Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other dead stock items.

	3		Proof of provision of Internet bandwidth in Mbps and contention ratio for IT related Courses wherever applicable.
	4		List giving titles of books and volumes of each purchased for Library
	5		Copy of Invoice / Cash Memo for equipments and Library Books
	6		Copy of Invoice / Cash Memo for equipments and Library Books
	7		Details and proof of telephone connections available at the proposed Technical Campus
	8		Details and proof about medical facility and counseling arrangements
	9		Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute or SKPs building/s 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 program-wise Instructional area requirements, 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, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.
11.3			**Documents to be submitted after the issuance of LOA**
	1		Institutions granted Letter of Approval, shall comply with appointment of teaching staff and Coordinator as the case may be, as per policy regarding minimum qualifications pay scale etc, norms prescribed by the Council and other technical supporting staff & administrative staff as per the schedule prescribed in the approval process hand book.
	2		Institutions other than minority Institutions shall appoint teaching staff and Coordinator and other technical supporting staff and administrative staff strictly in accordance with the methods and procedures of the concerned affiliating University particularly in case of selection procedures and selection committees.

11.4			**Documents to be submitted by Existing AICTE approved Institutes to conduct VE Programs:**
			The applicant Institution shall submit to the Regional Office the List of enclosures as given below duly attested by a gazetted officer or a first class Judicial Magistrate. Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution
	1		A print of the complete application and the Deficiency / Status report, as available on the AICTE Web-Portal, printed there on, shall be submitted to Affiliating University / Board and Concerned State Government / UT, along with all enclosures as below, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner on or before the date as mentioned in the schedule.
	2		Stamped receipt from an authorized signatory of the State Government as proof of submission of these documents.
	3		A receipt with official seal from the authorized signatory of the affiliating University or Board of Technical Examination or any other relevant Board as a proof of submission of these documents.
	4		Satellite map, using suitable website, showing geographical location of land with latitude and longitude mentioned on it.
	5		Copy of pay receipt print made on the portal through corporate internet banking if any, in respect of Extension of Approval, Variation in Intake etc. for the Academic Year 2013-14.
	6		Show Cause Notice issued by AICTE, if any, during the last three years (2010 – 2013) or since the establishment of the Institute.
	7		Details of court cases filed against AICTE and order of the Court, if any.
	8		An affidavit, in a Format[1], on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner

	9		Copy of all the accreditation letters, if obtained in the last one year
	10		Certificate by the Head of The Institution to the effect that all Faculty and all non teaching staff data and all student data of all years and all courses, has been entered as per the prescribed Format on the Web Portal

11.5			**Documents required while seeking approval for SKP**
	1		Certificate of Registration of companies
	2		Memorandum association and article of association
	3		Certificate of incorporation
	4		Situation of the registered office of the company
	5		Particulars of the Directors, Managers or Secretaries
	6		PAN number
	7		TAN number
	8		Companies general rules and forms
	9		NOC from Directors or Promoters
	10		Audited statement for last 3 years clearly indicating turnover through operations

AFFIDAVIT[1]

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of

Rs.100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner

/We,   <name>, Chairman, <name of the Trust/Society>, son of …………………..,
aged……….………… years and, resident of ………………….,

<name>, Secretary, <name of the Trust/Society>, son of …………………..,
aged……….………… years and, resident of ………………….,

<name>, Principal / Director, <name of the Trust/Society>, son of ..………... ,
aged ..………...… years and, resident of ……….…………,

in connection with our application dated ………… made to AICTE for, *(retain items in the list below as applicable)*

1. Conduct of a Vocational Education (VE) Programs
2. Conduct of a Community College Courses in Existing AICTE approved Polytechnics
3. Conduct of a Community College Courses in College recognized by the Central Statutory Board and/or Affiliated by the University or the State Board of Technical Education
4. Conduct of Training for required skills by an existing organisation or its service/training centres as Skill Knowledge Provider (SKP)
5. Collaboration between Indian SKP & Foreign SKP

Hereby solemnly affirm and declare as under:

