

**SCHEDULE OF NATIONAL CALENDAR FOR PROCESSING OF APPLICATIONS FOR  
ESTABLISHMENT OF NEW TECHNICAL INSTITUTIONS**

The following is the National Calendar for schedule of processing of applications at a glance for establishment of New Institution for the academic year 2004-2005.

| <b>STAGES</b>   | <b>DOCUMENTS TO BE SUBMITTED</b>  |
|---|---|
| <b>STAGE - I</b><br>Submission of application   | <ol style="list-style-type: none"> <li>1) Registration of Society / Trust</li> <li>2) Proof of classification of land w.r.t its location</li> <li>3) Land Registration documents</li> <li>4) Approved building plan</li> <li>5) Land Use Certificate.</li> <li>6) Latest fund position.</li> <li>7) Resolution ear marking land.</li> <li>8) Developmental Profile Report (DPR)</li> </ol>  |
| <b>STAGE - II</b><br>Verification of documents at the Regional Office                 | <ol style="list-style-type: none"> <li>1) Registration of Society / Trust</li> <li>2) Land registration documents</li> <li>3) Approved building plan</li> <li>4) Land Use Certificate.</li> <li>5) Latest fund position.</li> <li>6) Proof of completion of building structure upto lintel level along with plastering and flooring of the required institutional building on the permanent site.</li> <li>7) Justification &amp; viability of the project as enunciated in the DPR.</li> </ol> |
| <b>STAGE - III</b><br>Presentation Of Proposal Before The Hearing Committee           |   |
| <b>STAGE - IV</b><br>Issue of Letter of Intent(LOI) / Rejection                       | <p>If LOI is issued,</p> <ol style="list-style-type: none"> <li>1) Creation of joint FDR</li> <li>2) Submission of inspection fee at Regional Office</li> </ol>   |
| <b>STAGE - V</b><br>Appeal for reconsideration for issue of LOI                       | Documentary evidence to substantiate the claim against the deficiencies communicated as on the stipulated date.   |
| <b>STAGE - VI</b><br>Issue of LOI on the basis of appeal / Rejection                  | <p>If LOI is issued,</p> <p>Creation of Joint FDR and deposition of inspection fee at Regional Office.</p>  |
| <b>STAGE - VII</b><br>Expert Committee visit  | Verification of availability of infrastructure as per norms : availability of equipment as per syllabus ; books / journals / computers as per norms ; Director / Principal appointed ; faculty identified as per norms.   |
| <b>STAGE - VIII</b><br>Issuance of Letter of Approval / Rejection                     | If the letter of approval is not issued, the applicant can appeal to the Council for reconsideration.   |
| <b>STAGE - IX</b><br>Appeal for reconsideration of letter of approval                 | Documentary evidence to substantiate the claim against the deficiencies communicated on the stipulated date.  |
| <b>STAGE - X</b><br>Issuance of Letter of Approval / Rejection on the basis of appeal | No further appeal shall be considered if the proposal is rejected by the Appellate Committee.   |

Further details can be downloaded from the AICTE website: [www.aicte.ernet.in](http://www.aicte.ernet.in).

## PROCESSING OF PROPOSALS

### 3. ELIGIBILITY AND PROCUREMENT OF APPLICATION FORM

The following are eligible to apply for starting new technical institutions.

- a) Registered Societies / Trusts
- b) Central / State Universities / Deemed Universities
- c) Central / State Government Institutions
- d) Government Aided Institutions

*(Reference: Gazette notification dated 31 October, 1994)*

Applicants may obtain the APPLICATION FORM from AICTE Headquarters New Delhi or Regional Offices of AICTE located at Bangalore, Bhopal, Kolkata, Chandigarh, Chennai, Kanpur and Mumbai on Payment of fee as prescribed by AICTE, through a Demand Draft drawn on a nationalized bank in favour of THE MEMBER SECRETARY, AICTE, payable at New Delhi Government Institutions and State Universities are exempted from paying a fee as prescribed by AICTE towards APPLICATION FORM.

#### 3.1 PROCESSING OF PROPOSALS FOR ESTABLISHMENT OF NEW TECHNICAL INSTITUTIONS

The ten stages involved in the processing of applications are described below:

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| <b>STAGE - I</b> |
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##### SUBMISSION OF APPLICATION

- Application form duly filled in along with **Developmental Profile Report (DPR)** should be submitted to AICTE Headquarters, New Delhi in original and copies sent to the following offices :-
  - i) Concerned Regional Office of AICTE
  - ii) Concerned State Government
  - iii) Concerned Affiliating University through proper channel as mentioned below:-
- Application for approval from the Government Institutions and Government Aided Institutions should be submitted through Chairman of Governing Body.
- Application pertaining to a University, University department or Deemed to-be University should be submitted through the Registrar of University.
- Registered Society or Trust should submit their application through the Secretary of the Society / Trust.