1. That I am <designation>, <applicant Institution>.
2. That the declaration, information and documents pertain to one location (3 locations in case of Hilly Area in North Eastern States) with building and infrastructure therein where the approval, for conduct of Vocational Education or Community College Courses is sought.
3. That the information given by <name/s> in the application made to AICTE is true and complete. Nothing is false and nothing material has been concealed.
4. That if any of the information is found to be false, incomplete, misleading and / or that the <name/s> fail/s to disclose all the information and / or suppress any information and / or misrepresent the information, I/we shall be liable to be prosecuted by the Council.
5. That the Council shall also be free to take any action including withdrawal of approval and / or any other action as deemed necessary against the <name/s> and others as the case may be and / or the individuals associated with the Society / trust / A company established under Section 25 of Companies Act 1956, and/or the Institution.
6. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

<Reproduce only appropriate section/s related to application in the table below>

Sr.	Document No.	Date of Registration	Plot No.	Address (Village) Dist	Area in acres
				Total area in acres	

Room No	Room type (mention Class room / Lab / Toilet, etc.)	Carpet area (in sq m)	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting

(Name, Designation and Address of the Executants)

(seal)

DEPONENT

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at <name of the place> on this the <date>.

(Name, Designation and Address of the Executants)

(seal)

DEPONENT

AFFIDAVIT[2]

I/We,<name>, Chairman,<name of the Trust/Society>, / Secretary,<name of the Trust/Society>, son of ………….., aged………, resident of ………………., do hereby solemnly affirm, state and undertake to comply with the following in connection with my / our application <application number> to AICTE for establishment of Institution / Organisation<name and address of proposed Institution / Organisation>,

1. That in accordance with the norms, procedures and conditions prescribed by the AICTE, an amount of Rs. ………………shall be required to be deposited by the <name of the Trust/Society> in AICTE's account , for a period of 10 years.
2. That the interest accrued on the deposit shall be retained by AICTE.
3. That the AICTE in its discretion may extend the term of the deposit for a further period and / or forfeit the amount for violation of norms, conditions and requirements prescribed by the AICTE and / or non-performance by the Institution or SKP and / or closure of the Institution or SKP due to withdrawal of AICTE approval or for any other reason. In an event of forfeiture, the proceeds of the fixed deposit shall be utilized for meeting the expenditure towards refunds to the students and others.
4. That all remaining requirements as mentioned under the regulations and the approval process hand book (Vocational Education and Community College Courses and SKP under NVEQF) 2013-14, applicable <name and address of proposed Institution / Organisation> will be complied within one month from the date of issuance of the approval letter.
5. That the land measuring …………. acres, on which <name of the proposed Institution / Organisation> is located was not mortgaged for any purpose to any Institution / Organisation on the date of filing the application and that status is continuing till date and will continue till the date of issuance of the letter of approval.
6. In the event of non-compliance by the <name of the Trust/Society> and / or <name of the proposed Institution / Organisation> with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, the AICTE shall be free to take appropriate action including withdrawal of its approval without consideration of any related issues and that all liabilities arising out of such withdrawal shall solely be that of the (Society / Institute / College).
7. That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.

Name of the authorized person executing the undertaking along with his / her official position) with (SEAL)

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at <name of the place> on this the <date>.

(Name, Designation and Address of the Executants)
(seal)

DEPONENT

CERTIFICATE[1]

TO BE PRODUCED ON ADVOCATE'S LETTERHEAD

The copies of <Trust/Society> registration documents, land documents, land use certificate, land conversion certificate in respect of application submitted by <name & address of the applicant> who is an applicant for establishment of new technical Institution / Organisation offering technical education programs were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness.

A.   Trust/Society Registration Documents:

Registration Certificate No.	
Date of Registration	
Registered at	
Registered under act	

1. I have verified the above-mentioned Trust/Society registration documents from the office of <Competent Authority>.
2. The above-mentioned Trust/Society registration documents are/are not registered at the office of <Competent Authority>.
3. The above-mentioned Trust/Society Registration Documents are /are not authentic.

B.   Land Documents:

Sr. No.	Document No.	Survey No.	Registration No. and Date	Land Area in acres
			Total Area (in acres)	

I hereby certify that:
1. I have verified the above-mentioned land documents from the Sub Registrar Office <place>
2. The above-mentioned land documents are/are not registered at Sub Registrar Office <place>
3. The above-mentioned land documents are /are not authentic.
4. The above-mentioned land documents are / are not in the name of applicant.
5. The title of the land pertaining to the above-mentioned land documents is/ is not clear.
6. The applicant is / is not in lawful possession of the land pertaining to the above-mentioned land documents.

C.   Land Use Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

1. The competent Authority to issue the Land Use Certificate respect of Land under reference and for the proposed Institution / Organisation mentioned above is ………………..
2. It has / has not been approved by the competent authority.
3. I verified the above-mentioned land use certificate from the Office of <Competent Authority>.
4. The above-mentioned land use certificate is / is not authentic.
5. It has been / not been issued for the full extent of Land.

D. Land Conversion Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

1. The competent Authority to issue the Land Conversion Certificate respect of Land, under reference and for the proposed Institution / Organisation mentioned above is ……………..
2. It has / has not been approved by the competent authority.
3. I verified the above-mentioned land conversion certificate from the Office of <Competent Authority>.
4. The above-mentioned land conversion certificate is / is not authentic.
5. It has been / not been issued for the full extent of Land.

Signature of the Advocate

Seal / Stamp of the advocate

Name of the Advocate	……………………………	Practicing at	……………………………………..
Registration No.	……………………………		
Date	…………………….……	Place:	……………………………………..

CERTIFICATE[2]
TO BE PRODUCED ON LETTERHEAD OF
ARCHITECT REGISTERED WITH COUNCIL FOR ARCHITECTURE

The copies of approved site plan & building plans in respect of application submitted by <name & address of the applicant> who is an applicant for establishment of new technical Institution / Organisation <name of the Institution / Organisations> at <address> were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness.

Details of Site Plan & Building Plans

Plans approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. The competent authority for approving the site plan and building plans of an educational Institute at the proposed site mentioned above is ………………..

2. I have verified the above-mentioned site plan & building plans from the office of <Competent Authority>.

3. The above-mentioned site plan & building plans have/have not been approved by the competent authority.

4. The above-mentioned site plan & building plans are /are not authentic.

5. Construction of building admeasuring with the following details has been completed in all respects as per the approved building plan.

Sr.	Room No	Room type (mention Class room / Lab / Toilet, etc.)	Carpet area (in sqm)	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting

Signature of the Architect		**Seal**
Name of the Architect	……………………………… ………………………………	
Registration No	……………………………… ………………………………	
Date :	……………………………… ………………………………	Place : ……………………………… ………………………………

CERTIFICATE[3]
TO BE PRODUCED ON THE BANK LETTERHEAD DULY SIGNED BY THE BANK MANAGER OF THE BRANCH WHERE THE APPLICANT HAS BANK ACCOUNT

The copies documents pertaining to the funds position i.e. the bank statement and/or Fixed Deposit Receipts in respect of application submitted by <Name & address of the applicant> who is an applicant for establishment of new technical Institution / Organisation <Name of the Institution / Organisation> at <address>) were provided to me by <name & address of the applicant>for verification regarding their authenticity and appropriateness.

A.   **Bank Statement**

Name of the Account Holder	
Account Number	
Name & Address of the Bank	

It is certified that,
1. I verified the above-mentioned bank account from <name & address of bank>.
2. The above-mentioned bank account is in the name of …………………………...
3. The above-mentioned bank account is /is not authentic.
4. The balance in the above-mentioned bank account as on today, i.e. <dd/mm/yyyy> is Rs. ……………..

B.   **Fixed Deposits**

Sr. No.	FDR Number	Date of Deposit	Date of Maturity	Amount	Name & Address of Bank
			Total Amount		

It is certified that,
1. I have verified the above-mentioned FDRs from our Branch / Bank.
2. The above-mentioned FDRs are / are not in the name of the applicant under reference mentioned above.
3. The above-mentioned FDRs are / are not authentic.