**NOTE: Submission of copies of application to the concerned Regional Offices, the State Government and the affiliating University is mandatory, failing which the application is liable to be rejected.**

##### ***CHECK LIST TO BE FOLLOWED AT THE TIME OF SUBMISSION OF APPLICATION.***

- *Copy of Registration of Society/Trust along with details of constitution, memorandum of association of the Society/Trust.*
- *Copy of letter from Competent Authority as designated by concerned State Govt. for classification of land, with respect to its location i.e. Metropolitan City/State Capital /Others.*
- *Copy of registered land documents in the name of applicant Trust / Society.*

- *Copy of building plan prepared by an Architect and approved from Competent Authority as designated by concerned State Govt.*
- *Copy of resolution of the Society/ Trust / Applicant earmarking land for the proposed institution(s)*
- *Copy of land use certificate from Competent Authority as designated by concerned State Govt.*
- *Details of latest fund position along with photocopy of FDR's, SB A/c, Current A/c available with the applicant for this proposal.*
- **Developmental Profile Report (DPR).**

## STAGE - II

### **VERIFICATION OF DOCUMENTS AT REGIONAL OFFICE.**

The applicants are required to submit **all the original documents mentioned below along with photocopies** in duplicate in one lot, to the **concerned Regional Office of AICTE for verification.**

1. Registration document of the Trust/ Society indicating members of Society / Trust and its Objectives.
2. Land document(s) in original showing ownership in the name of Trust/ Society in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered)/ Irrevocable Government Lease (for minimum 30 years) by concerned authority of Government. *In case, the land documents are in vernacular language, Notarized English translation of the document needs to be produced.*
3. Land Use Certificate/ Land Conversion Certificate allowing the land to be used for educational purpose, from the Competent Authority along with Topo-sketch/ Village Map indicating land Survey Nos. and a copy of City road map showing location of proposed site of the institution.
4. Site Plan, Building Plan prepared by a registered Architect and duly approved by the Competent Plan Sanctioning Authority of the concerned State.
5. Proof of completion of the building structure upto lintel level along with plastering and flooring of the required institutional building on permanent site as per approved Engineering & Architectural Building Plan, in the form of Color photographs giving External and Internal views.
6. Proof of adequate working capital (Funds), in the form of either Fixed Deposits in the Bank / latest Bank Statement of Account maintained by the Society / Trust/ Applicant.
7. Justification and viability of the project as enunciated in the DPR.

If any of the above requirements is not fulfilled or any of the above documents is not submitted, **by the cut off date**, the proposal is liable to be rejected.

## STAGE - III

### **PRESENTATION OF PROJECT PROPOSAL BEFORE THE HEARING COMMITTEE.**

The applicant will be required to present the project proposal along with relevant documents before a duly constituted **Hearing Committee** at the concerned Regional Office. The applicant may present the proposal with one page justification duly supported by authenticated statistical data regarding employment potential of the students who will pass out from the proposed courses.

***NOC FROM THE CONCERNED STATE GOVT./ UT ADMINISTRATION  
(INTERIM NORMS : 2004-2005)***

*The State Govt. / UT may issue the NOC mentioning **RECOMMENDED** or **NOT RECOMMENDED** within the cut off date. In case of **NOT RECOMMENDED**, the State Govt. is required to indicate the reasons for not recommending the proposals. The proposals **NOT RECOMMENDED** by the State Govt. shall not be processed by the Council. The NOC of State Government should be received within the cut-off-date. In case the State Govt. NOC is not received by the due cut off date, AICTE shall consider the application for further processing. The NOC should be in the enclosed format.*

The proposal will be further considered by the respective **Regional Committees (RC)**, which will make its recommendations, considering the recommendations of the Hearing committee.

The recommendation of RC will be considered by the EC - Sub Committee of AICTE.

#### STAGE - IV

#### ISSUE OF LETTER OF INTENT

The Council in consideration of the recommendations of the concerned agencies may issue a Letter of Intent (LOI). If a Letter of Intent is issued, the Applicant is required to submit the following **in one lot**, to the concerned Regional Office by the stipulated date.

- i) A non-refundable inspection fee of Rs. 50,000/- drawn in favour of the Member Secretary, AICTE payable at New Delhi (Government Institutions and State Universities are exempted).
- ii) A joint Fixed Deposit in the name of the applicant and the concerned Regional Office of AICTE as prescribed, issued by a Nationalized or Scheduled Bank. Government Institutions and State Universities are exempted.

If any of the above requirements is not fulfilled, the proposal shall not be eligible for further processing for approval and shall stand rejected.