Signature of the BANK MANAGER		**Seal**

Name of the BANK MANAGER	……………… …………	
Date	……………… …………	Place: ……………………………………………………… ………………………………………………

CERTIFICATE[4]

Certificate of Sub-Divisional Magistrate or Collector or Tahasildar

This is to certify that land measuring----------- (acre) bearing Plot No./Survey No. --------------(give details of Land) situated at ……………………….. is registered in the name of ………………………..Society/Trust/Company vide Registration bearing Document No.-------- dated…………….by way of ownership / Government Lease.

There is no dispute pertaining to the said land and the land is free from all encumbrances. The building plan for the building constructed on the aforesaid land is duly approved by ----------- authority which is competent to approve the said building plan in ------- area. The land and building is fit to be used for running a Technical Institution / Organisation.

(Sub-Divisional Magistrate / Collector / Tahasildar)

FORMAT[1]

Resolution for starting Vocational Education, Community College Courses, SKP under NVEQF

That the Trust / Society vide its executive meeting held on ………….at …………. vide item no. …………. have resolved that, <name of the trust / society> shall apply to AICTE for approval to start <name of the Institution / Organisation> to offer technical education in <Program> and shall allocate,

land at <complete address with survey numbers, plot numbers> measuring ………… acres, earmarked for the proposed <name of the technical Institution / Organisation> at <full address>

required funds for creation of carpet and built up area in <name of the Institution / Organisation> at <address>, as required for proposed Technical Institute namely, <name of the Institution / Organisation>, and shall allocate required funds for procurement of equipments, furniture and other required entities for smooth functioning of the same.

(Signature and name of Chairman / Secretary, Trust / Society),
(Designation), (Name of the organization)

FORMAT[2]

Format of the MOU to be signed between AICTE & SKP / Institute & SKP

<AICTE> - <Name of the SKP> / <Name of the Institute> - <Name of the SKP>

AGREEMENT
Under the National Vocational Education Qualification Framework [NVEQF]
of The All India Council for Technical Education

by and between

_____
_____
_____
_____

and

_____
_____
_____
_____
_____
Date: _____

- <Sample MOU between AICTE and SKP. Necessary corrections may be done for MOU between Institute and SKP as applicable>

AGREEMENT

This Agreement is entered into and executed on this _____ day of _____, 20____at New Delhi.

BY AND BETWEEN

All India Council of Technical Education (hereinafter called "AICTE"), a Statutory Body of Ministry of Human Resource Development, Govt. of India, established under the All India Council for Technical Education Act,1987 'represented by its Chairman_____ which expression shall, where the context so admits, be deemed to include its successors, executors and administrators of the **ONE PART**

AND

<Name of SKP> (hereinafter referred to as the "_____") a company registered under the Company Act,1956, through it's <Name & Designation of Signing Authority> having it's registered/approved office at _____ (which expression, unless it be repugnant to the context or meaning thereof, shall be deemed to mean and include their executors, administrators and assigns), party of the **SECOND PART.**

WHEREAS, the All India Council for Technical Education has initiated a scheme to provide competency based skills under the National Vocational Educational Framework (Herein after to be referred as NVEQF);

WHEREAS in terms of the said scheme launched by All India Council for Technical Education, the AICTE has extended invitation to various Institutions / Organisations to join as Skill Knowledge Providers to provide Competency Based Skills and to apply for being approved for the conduct of Vocational Education Programmes to be conducted in Indian Institutions / Organisations, Polytechnics and other Colleges;

WHEREAS under the scheme a Skill Knowledge Provider is required to perform the role and function of providing hands on skill training in a specific sector i.e. in the Automobiles Sector, Skill Knowledge Provider shall be the service centre of authorized automobile manufacturers located preferably all over the country or in

the IT Sector, the Skill Knowledge Provider shall be the training sector of authorized IT Company located preferably all over the country. The Skill Knowledge Provider could also be one who is established for imparting hands on skills or training in a respective sector and may not be representing the sector based industry or company;

WHEREAS the First Party is to participate as a Regulator under the National Vocational Education Qualification Framework (NVEQF);

WHEREAS the Second Party has expressed its keen interest and desire to be a key partner in the execution of the National Vocational Educational Qualification Framework in terms of the objectives of the scheme and policy as highlighted and specified in the said framework and particularly in view of the desire and interest of <NAME OF SKP> to join and partner with AICTE in providing competency based skills through its centres which shall act as Skill Knowledge Provider for the purposes of the scheme;

WHEREAS Both parties have held discussions and agreed for collaboration for conducting Vocational Education Programs under the education scheme of the NVEQF, whereby <Name of SKP> will impart and award credits for the "Academic' content" of the curriculum on its own, or partner with such other AICTE approved Institutes and will provide skill training through its training centres called <Name of SKP> - SKP's and will impart and award credits for such Academic and / or 'Vocational' or 'Skill oriented training' content of the curriculum to the registered students.

WHEREAS The Second Party has registered itself with the All India Council for Technical Education (AICTE) and obtained approval thereof to participate as <Name of SKP> Academic Centre and / or '<Name of SKP> - Skill Knowledge Provider/s' (<Name of SKP> - SKP/s in short) under the National Vocational Education Qualification Framework (NVEQF);

THEREFORE, both the parties hereby agree that the Skill Development Centres of <Name of SKP>, as approved and recognized by <Name of SKP> and registered with AICTE from time to time shall be known as and act/perform the role of "Skill Knowledge Providers" under the scheme to conduct Vocational Educational Programme initiated by AICTE under National Vocational Educational Qualification Framework, on the following terms and conditions :-

1. The <Name of SKP> agrees that centres approved and recognized by <Name of SKP> and registered with AICTE [herein after to be referred as "<Name of SKP> -SKP"], as mentioned in schedule 1 to this agreement shall act and perform the role of Skill Knowledge Provider to provide hands on skill training in specific sector such as <Name of Sector Specific Skill>.
2. The <Name of SKP> agrees and undertakes that its <Name of SKP> -SKP as specified in schedule 1 to the agreement shall register with AICTE for conduct of training modules under the Vocational Educational Programme and shall perform following functions :
   a. Announce the schedule of module for calendar year.
   b. Register students for the modules and upload the same on AICTE website.
   c. Conduct the modular training.
   d. Conduct examination/evaluate the student, award the grade indicating level of skill acquired and uploading the same on the AICTE website.
   e. The <Name of SKP> - SKP shall Register students for evaluation the Skill Modules, who have acquired skills on their own and upload their names and details on the AICTE web portal.
   f. The<Name of SKP> -SKP recognized and approved by <Name of SKP> as provided in schedule 1 may register students in the institutes in its vicinity conducting Vocational Educational Programme, which are duly approved by AICTE.
   g. The <Name of SKP> -SKP as specified in Schedule 1 to the agreement, may take flexible training timing and schedule in consultation with the institute offering Vocational Educational Programme and respective centers as mentioned in Schedule 1 to the agreement shall have to sign and execute an agreement with the institutes offering Vocational Educational Programme in the form of agreement/MOU as suggested and/or prescribed by AICTE.
   h. The <Name of SKP> SKP shall plan the Skill Modules as per the suggested curriculum of AICTE for the Vocational Education Program[s] being offered by the <Name of SKP> Academic Centre in the academic year and inform the <Name of SKP> – Academic

Centre about the same within 15 days of receiving the plan of Vocational Education Programs being offered by the <Name of SKP> – Academic Centre.

i. The <Name of SKP> - SKP shall announce and inform through it's prospectus and information on it's website, the schedule of the Skill Modules it plans to offer in the academic year concerned for the information of the prospective students and It shall accept the students as admitted by the <Name of SKP> – Academic Centre for Skill training.

j. The <Name of SKP> - SKP will be entitled to the fees in terms of clause ___ only.

k. The <Name of SKP> - SKP will conduct appropriate training sessions for the Vocational/Skill portion of the Vocational Education Programs so as to complete the Vocational/Skill portion within one year.