#### STAGE - V

#### SUBMISSION OF APPEAL AND ITS CONSIDERATION BY THE APPELLATE COMMITTEE.

If the Letter of Intent is not issued, then the applicant can appeal to the Council on or before the prescribed date. Applicants are required to submit the documentary evidence to substantiate the claims (as on 15.11.2003) made which will be considered by an Appellate Committee. The decision for issue of LOI against the appeal will be taken by AICTE.

#### STAGE - VI

#### ISSUE OF LOI BASED ON APPEAL

Based on the recommendations of the Appellate Committee, if a Letter of Intent is issued, the applicant will have to fulfill the conditions mentioned in the LOI, by a cut-off date to be specified by AICTE.

#### STAGE - VII

#### EXPERT COMMITTEE VISIT

If all the conditions mentioned in stage-IV are fulfilled by the cut-off-date, visit of an AICTE Expert Committee will be arranged **by AICTE, New Delhi** for verification of all the facilities created for establishment of new Institutions (please refer to section 6 for essential requirements as per AICTE norms).

The applicant is required to make available the following documents to the visiting Expert Committee:

1. a) Copy of the application submitted to AICTE

- b) Copy of the Letter of Intent, in original.
2. Society / Trust Registration documents indicating members of the Society / Trust and its Objectives.
3. Minutes of the Meeting of Society / Trust.
4. Original Land Documents.
5. Village Map /Location Map/Index Map / Topo Sketch/City Road Map.
6. Land Use Certificate / Land Conversion Certificate, allowing the land for educational purpose.
7. Original approved Building Plan.
8. Copy of the syllabus of concerned affiliating University.
9. Details of built up structure available exclusively for the proposed Institute at the permanent site.
10. Proof of sanction of required electrical load.
11. List of equipment required as per syllabus and equipment available.
12. Stock Register of Equipment.
13. Accession Register for Library Books.
14. Copy of Invoice /Cash Memo for equipment and Library Books.
15. Cash Book of the Society /Trust.
16. Copy of the advertisement for recruitment of faculty.
17. Composition of Selection Committee.
18. Minutes of Selection Committee for Faculty.
19. Architectural Drawings of building -construction duly prepared by an Architect and approved by the concerned statutory authority.
20. Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure etc.
21. Floor Plans, Sections and Elevations of all the existing Academic buildings including Area details.
22. Letter of appointment /Offer Letter issued to faculty.
23. List of faculty appointed/identified with qualification and experience.
24. Joining report / consent of faculty members.
25. One page Bio-data of Principal/Director.
26. Acquaintance Register.
27. Fund position/Original FDR and Bank Certificate/ Statement.
28. Phase-wise plan of construction.
29. Cash Flow statement for next two years for the proposed Institution showing projected expenses and sources of fund, as indicated in DPR.
30. Audited statement of accounts of the Society /Trust.
31. Photographs (color) of the building attested by the Chairman/ Secretary of the Trust/Society and a Video CD (Compatible with "Windows Media Player") indicating the following:
  - a) Front side of the entire building.
  - b) Back side of the entire building.
  - c) Internal portion of at least one class room.
  - d) Internal portion of computer room along with computers.
  - e) Internal portion of one laboratory.
  - f) Internal portion of principal's room
  - g) Internal portion of library
  - h) Internal portion of faculty room.

The Expert Committee will verify all the above-mentioned facilities/ documents and submit its report along with the relevant documents to AICTE, New Delhi, which will be subsequently considered by the Regional Committee.

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| <b>STAGE - VIII</b> |
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#### **ISSUANCE OF LETTER OF APPROVAL/REJECTION**

The Report of the Expert Committee shall be examined by a Sub-Committee of the concerned Regional Committee (consisting of at least 3 member of the Regional Committee). The recommendation of RC Sub-Committee, shall be further examined by the Regional Committee.

The Sub-Committee of Executive Committee(EC) of AICTE, New Delhi will decide each application before it, considering the recommendations of the Regional Committee, the original applications, the report of the Visiting Expert Committee. The final decision for grant of approval or otherwise shall be communicated to all concerned by AICTE.

**STAGE - IX**

**CONSIDERATION OF APPEAL BY THE APPELLATE COMMITTEE**

If Letter of Approval is not granted, the applicant can make an appeal to the Council. Applicants are required to submit the documentary evidence to substantiate the claims made, with the appeal.

**STAGE - X**

**ISSUANCE OF LETTER OF APPROVAL/REJECTION BASED ON APPEAL**

The appeals will be considered by the Appellate Committee. Based on the recommendations of the Appellate Committee and the Sub-Committee of Executive Committee (EC) of AICTE, final decision will be communicated to all concerned.

**NOTE:**

The applicants are requested to note that all the documents required at different stages are to be submitted on or before the prescribed **cut-off date** and all the documents must be submitted in **one lot only**. If any of the documents, as asked for, is not submitted before the cut-off date, the Council will not consider the proposal further and the proposal shall stand rejected.