l. The <Name of SKP> - SKP will conduct final examinations and evaluate the students for the Vocational / Skill portion of the programs as per the rules and regulations of the Technical Board or University as the case may be, and award appropriate 'Skill Credit Certificate' to the students and send the details to the <Name of SKP> Academic Centre, whereby <Name of SKP> – Academic Centre will upload the information on the AICTE portal.

m. The <Name of SKP> - SKP shall maintain a record of the registered students and certificates issued and upload the same on the AICTE web portal.

n. The <Name of SKP> - SKP shall submit the details of students registered, evaluation conducted and final results in respect of the students registered through the <Name of SKP> Academic Centre in the form of a 'Statement of Credits' to the concerned <Name of SKP> Academic Centre.

3. **The Second Party agrees that the following responsibilities shall be undertaken by the** <Name of SKP> **Academic Training centres:**

a. The <Name of SKP> -Academic centres shall plan the Vocational Education Programs to be offered in the Academic Year concerned and inform the <Name of SKP> – SKP's about the same at least two months prior to the date of commencement of the program[s].

b. The <Name of SKP> Academic Centre shall announce and inform through it's prospectus and information on it's website, the Vocational Education Programs it plans to offer in the academic year concerned for the information of the prospective students and invite applications for admission from interested candidates at least two months prior to the date of commencement of the program[s].

c. The <Name of SKP> Academic Centre shall follow the admission norms of AICTE and the State Govt. concerned. The admission shall be made strictly on merits. The <Name of SKP> – Academic Centre will then upload the names and details of the selected students on the AICTE web portal.

d. The <Name of SKP> Academic Centre will have the right to collect fees from the students, as prescribed by the AICTE for each sector, towards:

   [1] Registration, [2] Course / Skill conduct and [3] evaluation of the Academic / Skill portion of each Level of the programme. A portion of the fees as agreed upon by the <Name of SKP> Academic Centre and the <Name of SKP> – SKP's shall be turned over to the <Name of SKP> - SKP's.

e. The <Name of SKP> Academic Centre will send to the <Name of SKP> - SKP the Level-wise and Sector-wise lists of students registered for Vocational Education Program[s] in the Sectors mentioned under clause 1 above, at least 15 days before the commencement of the programme.

f. The <Name of SKP> Academic Centre will conduct appropriate classes for the Academic content of the curriculum of the Vocational Education Program[s] so as to complete the Academic portion within one year.

g. The <Name of SKP> Academic Centre will conduct final examinations and evaluate the students for the Academic portion of the programs as per the rules and regulations of the Technical Board or University as the case may be.

h. After receiving a 'Statement of Credits for the Vocational / Skill portion of the students from the <Name of SKP> - SKP, the <Name of SKP> Academic Centre will send the combined Academic and Vocational / Skill portion credits of the students to the Technical Board or University as the case may be.

i. Wherever such provisions are made by the Technical Board or the University, as the case may be, the <Name of SKP> Academic Centre will award a 'Level Certificate' to the student

who has successfully completed both the Academic and the Vocational / Skill portions of the particular Level.

    j. The <Name of SKP> Academic Centre shall maintain a record of the registered students and certificates issued and upload the same on the AICTE web portal.

    k. The <Name of SKP> Academic Centre shall submit details of students registered, evaluation conducted and results to the Technical Board or the University, as the case may be, and also upload the same on the AICTE web portal.

4. General:
    1. Fees to be charged to students:

      a) The Level-wise fees to be charged by the <Name of SKP> – Academic Centre will be informed to the student by the <Name of SKP> Academic Centre as well as the <Name of SKP> - SKP before his/her registration for the program;

      b) The <Name of SKP> Academic Centre will collect from the student and retain with itself the 'Academic Portion Fees' and the <Name of SKP> - SKP will be given the 'Vocational/Skill Portion Fees' by the <Name of SKP> – Academic Centre;

      c) The <Name of SKP> Academic Centre will collect the total fees for the program from the students and will transfer the 'Vocational/Skill Portion Fees' against the number of students to be sent for training at least one month before the onset of training. Any delay in transferring the fees will entail interest @ ----calculated on the basis of delay of number of days. After receiving the fees <Name of SKP> - SKP will issue Registration cards to the students at least 7 days before the onset of training.

    2. **No Confidentiality:**

There shall not be any confidentiality of any information disclosed to by both parties to each other, either in operationalizing this agreement or for the purposes of implementing this agreement. The information sought under Right to Information Act or otherwise by any student, shall be promptly made available.

5. The <Name of SKP> agrees and undertakes that the <Name of SKP> - SKP as recognized and approved by it, which are shown in Schedule 1 to the agreement, shall act as Service Knowledge Provider in terms of the agreement signed by them with the institutes offering Vocational Educational Programme in their vicinity and the agreement to be signed between the institute offering vocational education programme and the Service Knowledge Provider shall provide the details regarding the schedule of operation, collection and sharing of fees between the institute and Service Knowledge Provider in order to protect the interest of students and all concerned stakeholders.

6. The <Name of SKP> agrees and undertakes that its <Name of SKP> - SKP reflected in schedule 1 to the agreement shall participate, operate and execute the scheme strictly in accordance with the scheme and AICTE for conduct of Vocational Educational Programme and shall not indulge in any violation of the scheme.

7. The Scheme of the AICTE to provide competency based skill and to conduct Vocational Educational Programme shall be treated as part and within the scope of the present agreement for all purposes.

8. The AICTE shall not provide any financial support to the <Name of SKP> - SKP as reflected in schedule 1 to the agreement, which shall act as Skill Knowledge Provider under the scheme of AICTE.

9. The <Name of SKP> shall keep the AICTE and all its officials indemnified from all or any kind of loss, which it may incur in executing the scheme of the AICTE or in terms of its performance of its duties and functions of Skill Knowledge Provider for the scheme of AICTE. The AICTE shall not be held responsible for any kind of loss including financial loss to the <Name of SKP> - SKP of <Name of SKP> acting as the Skill Knowledge Providers.

10. The <Name of SKP> – SKP's registered as Skill Knowledge Providers shall continue as such for a period of at least 3 years from the date of execution of this agreement, which may be renewed in accordance with the provisions of the scheme from time to time subject to the sole decision and discretion of the AICTE and on such terms and conditions, which may be decided or determined by AICTE additionally. However, in case the registration of either party with the AICTE is suspended or terminated, the instant agreement shall stand determined and terminated with immediate effect.

11. The AICTE shall have the right to deregister any <Name of SKP> - SKP as Skill Knowledge Provider under the Scheme during the subsistence of the present agreement without assigning any reason for whatsoever. Additionally, it is open to AICTE to de-register a Skill Knowledge Provider on account of receipt of complaint or malfunctioning in execution of the provision of the scheme or its objectives.

12. If any dispute arises between AICTE & <Name of SKP>   on operation and execution of the agreement, efforts shall be made to resolve the same amicably and if the dispute is not settled then it shall be referred for arbitration to the Chairman, AICTE, who shall be the sole arbitrator in the matter and whose decision shall be final and binding to the parties.

13. The present agreement can be terminated by the AICTE by giving a notice of one month to <Name of SKP>   without assigning any reason in this regard and the <Name of SKP>   shall have no claim against AICTE and its officials on account of termination of such agreement. However, the responsibilities and duties of both parties in respect of the common students already registered for any of the Vocational Education Programs shall not end with the termination of the agreement, and these will remain valid in totality until completion of evaluation of the already registered students and reporting of their results by both parties.

14. <u>Effective Date:</u>

This agreement is effective from the date signed by both the parties will be valid for a period of three years until determined, suspended or terminated earlier.

IN WITNESS WHEREOF, the parties hereto, each acting under due and proper authority, have executed this mutually binding Memorandum of Understanding as of the date first written above.

For AICTE: **For <Name of SKP>**

Signed: _____   Signed: _____

Name: Name:

Title: Title:

Date: _____   Date: _____

Witnessed by:

1) Signature: _____

    Name:

    Date:

2) Signature: _____

    Name:

    Date:

3) Signature: _____

    Name:

    Date: