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**UNIVERSITY GRANTS COMMISSION  
NEW DELHI – 110002**

**UGC [AFFILIATION OF COLLEGES OFFERING TECHNICAL EDUCATION BY  
UNIVERSITIES] REGULATIONS, 2014**  
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**F. No. 14-9/2013 (CPP-II)**

**28<sup>th</sup>February, 2014**

To promote and coordinate university education including technical education, and for the determination and maintenance of standards of teaching, examination and research in universities, especially in technical education and in view of the judgement of the Hon'ble Supreme Court vide Civil Appeal No. 1145 of 2004 and Civil Appeal Nos. 5736-5745 of 2004 whereby the authority of All India Council for Technical Education (AICTE) to grant approval to colleges, affiliated to universities, conducting technical education has been negated; the UGC, in exercise of powers conferred by Clauses (f) and (g) of Sub-section (1) of Section 26 read with Section 12 (d) of the University Grants Commission Act, 1956 hereby makes the following Regulations:

**1. Short Title, Application and Commencement**

- 1.1 These Regulations shall be called the UGC [Affiliation of Colleges offering Technical Education by Universities] Regulations, 2014.
- 1.2 They shall apply to all colleges offering technical education at degree level and seeking affiliation and/or already affiliated to the universities in India established or incorporated by or under a Central Act, a Provincial Act or a State Act.
- 1.3 These Regulations will be in addition to and not in derogation to the UGC [Affiliation of Colleges by Universities] Regulations, 2009 and its subsequent Regulations namely UGC [Affiliation of Colleges by Universities] (1<sup>st</sup> Amendment) Regulations, 2012 as notified on 13<sup>th</sup> February, 2012.
- 1.4 They shall come into force with immediate effect.

**2. Definitions: In these Regulations**

- 2.1 "Affiliation" together with its grammatical variations, includes, in relation to a college, recognition of such college by, association of such college with, and admission of such college to the privileges of a university;
- 2.2 "AICTE" means All India Council for Technical Education, established by the All India Council for Technical Education Act, 1987;

- 2.3 “College” means any institution, whether known as such or by any other name which provides for a programme of study beyond 12 years of schooling or beyond 03 years of diploma after 10 years of schooling for obtaining any degree from a university and which, in accordance with the rules and regulations of the university, is recognized by the UGC as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification;
- 2.4 “Commission” means the University Grants Commission established under the UGC Act, 1956;
- 2.5 “NAAC” means National Assessment and Accreditation Council [www.naac.org](http://www.naac.org), an autonomous body under Section 12(ccc) of UGC Act, 1956;
- 2.6 “NBA” means National Board of Accreditation [www.nbaindia.org](http://www.nbaindia.org), an autonomous body under Section 10(u) of AICTE Act, 1987;
- 2.7 “Technical College” means a college offering programmes in technical education;
- 2.8 “Technical Education” means programmes of education, research and training in the areas namely engineering & technology, architecture, town planning, pharmacy, applied arts & crafts, hotel management and catering technology, computer applications, and such other programmes or areas as the Central Government may, in consultation with the Commission, by notification in the Official Gazette, declare;
- 2.9 “University” means a university defined under clause (f) of Section 2 of the UGC Act, 1956.

### **3. Norms & requirements for affiliation / renewal of affiliation of technical colleges by Universities**

- 3.1 While according affiliation/renewal of affiliation to technical colleges, Universities shall follow the norms and guidelines as given in ANNEXURE to these Regulations. These are based on the prevailing AICTE norms and standards. No relaxation in these norms shall be permitted by any University.
- 3.2 Universities shall ensure that a proposal for the purposes mentioned in para 2.2.2.1 of the ANNEXURE, from Technical Colleges meet the norms as prescribed therein.

#### **4. Mandatory accreditation of technical colleges seeking affiliation / renewal of affiliation from Universities**

- 4.1 Universities shall ensure mandatory accreditation of the technical colleges by NAAC and their programmes by NBA as per relevant regulations of UGC as amended from time to time.
- 4.2 Universities shall exercise utmost care and caution while affiliating new technical colleges. New technical colleges shall be granted affiliation subject to the condition that they furnish an undertaking to apply for assessment to NBA within six months from the date of issue of Letter of Intent (LoI).
- 4.3 Universities shall ensure that all necessary approvals including 'No Objection' certificate are obtained by the promoter, be it government or private society/trust, before issuing LoI.
- 4.4 All technical colleges which are more than six years old shall apply for accreditation to NAAC or NBA within six months of issue of these regulations.
- 4.5 All technical colleges which are accredited by NAAC or whose programmes are accredited by NBA shall be considered for permanent affiliation subject to fulfilment of other conditions as laid down by the university concerned.
- 4.6 Any issue regarding the applicability of the relevant norms and requirements by the university shall be referred to and decided by the Commission whose decision shall be final.

#### **5. Action in case of violations of Regulations**

- 5.1 Every affiliating university shall submit a compliance report concerning the provisions of these Regulations, in respect of all the affiliated technical colleges, to UGC annually. This report shall also be placed on the university's website.
- 5.2 If any university grants affiliation to a technical college which does not fulfil the conditions/requirements for affiliation as per the extant UGC Regulations, the Commission shall take such action as it may deem fit, including that of withholding the grants to the university and / or delisting the said university from the list of universities maintained by the Commission under Section 12B of the UGC Act.

- 5.3 If any technical college included under Section 2(f) and receiving grants from the Commission under Section 12B of the UGC Act is found guilty of violation of these regulations, the Commission shall take such action as it may deem fit, including that of withholding the grant to the technical college and / or delisting the said technical college from the list of colleges maintained by the Commission under Sections 2(f) and/or 12B of the UGC Act.
- 5.4 In addition to above, an affiliating university shall initiate action against defaulting colleges providing technical education as outlined at section (5) of the ANNEXURE to these Regulations.

**(UpamanyuBasu)**  
Secretary (i/c)

**1. Additional Definitions in this Annexure**

- 1.1 “Architect” means an architect registered with the Council of Architecture established under the Architects’ Act, 1972;
- 1.2 “Autonomous College”, means a college which is declared as such by the Commission;
- 1.3 “Compliance Report” means the report submitted by a college complying with the requirements as set by the university from time to time;
- 1.4 “Foreign Student” means a student who possesses a foreign passport and fulfils eligibility requirements for admission;
- 1.5 “Minority Institution” means an institution established or maintained by a person or a group of persons belonging to a minority community, recognized as such by the Central Govt./concerned State Government / UT Administration;
- 1.6 “Programme of Study” means a higher education programme pursued for a degree specified by the Commission under Section 22 of the UGC Act;

**2. Norms and procedures for affiliation by University for a new college offering technical education, change of site / location, closure of a college offering technical education, conversion of a Women’s College into Co-ed College.**

- 2.1 A college proposing to offer technical education shall first seek affiliation from the university before starting the academic activities.
- 2.2 For the above purpose, the university shall follow the norms and procedures as outlined below.

**2.2.1 Introduction**

A new college proposing to offer technical education can be created by introducing one or more programmes housed either in one or separate buildings.

- 2.2.1.1 New college shall be granted affiliation when it is on one contiguous plot of land except for those in North Eastern and other Hilly states where it can spread into 3 pieces of land, not far from one another, by more than 1 Km.
- 2.2.1.2 New college offering technical education shall not be established and / or started without prior affiliation from the university.
- 2.2.1.3 New technical programme(s) shall not be started in existing colleges without prior affiliation from the university.
- 2.2.1.4 The college shall not permit admission of students to a technical programme which is not affiliated by the university.
- 2.2.1.5 Applicants shall apply only when the building for the purpose of college is complete as per the infrastructure requirements without any deficiency at the time of submission of the application form to the university.

## **2.2.2 Seeking affiliation of the University for**

### **2.2.2.1**

- a) Setting up a new college offering one or more technical education at Degree and Post Graduate Degree Level;
- b) Adding new technical education at Degree and PostGraduate Degree Level in existing technical colleges;
- c) Change of site / location;
- d) Closure of the college;
- e) Conversion of women's technical college into co-ed college.

### **2.2.2.2 Requirements and Eligibility Criteria**

For new college

- a) A society registered under the Societies Registration Act, 1860 through the Chairman or Secretary of society or
- b) A trust registered under the Charitable Trusts Act, 1950 or any other relevant act(s) 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.

### **2.2.2.3** The above bodies as mentioned in a, b, c and d may be a body, formed under Public Private Partnership (PPP) or under Build-Operate-

Transfer (BOT) mode through a competent authority of Central or State Government / UT Administration.

2.2.2.4 The applicants fulfilling the following conditions on or before the last date prescribed for receipt of application by the university shall be eligible to apply.

- a) The promoter society / trust / company of a new technical college shall have the land as required and prescribed in its lawful possession with clear title in the name of the promoter society / trust / company on or before the date of submission of application.

*Provided that,* it shall be open for the promoter society / trust / company to mortgage the land only after the receipt of letter of affiliation only for raising resources for the purpose of development of the technical college situated on that land.

- b) Land requirement for technical college shall be as mentioned in Appendix 4.1

The plot of land under consideration shall be contiguous, having no obstacles, like river, canals, rail tracks, highways, or any other such entity hampering continuity of land.

While establishing a new technical college, the total land requirement shall be the sum total of individual land requirement of respective technical programmes of study.

Where sufficient FSI / FAR is available, minimum land requirement shall be determined by the programme which requires maximum land among all programmes offered in the technical college. In such a case, only MCA programme shall be allowed to be built on an existing Engineering / Technology / Pharmacy / Architecture / Hotel Management and Catering Technology college provided sufficient FSI / FAR is available along with other norms and standards being met.

Further, where sufficient FSI / FAR is available, minimum land requirement being determined by the programme which requires maximum land among all programmes offered in the technical college, in addition to MCA Programme, Arts and Crafts Programme shall be allowed to be built on an existing Architecture college provided sufficient FSI / FAR is available along with other norms and standards being met.

FSI / FAR certificate shall be obtained from the Competent Authority as designated by Municipal Corporation concerned or the local authority

that approves building plans, or the State Government / UT, as the case may be.

Land use certificate shall be obtained from the Competent Authority as designated by concerned State Government / UT.

Land conversion certification shall be obtained from the Competent Authority as designated by concerned State Government / UT.

- c) Building plan of the technical college shall be prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by State Government / UT administration concerned.

Instructional area requirements as stated in Appendix 4 shall be applicable for each programme which will be run in the technical college. However, there may be central facilities such as, Central Library with Reading Rooms, Central Computing Centre, etc.

- d) Administrative area requirements as stated in Appendix 4 shall be applicable for a technical college.
- e) Amenities area requirements as stated in Appendix 4 will be applicable for a technical college.
- f) Circulation area of 25% of sum of instructional, administrative and amenities area is desired for covering common walkways, staircases, entrance lobby and other similar areas.

#### 2.2.2.4.1 (i) Central Library with Reading Room

Refer Programme wise area requirement in para 4.2.1 of Appendix 4.

When number of Programme in the technical college is more than one, minimum area requirement would be 400 sq m. When 1st shift / single shift intake considering all programme-courses is more than 420, minimum area requirement would be 600 sq m.

#### (ii) Computer Centre

Refer Programme wise area requirement in para 4.2.1 of Appendix 4.

When number of programme in the technical college is more than 1, minimum area requirement would be 150 sq m. When 1st shift / single shift intake considering all programme-courses is more than 420, minimum area requirement would be 200 sq m.

(iii) Administrative area requirements as stated in Appendix 4 will be applicable for technical college.

(iv) Amenities' area requirements as stated in Appendix 4 will be applicable for technical college.

(v) Circulation area of 25% of sum of instructional, administrative and amenities area is desired for covering common walkways, staircases, entrance lobby and other similar area.

2.2.2.5 The fund position of the applicant college in the form of FDRs\* and bank accounts in nationalised bank or scheduled commercial banks recognised by Reserve Bank of India shall be as under on the date of scrutiny.

	<b>Programme proposed (Degree and Post Graduate Degree)</b>	<b>Total minimum funds required, (Rs. in lakhs) as proof of operational expenses</b>	<b>Total FDRs (Rs. in lakhs) in the name of institution as a proof of financial security</b>
a	Engineering & Technology	100	30
b	Pharmacy	50	15
c	Hotel Management & Catering Technology	50	15
d	Architecture	50	15
e	Applied Arts & Crafts	50	15
f	MCA	50	15

*\*for a period of 10 years*

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

2.2.2.6 Each programme shall have separate teaching faculty as per existing qualifications and norms defined for respective programme.

2.2.2.7 Requirement of Computers, Software, Internet and Printers for each programme shall be as given in Appendix 5.

2.2.2.8 Requirement of laboratory equipments and experiments for each programme shall be as given in Appendix 5.

2.2.2.9 Requirement of books and library facilities for each programme shall be as given in Appendix 5.

2.2.2.10 Acquisition of desirable E- Journals is given in Appendix.

2.2.2.11 Requirement of essential and desired service requirements shall be as given in Appendix 6.

### 2.2.3 Submission of Application

2.2.3.1a) A unique Identification Number shall be allotted by the university to each new applicant for setting up a new college as per prescribed rules.

2.2.3.1 b) Processing Fee for

Setting up new technical college offering one or more technical programme at Degree / Post Graduate Degree Level

Adding new technical programme/s at Degree / Post Graduate Degree Level in existing technical colleges

2.2.3.2

	Type of technical college applied for	Processing Fees* (Rs. in lakhs)
a	Minority technical college	2.0
b	Technical college set up exclusively for women	2.0
c	Technical college set up in North Eastern States and other Hilly areas	2.0
d	All other technical colleges	3.0
e	Government / Govt. aided / Central University / State University	Nil

\* The expenses on account of TA/DA, honorarium and hospitality of experts shall be borne by the university out of the funds collected as processing fees

2.2.3.2.1 Processing Fees for Change in Site / Location, Closure of Institute and conversion of Women College to Co-Ed college.

Type of technical College	Change in Site / Location (Rs. in lakhs)	Closure of Institute (Rs. in lakhs)	Conversion of Women college to co-ed college (Rs. in lakhs)
Minority technical College	1.0	1.0	1.0
Technical college set up in North Eastern States and other Hilly areas other than Government / Govt. aided/ Central University / State University	1.0	1.0	1.0

Technical college set up exclusively for women other than Government / Govt. aided / Central University/ State University	1.0	1.0	1.0
All other technical colleges except Government / Govt. aided / Central University/State University	1.5	1.5	1.5
Government / Govt. aided / Central University / State University	Nil	Nil	Nil

### 2.2.3.3 Policy of the State Government

The applications for establishing new colleges and extension of affiliation for existing colleges may be considered by the university concerned as per the policy of the State Government.

### 2.2.3.4 Change of Site / Location

#### a) Conditions for Permission

A technical college shall be considered for change of site/location if it is already an affiliation college.

#### b) Procedure

1. The existing technical college seeking change of site / location shall apply for extension of affiliation as per regulations.
2. The application shall be processed as per procedure of affiliation for new technical college. It shall be necessary to provide built up area as per norms required to conduct all existing courses.
3. In the event of permission by the university for change of site / location, the equipments, library and other movable property in the existing college may be shifted to new site/location and the permission for activities on existing location shall cease.
4. The change of site / location shall be effected only on receipt of permission in respect of new location.
5. Request for permission for partial shifting shall not be considered.

6. On permission of new location, all activities of college shall be necessarily carried out at new location.
7. Any violation in this respect may lead to withdrawal of affiliation and the technical college shall not be allowed to continue its activities in either locations.
8. Applicant shall need to submit all documents as required for affiliation of new technical college. Following additional documents shall be submitted while seeking permission for change of site / location of the existing college;
  - No Objection Certificate (NOC) from State Government
  - Resolution of the Society/Trust/Company seeking permission for change of site / location of the existing college

#### 2.2.3.5 **Closure of technical college**

##### a) Conditions for permission

- The technical college shall be closed completely in one instance and no partial or progressive closure shall be allowed at the first year level. However the subsequent years of working shall lapse at the end of each academic year respectively.
- There shall be no charge-sheet filed or pending court case/s against the technical college.

##### b) Procedure

The university affiliated technical college seeking closure of the said college shall apply for the closure as per the Regulations.

An Expert Committee shall visit the location of the technical college to verify

- Status of students already studying in the technical college
- Status of faculty and staff in the technical college
- Any other liabilities of the technical college
- Pending court cases and serious charges, violation of norms, pending ragging cases against the college.

The closure of the technical college shall be effected only on receipt of permission of the university.

The applicant shall be required to make arrangements for video recording of visit and make available internet facility, computer, printer and scanner.

Applicant shall need to submit all documents as required for permission of closure of technical college. Following additional documents shall be submitted while seeking permission for closure of the college;

- No Objection certificate (NOC) from state Government
- Resolution of the Society/Trust/Company seeking closure of the existing college.

#### **2.2.3.6 Conversion of Women's technical college to Co-ed technical college**

##### a) Eligibility

The technical college shall be a university affiliated existing technical college.

##### b) Conditions / Documents for Permission

- A certificate stating that admissions for three consecutive years are less than 40% of sanctioned intake, issued by Competent Admission Authority.
- A certificate stating the actual enrolment of students for the last three consecutive years, issued by the Registrar of the affiliating university.
- Resolution of the Trust / Society / Company for conversion from women's technical college to Co-ed technical college.
- NOC of the State Government.
- Additional money deposit as per norms for Co-ed technical college.
- Land related documents to be submitted as per the Regulations.

##### c) Procedure

A technical college seeking conversion from women's college to co-ed college shall also apply for extension of affiliation as per regulations

The application shall be processed as per procedure of affiliation for new technical college. It shall be necessary to provide built up area as per norms required to conduct all existing courses.

The conversion from Women's College to Co-ed College shall be effected only after accord of affiliation in respect of conversion.

## **2.2.4 Evaluation of application by Scrutiny Committee**

- 2.2.4.1 The applications shall be evaluated by a Scrutiny Committee constituted by the Executive Council (or known by any other name) of the university.
- 2.2.4.2 An Officer of the university 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.
- 2.2.4.3 The Scrutiny Committee will invite all applicants for presentation of their proposals. Applicants may adhere to given scrutiny schedule and not to remain absent for scrutiny.
- If the applicant remains absent for a scrutiny, then, in no circumstances, whatsoever, their applications / proposals shall be taken up for a scrutiny.
- Applicants shall produce original documents along with attested copies at the time of scrutiny.
- 2.2.4.4 Based on the recommendations of the Scrutiny Committee, the deficiencies, if any, shall be communicated to the applicant Society / Trust / Company through web portal.
- 2.2.4.5 Applicants who are communicated deficiencies at the scrutiny level shall apply for appeal within a period of 15 days from the date of receipt of rejection.
- 2.2.4.6 Applications which are found to be in order in all respects by the Scrutiny Committee will be processed further.
- 2.2.4.7 The attested copies of original documents shall be retained by the committee.
- 2.2.4.8 All applicants recommended for Expert Committee visit by the Scrutiny Committee, shall be communicated the date of Expert Committee visit.

## **2.2.5 Evaluation of Application by Expert Committee**

- 2.2.5.1 An Expert Committee constituted by the university shall visit the proposed premises of the technical college to verify
- readiness with respect to Appendix 4 i.e. instructional, administrative and amenities area requirements for technical college.
  - readiness with respect to Appendix 5 i.e. computers, printers, software, internet, laboratory equipments and books, journals, library facilities for technical college.
  - readiness with respect to Appendix 6 i.e. essential and desired requirements for technical college.
  - progress related to appointment of Principal and faculty with respect to the norms, standards and conditions prescribed by the university.
- 2.2.5.2 The Expert Committee will verify the physical and infrastructural facilities of the applicant college.
- 2.2.5.3 An officer of the university will assist the committee and make necessary arrangements for conduct of the Expert Committee visit. However, he will not be part of the committee.
- 2.2.5.4 Expert Committee shall have access to the report of the Scrutiny Committee.
- 2.2.5.5 Expert Committee shall verify actual availability of equipments, computers, printers, software, internet, book titles, book volumes, subscription of national & international e-journals. Mere presentation of purchase orders / payment records for subscription etc. without actual availability shall not be considered.
- 2.2.5.6 Expert committee shall also verify documents in original as in Appendix 13 and Video as in Appendix 14 with respect to actual infrastructure visited.
- 2.2.5.7 The applicant college 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.
- 2.2.5.8 The Expert Committee shall submit to the university;
- Its report in the prescribed format of the visit.
  - Attested copies of all documents.
  - Video recording of Expert Committee visit.

- Attendance sheet duly signed / digitally authenticated by the Expert Committee members, and representatives of applicant Society/Trust present during the visit.

## **2.2.6 Financial norms**

2.2.6.1 The total amount in case of establishment of a technical college shall be calculated by adding the amounts specified for each programme applied for.

The amount deposited by the technical college shall remain with the university 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 university.

2.2.6.2 The principal amount shall be returned to the Society / Trust / Company 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 technical college and / or complaints against the technical college.

## **2.2.7 Grant of affiliation**

2.2.7.1 The recommendations of the Expert Committee for further process of issuance of temporary affiliation or otherwise shall be placed before the Executive Council of the university.

2.2.7.2 Executive Council after considering the recommendations of the Expert Committee, shall take a final decision at its meeting on grant of temporary affiliation or otherwise.

2.2.7.3 Further, based on the decision of the Executive Council, letter of temporary affiliation or letter of rejection shall be issued by an officer authorized by the university.

2.2.7.4 Validity of the letter of temporary affiliation, if issued, shall be for two academic years from date of issue of letter.

2.2.7.5 The permanent affiliation can be considered only after the accreditation of NAAC/NBA has been obtained by the College.

## **2.2.8 Appointment of Principal and teaching staff in newly affiliated technical college**

2.2.8.1 New technical colleges granted letter of affiliation and the existing technical colleges granted affiliation for introduction of new programme(s), shall comply with appointment of teaching staff and Principal as the case may be, as per relevant UGC Regulations regarding minimum qualifications and pay scale etc, and other technical supporting staff & administrative staff as per the schedule prescribed by the university.

Technical colleges shall appoint supporting technical and administrative staff strictly in accordance with the methods and procedures of the affiliating university, State Government concerned.

The information about the appointments of staff in the prescribed format shall also be uploaded on the web portal of university.

In no circumstances, unless the appointment of all teaching and other staff is in place, the technical colleges shall start the courses.

## **2.2.9 Appeal Procedure**

Procedure for submission of appeal and evaluation by the Standing Appeal Committee, constituted by the Executive Council (or known by any other name) of the university, for applications rejected at the scrutiny stage

2.2.9.1 The technical college, if aggrieved by the decision of university on its application seeking affiliation at the scrutiny stage, may submit an appeal stating facts and grounds of appeal, within a period of 15 days from the date of receipt of the letter/order/decision of the university.

Provided further that for the purpose of this provision, the date of communication, in case of signed hardcopy of the letter, shall be the date of receipt of such communication sent by university and in case of communication of decision through e-mail, or short messaging service (SMS) or fax, the date of communication shall be the date of dispatch of the communication by university.

The appeal of the technical college will be considered by the Standing Appeal Committee ordinarily within a period of 15 days from the date of receipt of the appeal. The Standing Appeal Committee may devise its own procedure for the purpose of consideration of the appeal.

The decision of the Standing Appeal Committee shall be communicated within a period of 10 days from the date of decision of the Standing Appeal Committee and such decision of the Standing Appeal Committee and communication thereof including date of communication shall be reported to the university in its next meeting for information.

The appeal schedule shall be notified by the University.

- 2.2.9.2 Applicants may be 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 whatsoever, their application / proposal shall be taken up by the Standing Appeal Committee and such technical colleges, if they so desire, may apply afresh for the next academic session.

Such technical colleges remaining absent for any reason whatsoever shall not be entitled for any further appeal.

- 2.2.9.3 An officer of the university shall place the records before the Standing Appeal Committee. A representative of the technical college shall be invited to place the point of view of the technical college before the Standing Appeal Committee for consideration.

- 2.2.9.4 The Standing Appeal Committee at its discretion may recommend a re-scrutiny for verification of the claims made by the applicant Society / Trust / Company.

- 2.2.9.5 The Scrutiny Committee during re-scrutiny shall verify only the deficiencies pointed out by the Scrutiny Committee as per the norms and standards.

- 2.2.9.6 Applications which are found to be in order in all respects by the re-scrutiny Committee will be processed as per procedure.

- 2.2.9.7 The report of the re-scrutiny Committee, if not found in order, shall be placed along with the views of the Competent Authority before the Standing Appeal Committee for review and then place before the university for consideration.

- 2.2.9.8 The letter of rejection shall be issued by the Registrar of the university or an officer authorised by the university.

- 2.2.9.9 In case of rejection of the proposal, it shall be open for the applicant to make a fresh application as prescribed by the university.

## **2.2.10 Procedure for submission of appeal and evaluation by the Standing Appeal Committee**

2.2.10.1 The technical college, if aggrieved by the decision of university on its application seeking affiliation of technical college, may submit an Appeal stating facts and ground of Appeal, within a period of 15 days from the date of receipt of the letter/order/decision of the university on their application.

Provided further that for the purpose of this provision, the date of communication, in case of signed hardcopy of the letter, shall be the date of receipt of such communication sent by university and in case of communication of decision through e-mail, or short messaging service (SMS) or fax, the date of communication shall be the date of dispatch of the communication by university.

2.2.10.2 The Appeal of the technical college will be considered by the Standing Appeal Committee of university, ordinarily, within a period of 15 days from the date of receipt of the Appeal and for the purpose of consideration of the Appeal, the Standing Appeal Committee may devise its own procedure.

2.2.10.3 The decision of the Standing Appeal Committee shall be communicated within a period of 10 days from the date of decision of the Standing Appeal Committee.

Such decision of the Standing Appeal Committee and communication thereof including date of communication shall be reported to the university in its next meeting for information.

2.2.10.4 The appeal schedule shall be notified by the university.

2.2.10.5 Applicants may be 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 whatsoever, their applications / proposals shall be taken up by the Standing Appeal Committee in view of constraint of time for the given academic year and such technical colleges, if it so desires, may apply afresh for the next academic session.

Such technical colleges remaining absent for any reason whatsoever shall not be entitled for any further appeal.

2.2.10.6 An officer of the university shall place the records before the Standing Appeal Committee. A representative of the technical college shall be invited to place the point of view of the technical college before the Standing Appeal Committee for consideration.

2.2.10.7 The Standing Appeal Committee at its discretion may recommend an Expert Committee visit for verification of the claims made by the applicant Society / Trust / Company after the Visit stage or reject the appeal, as the case may be.

2.2.10.8 The Expert Committee, if recommended by the Standing Appeal Committee, shall verify all the requirements of setting up a new technical college / programme as per the existing norms.

This report shall prevail over all the earlier expert committee reports that may have been submitted earlier.

2.2.10.9 The report of the Expert Committee shall be placed before the Standing Appeal Committee for review and then placed before the university for consideration.

2.2.10.10 However, if differences exist in the Expert Committee reports, they shall be deliberated by the university and the decision of the university shall be final and binding on the technical college.

2.2.10.11 Based on the deliberations, the university may recommend issue of letter of affiliation or letter of rejection to be issued by an officer authorised by the university.

2.2.10.12 In case of rejection of the proposal, it shall be open for the applicant to make a fresh application.

### **2.2.11 Time Schedule for processing of applications**

The affiliating university shall notify through a Public Notice published in the leading newspapers and through uploading on the university web-portal regarding cut off dates for various purposes including receipt of applications and processing thereof from time to time. 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 and of paying slip not later than the last date as mentioned in the time schedule for this purpose.

**3. Norms and procedures for affiliation through prescribed Application Form for the following:**

- Extension of affiliation to existing college
- Increase / reduction in intake in existing course(s)
- Adding course(s) in existing programme(s)
- Closure of programme(s) / course(s)
- Mandatory provision of supernumerary seats for Tuition Fee Waiver (TFW)
- Introducing / continuing / discontinuing supernumerary seats for Persons of Indian Origin (PIO)
- Introducing / continuing / discontinuing seats for sons/daughters of Non-Resident Indians (NRIs)
- Change of name of the college
- Second shift programmes
- Part time programmes

3.1 For the above purposes, the university shall follow the norms and procedures as outlined below.

**3.1.1 Introduction**

3.1.1.1 Technical college offering technical education shall not continue technical courses or programmes beyond the specified period of affiliation given by the University.

3.1.1.2 Each technical college offering technical programme at Degree / Post Graduate Degree level shall submit an application to the university, every year, for extension of affiliation of course(s) offered by the technical college,

Provided that, in case(s) of accredited course(s), the period of affiliation for such course(s) shall be for the complete period of accreditation unless the period of affiliation is determined early or curtailed by the university after issuing appropriate show cause notice in this regard.

Provided further that affiliation is granted for the complete period of accreditation, the technical college shall submit application annually for extension of affiliation to the university. The university shall monitor for fulfilment of all norms by the technical college and in the event of non-fulfilment, the university shall initiate penal action as per these regulations.

### **3.1.2 Submission of application**

3.1.2.1 The existing technical college shall submit the request in a form prescribed by the university.

3.1.2.2 The college may submit an application to the university for -

- a extension of affiliation to existing technical college
- b increase / reduction in intake in existing course(s)
- c adding course(s) in existing programme(s)
- d closure of programme(s) / course(s)
- e mandatory provision of supernumerary seats for TFW
- f introducing / continuing / discontinuing supernumerary seats for PIO
- g introducing / continuing / discontinuing seats for sons/daughters of NRIs
- h change of name of the technical college

3.1.2.3 The processing fee shall be paid to the university as prescribed by these Regulations.

### **3.1.3 Technical colleges fulfilling norms and standards as mentioned below will be entitled to allotment of programme(s) as follows.**

3.1.3.1 a All technical colleges shall be eligible for a maximum of two divisions (or two changes) within the definition of division / programme / level.

b One course per programme per level in First Shift alone can be added in addition to 3.1a on account of accreditation.

c No increase shall be given in programme(s) running as division(s) in an existing technical college.

d Any technical college / Society / Trust / Company or a member belonging to these if charge-sheeted, shall not be considered for extension of affiliation unless they are acquitted.

e No increase shall be given to technical colleges where a FIR / CBI / CVC / any other investigation agency / anti-ragging / punitive action initiated by university for any violation in the norms and standards where enquiries are pending.

Application of such technical colleges shall be processed through an authorised committee of the university and the report shall be placed before the Executive Council for further process of issuance of letter of affiliation or rejection.

In case of rejection, the applicants shall file an appeal which shall be placed before the Standing Appeal Committee for further action.

3.1.3.2 Grant of affiliation based on self disclosure of required facilities and infrastructure availability as submitted in the application.

An affidavit sworn before First class Judicial Magistrate or Notary or an Oath Commissioner that the technical college has required facilities and infrastructure as per the provisions of this regulations and in the absence of which the university is liable to invoke the provisions, both civil and / or criminal as per the regulations in place, is to be submitted.

3.1.3.3 Processing fees for various applications of Degree, Post Graduate Degree proposed to be offered by a technical college shall be as under:

(Amount in lakhs)

of Type Institution	Extension of affiliation		in increase intake/ additional course in 1 <sup>st</sup> and, or 2 <sup>nd</sup> shift	Introduction of 2 <sup>nd</sup> shift, Part time programmes	Introduction or continuation of PIO seats	Introduction or continuation of NRI seats	Reduction in intake/ Closure of course/ programme	Change of name of institute
	Extension of affiliation	Amount of Late Fee						
Minority Institution	0.75	2.0	0.75	2.0	2.0	2.0	0.75	0.75
Institution set up in Hilly Area in North Eastern States	0.75	2.0	0.75	2.0	2.0	2.0	0.75	0.75
Institution set up exclusively for women	0.75	2.0	0.75	2.0	2.0	2.0	0.75	0.75
All other Institutions	1.0	2.0	1.0	3.0	3.0	3.0	1.0	1.0
Government/ Govt. added/ Central University / State University	Nil	2.0	Nil	Nil	Nil	Nil	Nil	Nil

3.1.3.4 Above fees are applicable irrespective of number of division(s) / course(s) applied for Increase / Closure.

3.1.3.5 Submission of an application for Extension of Affiliation on or before the last date as mentioned in the schedule is mandatory.

**3.1.4 The affiliated technical college may expand its activities by adding additional course(s) / division(s), in the 1st and / or 2nd shift in the existing programme for -**

- increasing demand of technically skilled personnel
- increase utilization of infrastructure available at the technical colleges
- facilitate cost effective education to masses through increased utilization of infrastructure available at the technical colleges
- enabling faculty to pursue PG Education
- enabling students to enrol full time for technical education with staggered timings.

**3.1.5 Application for introduction of course(s) / division(s) shall be considered in accordance with these Regulations and on fulfilment of the requirement of zero deficiency.**

**3.1.6 Separate division in 2nd year of Engineering / Technology courses for admitting Diploma and B.Sc. Degree holders shall be allowed with following conditions:**

- This division considered as a part of sub clause 3.1 (a) shall be allowed in the courses already available in the technical colleges.
- Provision for foreign nationals / Persons of Indian Origin (PIO) / children of Indian workers in Gulf Countries shall not apply to this division.
- Lateral entry supernumerary seats shall not apply to this division.
- Admission procedure for these seats shall be decided by concerned State Government / UT authorities.
- The technical college shall have zero deficiency.

**3.1.7 Document verification in case of Change of Name, Reduction in Intake /Closure of Course**

Applicants shall submit the following along with the application form.

- NoC of state Government
- Governing Body resolution

#### **Procedure**

1. Scrutiny Committee shall verify the correctness of the documents.

2. If the documents are accepted, then university shall consider the application further.
3. No new programme(s) / course(s) or increase in intake shall be allotted in lieu of closed programme(s) / course(s)

### **3.1.8 Procedure for permission and allotment of intake in 2nd Shift**

3.1.8.1 Permission for additional Divisions in second shift shall be considered with the views of State Government / UT and on fulfilment of following conditions

The technical college shall have zero deficiency.

The total intake of UG & PG in the 2<sup>nd</sup> shift shall be governed by the following conditions.

- One division or variation in any of the existing course(s) at the Under Graduate level; and/or
- two divisions or variations in any of the existing course(s) at the Post Graduate level; and/or

Notwithstanding the above, in the second shift, no technical college shall be eligible for more than 50% of total intake in first / general shift.

No supernumerary seats shall be allotted to 2<sup>nd</sup> Shift Programmes.

#### **3.1.8.2**

- i). 2nd shift shall necessarily require exclusive teaching staff as per norms specified by the university. It shall also have separate technical, administrative and supporting staff at required positions.
- ii). Additional laboratory equipments needed especially for PG programme, shall be procured and made available as per norms.
- iii). Availability of Dean at the level of Professor in the 2nd shift to supervise overall functioning of 2nd shift shall be mandatory.
- iv). The course of a programme in the second shift shall be affiliated subject to the same being run in the first / general shift.

### **3.1.9 Procedure for permission of part-time programmes**

3.1.9.1 Part time 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.

Part-time programmes are only for working professionals or professionals with at least two years of work experience.

#### 3.1.9.2 **Objective**

To facilitate technical colleges to respond to the felt need of providing technical education to working personnel who may have, for some reason, missed out on a formal technical education, earlier in their career and wish to make up for the same.

To provide an opportunity to working personnel to enhance their qualifications, competence by enhanced skill formation.

#### 3.1.9.3 **Need**

1. Increasing demand of technical skilled personnel.
2. Increase utilization of infrastructure available at the existing technical college.
3. Facilitate cost effective education to masses through increased utilization of infrastructure available at the technical college.
4. Enabling faculty to pursue technical education.
5. Enabling students to enrol part-time for technical education with staggered timings.

#### 3.1.9.4 **Duration of the part-time programme**

As per the relevant rules and curriculum of the affiliating university.

#### 3.1.9.5 **Academic Structure**

1. The syllabus (course work) shall be the same as used for a full time programme and as prescribed by the affiliating university.
2. Additionally, there shall be an industry based live orientation at an appropriate level of at least 45 days, for industry-skill enhancement.
3. There shall also be a major project leading to mini dissertation with a span of requirement of at least seventy man-hours of work.

### 3.1.9.6 **Procedure for permission and allotment of intake in part-time programmes**

1. Permission for part-time programme(s) shall be considered with the views of the State Government / UT and on fulfilment of following conditions.
2. The technical college shall have zero deficiency as per the report generated.
3. The total intake of UG & PG in the part- time technical programmesshall be governed as below.
  - One division or variation in any of the existing course(s) at the Under Graduate level; and / or
  - Two divisions or variations in any of the existing course(s) at the Post Graduate level; and / or

Notwithstanding the above, in the part-time programme(s), no technical college shall be eligible for more than 50% of total intake in first / general shift.

No supernumerary seats shall be allotted to part-time programme(s)

### 3.1.9.7 **Eligibility of the candidate to be admitted**

1. For all other programme(s), a candidate with a diploma in relevant programme only is eligible.
2. However, in addition, the candidate shall have a minimum of two years full time work experience in a registered firm / company / industry / educational and/or research technical college / any Government Department / Government Autonomous Organisations in the relevant field in which admission is sought.
3. A letter shall be furnished by the employer stating that the candidate is being sponsored to seek admission to the respective course. The employer should also indicate that the candidate will not be withdrawn midway till the completion of the course.

### 3.1.9.8 **Rules for allotment**

1. Part-time working shall necessarily require exclusive teaching staff as per norms specified in Appendices 7 and 8 of these Regulations. It

shall also have separate technical, administrative and supporting staff at required positions.

2. Additional laboratory equipments needed especially for PG programme, shall be procured and made available as per norms.
3. Availability of Dean at the level of Professor in the part-time programme(s) to supervise overall functioning of part-time programme shall be mandatory.
4. The part-time programme(s) shall be approved subject to the same being run in the first / general shift.
5. No part-time course(s) will be sanctioned for those already running in 2<sup>nd</sup> shift.

#### **3.1.9.9 Faculty requirements**

1. 50% faculty from general shift may be engaged for the evening shift.
2. 20% core staff to be appointed for each part time course i.e. minimum one Associate Professor and two Assistant Professors.
3. 30% faculty may be engaged as guest faculty from neighbouring industries / R&D organizations / Government Technical Colleges.

**3.1.10 The university shall allow programmes / courses / divisions in technical colleges in the 2nd shift subject to fulfilment of conditions as prescribed above.**

#### **3.1.11 Tuition Fee Waiver scheme (TFW)**

##### **3.1.11.1 Introduction**

- a The Scheme shall be applicable to all affiliated technical college(s) offering Bachelor Programmes of Three / Four years duration
- b Seats up to maximum of 5 percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature.
- c The competent authority for admissions shall be the same as for regular admissions.
- d The scheme shall be mandatory for all technical colleges affiliated by the University.

### 3.1.11.2 **Eligibility**

- a Students, whose parents annual income is less than Rs. 6.00 lakhs from all sources, shall only be eligible for seats under this scheme.
- b The Waiver is limited to the tuition fee as approved by the State Level Fee Committee for self-financing technical colleges and by the Government for the Government and Government aided technical colleges. All other fee except tuition fees will have to be paid by the beneficiary.
- c State Admission Authority shall invite applications under this category, make a separate merit list for this category and effect admissions on the basis of the merit list so generated.

**3.1.12 Supernumerary quota for Foreign Nationals / Persons of Indian Origin (PIO) / Children of Indian Workers in Gulf Countries/NRI shall be determined in accordance with the policy of the Govt. of India/UGC from time to time.**

## **4 Un-approved Colleges**

- 4.1 No college shall offer programme(s) and course(s) in technical education without the affiliation of the university concerned.
- 4.2 Any college offering technical education without following prescribed procedure of the university shall be treated as an un-approved college.
- 4.3 Every university shall maintain a list of un-approved colleges offering programme(s) / course(s) in technical education based on the information received and verified by the university and shall also inform the UGC and general public about the same from time to time.
- 4.4 All un-approved colleges, as categorized in 4.2 above, shall submit an application under Regulation 3 of these Regulations before admitting any subsequent batch of students and no ex-post-facto permission shall be considered by the university.
- 4.5 Students who are admitted prior to affiliation by the university, will not have any right for re-admission and will have to fulfil all the requirements for admission as prescribed by the competent admission authority of the university.
- 4.6 The colleges conducting course(s) / programme(s) in technical education, in temporary location or at location not approved by the university, 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.

- 4.7 No degree level course(s) / programme(s) other than those permitted by the university shall be run in the same premises sharing the same facilities.
- 4.8 The university shall initiate appropriate penal, civil and / or criminal action against such defaulting colleges / Societies / Trusts / Companies / Associated Individuals as the case may be.

## **5. Action in case of violation of Regulations**

- 5.1 Any college running any programme / course in technical education in violation of these Regulations, shall be liable to initiation of appropriate action including Penal Civil action such as, for example, withdrawal of affiliation, if any, and / or criminal action by the university against defaulting Societies / Trusts / Companies / Associated Individuals and / or the college, as the case may be.
- 5.2 If any college contravenes any of the provisions of these Regulations, the university after making such inquiry as it may consider appropriate and after giving the college concerned, an opportunity of being heard, under appropriate regulations, may withdraw affiliation from the concerned college / programme / course.
- 5.3 In case of such a withdrawal, the operations of the said college / programme / course shall not be started again before completion of two academic years from the date of such a withdrawal.
- 5.4 Whenever the affiliation of a college has been withdrawn, the restoration shall be as per the procedure for setting up a new college as defined in Regulation 3 these Regulations.
- 5.5 The colleges shall submit the applications for affiliation or extension of affiliation in the prescribed format along with the enclosures to the affiliating university each year for extension of affiliation by the university sufficiently in advance before the expiry of affiliation. However, the college shall submit a compliance report on yearly basis.
- 5.6 In case of non-submission / submission of incomplete application for affiliation or extension of affiliation or non-submission of compliance report, the college shall be liable to one or more of the following action(s) by the university:

- suspension of permission for supernumerary seats for one academic year
- no admission status in one / more courses for one academic year
- withdrawal of affiliation for programme(s) / course(s)
- withdrawal of affiliation of the college

5.7 Excess admissions over the sanctioned intake shall not be allowed under any circumstances. In case any excess admission is reported to / noted by the university, the college shall be liable to one or more of the following actions by the university:

- excess admission fee amounting to five times of the total fees collected per student shall be levied against each excess admission.
- suspension of permission for supernumerary seats for one academic year
- no admission status in one / more courses for one academic year
- withdrawal of affiliation of programme(s) / course(s).
- withdrawal of affiliation of the college.

Amount in respect of excess admission fee shall be remitted to the university as per instructions issued by the university.

5.8 College not having qualified Principal for a period of more than 18 months is liable to be placed under “No Admission” status for one academic year by the university.

5.9 College not maintaining prescribed Faculty: Student ratio, not adhering to pay scales, or qualifications prescribed for teaching staff for more than 12 months, shall be liable to one or more of the following action(s) by the university :-

- suspension of permission for supernumerary seats, if any for one academic year
- No admission status in respective course(s) for one academic year
- withdrawal of affiliation in the respective course(s)
- withdrawal of affiliation of the college

5.10 College not maintaining prescribed computers, printers, software, internet, laboratory, equipment and books, journals, library facilities shall be liable to one or more of the following actions by the university.

- suspension of permission for supernumerary seats, if any for one academic year
- No admission status in one / more courses for one academic year
- withdrawal of affiliation for programme(s) / course(s)

- withdrawal of affiliation of the college
- 5.11 College not maintaining other prescribed essential requirements shall be liable to one or more of the following action(s) by the university.
- suspension of permission for supernumerary seats, if any, for one academic year
  - No admission status in one / more courses for one academic year
- 5.12 College not fulfilling prescribed built up area requirements shall be liable to one or more of the following action(s) by the university:
- suspension of permission for supernumerary seats, if any, for one academic year
  - No admission status in one / more courses for one academic year
  - withdrawal of affiliation for programme(s) /course(s)
  - withdrawal of affiliation of the college
- 5.13 College not following guidelines issued by the university regarding refund of fees on cancellations of admissions or delaying refunds shall be liable to one or more of the following action(s) by the university:
- fine for non-compliance of refund of fees levied against each case shall be twice the total fees collected per student.
  - No admission status in one / more courses for one academic year
  - Withdrawal of affiliation for programme(s) / course(s)
  - suspension of permission for supernumerary seats, if any, for one academic year
- 5.14 Procedure for restoration against punitive actions
- 5.14.1 A college may apply for restoration to the university along with the application for extension of affiliation of the next academic year.
- 5.14.2 The Expert Committee shall verify all the requirements as per the requirements of the university.
- 5.14.3 Permission for restoration or maintenance of status-quo may be granted by the Executive Council / Board of Management / Syndicate based on the recommendation of the Expert Committee.
- 5.14.4 The university may prescribe procedure for appeal in case of a decision not acceptable to the College.

## 6. Norms & Requirements

- 6.1 The duration and entry level qualifications for various technical programmes such as Under Graduate Degree Programme, Post Graduate Degree Programme, Dual Degree Programmes and Integrated Programmes shall be as provided in Appendix 1.
- 6.2 The list of approved titles of courses at Under Graduate Degree Programme, Post Graduate Degree Programme in Engineering & Technology / Pharmacy / Architecture / Town Planning / Hotel Management & Catering Technology and Applied Arts & Crafts and such other programmes is provided in the Appendix 2.  
  
Provided that if any Institution wishes to propose any new course/ programme, prior permission by the university shall be necessary.
- 6.3 The colleges shall follow Norms for Intake and Number of Courses at Under Graduate Degree Programme and Post Graduate Degree Programme level as provided in the Appendix 3.
- 6.4 The colleges shall follow Norms for Land and Building Space requirements as provided in the Appendix 4.
- 6.5 The colleges shall follow norms for books, journals, library facilities, computer, printers, software, internet, and laboratory equipment is provided in the Appendix 5.
- 6.6 The colleges shall follow norms for other essential and desired requirements as provided in the Appendix 6.
- 6.7 Cadre ratio as given in Appendix 7 shall be ordinarily maintained.
- 6.8 The colleges shall follow norms for faculty requirements at under graduate, post graduate level as provided in the Appendix 7 and Appendix 8.
- 6.9 Diploma holders and B.Sc. degree holders shall be eligible for admission to second year Engineering degree courses up to a maximum of 20% of sanctioned intake (30% for institutions of states belonging to special category as defined by the Central Government), which will be over and above, as supernumerary to the approved intake.

Provided that students who have completed Diploma course in Architectural Assistantship & Town Planning shall be eligible for admission to second year Architecture degree courses up to a maximum of 20% of sanctioned intake (30% for institutions of states belonging to special

category as defined by the Central Government), which will be over and above, as supernumerary to the approved intake.

Provided further that students who have completed Diploma course in Pharmacy shall be eligible for admission to second year Pharmacy degree courses up to a maximum of 20% of sanctioned intake, which will be over and above (30% for institutions of states belonging to special category as defined by the Central Government), supernumerary to the approved intake.

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

SI = Sanctioned Intake

C = No. of cancellations at the first year level (see \* below)

F = No. of students not eligible for admission to second year as per rules/rules by affiliating University (see \* below)

B = No. of students who belong to earlier batches who have become eligible for admission to second year as per rules / rules by affiliating University (see \* below)

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

The concerned State Admission Authority shall decide modalities for these admissions.

6.10 Students who have completed Diploma and Post Diploma course in Architectural Assistantship & Town Planning shall be eligible for admission to the first year Architecture degree course. The concerned State Admission Authority shall decide modalities for these admissions.

6.11 Provided further that Students who have completed Diploma and Post Diploma course in Pharmacy shall be eligible for admission to the first year Pharmacy degree course.

The concerned State Admission Authority shall decide modalities for these admissions.

6.12 Subscription of E-Journals (desirable) is at Appendix 9.

6.13 Format for Detailed Project Report for establishment of a new college is at Appendix 10.

6.14 Composition of Committees is at Appendix 11.

- 6.15 Documents to be submitted for setting up new college are at Appendix 12.
- 6.16 Documents to be submitted for various approvals are at Appendix 13.
- 6.17 Composition of Board of Governors / Management is at Appendix 14.

## **7. Grievance Redressal**

In case of any dispute between a college and the university on the outcome of the affiliation process followed by the university, the parties would be free to approach the UGC, which may arbitrate in the matter for resolving the issue. The decision of the UGC, in this regard, shall be binding on the parties.

## **8. Applicability of all UGC Regulations / Guidelines**

For issues not covered in the present Regulations, the relevant UGC Regulations / Guidelines, namely, UGC Regulations on Prevention of Ragging, 2009, etc. shall be applicable to all colleges offering technical education.

## Appendix 1

### Duration and Entry Level Qualifications for the technical programmes

#### Under Graduate Degree Programmes

Sl.	Program	Duration	Eligibility
1	Engineering & Technology	4 Years	<p>Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the subjects- Chemistry / Biotechnology / Biology</p> <p>Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together</p>
2	Engineering & Technology	Lateral entry to second year	<p><b>A)</b> Passed diploma examination from a board / university approved institution; with at least 45% marks (40% in case of candidates belonging to reserved category) in appropriate branch of Engineering / Technology.</p> <p><b>B)</b> Passed B.Sc. degree from a recognized university as defined by UGC, with at least 45% marks (40% in case of candidates belonging to reserved category) and passed XII standard with mathematics as a subject.</p> <p><b>C)</b> Provided that in case of students belonging to B. Sc. stream, shall clear the subjects of Engineering Graphics / Engineering Drawing and Engineering Mechanics of the first year engineering program along with the second year subjects.</p> <p><b>D)</b> Provided further that, the students belonging to B. Sc. stream shall be considered only after filling the supernumerary seats in this category with students belonging to the diploma stream.</p> <p><b>E)</b> Provided further that students, who have passed diploma in Engineering &amp; Technology from an university approved institution or B. Sc degree from a recognized University as defined by UGC, shall also be eligible for admission to the</p>

			first year Engineering degree courses subject to vacancies in the first year class in case the vacancies at lateral entry are exhausted. However, the admissions shall be based strictly on the eligibility criteria as mentioned in A, B, D, and E above.
2(a)	Engineering & Technology (Dual Degree programme with Bachelor and Masters Degrees)	5 years	<p>Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the subjects- Chemistry / Biotechnology / Biology</p> <p>Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together</p>
3	Pharmacy	4 Years	<p>Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with one of the subjects- Mathematics / Chemistry / Biotechnology / Biology.</p> <p>Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together</p>
4	Architecture	5 Years	<p>Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the subjects- Chemistry / Engineering Drawing / Computer Science / Biology.</p> <p>Obtained at least 45% (40% in case of candidate belonging to reserved category) marks in the above subjects taken together</p>
5	Hotel Management and Catering Technology	4 Years	<p>Should have passed 10+2 examination. Obtained at least 45% (40% in case of candidate belonging to reserved category) at the qualifying examination</p>
6	Applied Arts & Crafts	5 Years	<p>Should have passed 10+2 examination</p> <p>Obtained at least 45% (40% in case of candidate belonging to reserved category) at the qualifying examination</p>
7	All Programs other than Engineering and Technology	Lateral entry to second year	Passed diploma examination in a programme from a board / university approved institution, with at least 45% marks (40% in case of candidates

			`belonging to reserved category) in appropriate Program.
8	All Programs other than Engineering and Technology	Entry to First year	Provided further, those students, who have passed diploma examination in a Program from a board / university approved institution, shall also be eligible for admission to the first year at an appropriate program subject to vacancies in the first year class in case the vacancies at lateral entry are exhausted. However, the admissions shall be based strictly on the eligibility criteria as mentioned above.

1.1 The candidates as in 1.1, except 1.1-2, 1.1-7, will, however, be required to qualify at the Entrance Test conducted by the competent authority

### Post Graduate Degree Programmes

Sl.	Program	Duration	Eligibility
1.	MCA	3 Yrs	Recognized Bachelor's degree of minimum 3 Yrs duration with Mathematics at 10+2 level.  Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying examination
2.	M.E. / M. Tech	2 Years	Bachelors degree or equivalent in the relevant field  Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying examination
3.	M. Pharma.	2 Years	Bachelor in Pharmacy or equivalent degree  Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying examination
4.	M. Arch.	2 Years	Bachelor of Architecture or equivalent degree  Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying examination
5.	Master of Hotel Management	2 Years	Bachelor of Hotel Management/ Bachelor of Hotel Management & Catering Technology

	Master of Hotel Management and Catering Technology		Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying examination
6.	Master of Fine Arts Master of Visual Arts Master of Performing Arts	2 Years	Bachelor of Fine Arts or equivalent degree Obtained at least 50% (45% in case of candidate belonging to reserved category) at the qualifying examination

**1.2** The candidates as in 1.2, will, however, be required to qualify at the Entrance Test conducted by the competent authority.

## Appendix 2: Approved Titles of Courses

### 2.1 Programme: Engineering and Technology

Level: Under Graduate

S.No	Name of The Course
1.	Advanced Manufacturing and Mechanical Systems Design
2.	Aero Space Engineering
3.	Aeronautical Engineering
4.	Agricultural Engineering
5.	Agriculture Engineering
6.	Airline Management
7.	Apparel and Production Management
8.	Applied Electronics and Instrumentation Engineering
9.	Applied Electronics and Telecommunications Engineering
10.	Architectural Assistantship
11.	Architecture Assistantship
12.	Automation and Robotics
13.	Automobile Engineering
14.	Automotive Technology
15.	Biochemical Engineering
16.	Biomedical Engineering
17.	Biomedical Instrumentation
18.	Biotechnology

19.	Biotechnology and Biochemical Engineering
20.	Building and Construction Technology
21.	Cement and Ceramic Technology
22.	Ceramic Engineering and Technology
23.	Ceramic Technology
24.	Ceramics Engineering
25.	Chemical Engineering
26.	Chemical Engineering (Plastic and Polymer)
27.	Chemical Engineering [SW]
28.	Chemical Technology
29.	Civil Engineering
30.	Civil Engineering and Planning
31.	Civil Engineering (Construction Technology)
32.	Civil Engineering (Public Health Engineering)
33.	Civil Engineering Environment and PollutionControl
34.	Civil Engineering (Construction Technology)
35.	Civil Environmental Engineering
36.	Civil Technology
37.	Communications Engineering
38.	Computer Aided Design of Structures

39.	Computer and Communication Engineering
40.	Computer Engineering
41.	Computer Engineering and Application
42.	Computer Engineering. (Ind./Int.)
43.	Computer Networking
44.	Computer Science
45.	Computer Science and Engineering
46.	Computer Science and Technology
47.	Computer Science and Information Technology
48.	48. Computer Science and Systems Engineering
49.	Computer Technology
50.	Computing in Computing
51.	Computing in Multimedia
52.	Computing in Software
53.	Construction and Project Management
54.	Construction Engineering
55.	Construction Engineering and Management
56.	Construction Technology
57.	Construction Technology and Management
58.	Control System Engineering
59.	Diary Technology
60.	Dyestuff Technology
61.	Electrical and Electronics (Power System)

62.	Electrical and Electronics Engineering
63.	Electrical and Instrumentation Engineering
64.	Electrical and Power Engineering
65.	Electrical Engineering
66.	Electrical Engineering (Electronics and Power)
67.	Electrical Engineering Industrial Control
68.	Electrical Instrumentation and Control Engineering
69.	Electrical Power Engineering
70.	Electronic Engineering
71.	Electronic Instrumentation and Control Engineering
72.	Electronic Science and Engineering
73.	Electronics
74.	Electronics and Avionics
75.	Electronics and Communication Engineering
76.	Electronics and Communication Engineering (Industry Integrated)
77.	Electronics and Communication Engineering (Industry Integrated)
78.	Electronics and Instrumentation Engineering
79.	Electronics and Telecommunication Engineering
80.	Electronics and Telecommunication Engineering (Technician Electronic Radio)

81.	Electronics and Communication Engineering (Microwaves)
82.	Electronics and Communication Engineering (Sandwich)
83.	Electronics and Communications Engineering
84.	Electronics and Computer Engineering
85.	Electronics and Control Systems
86.	Electronics and Electrical Engineering
87.	Electronics and Information Systems
88.	Electronics and Power Engineering
89.	Electronics and Telecommunications Engineering
90.	Electronics and Telematics Engineering
91.	Electronics Communication and Instrumentation Engineering
92.	Electronics Design Technology
93.	Electronics Engineering
94.	Electronics Instrument and Control
95.	Electronics Instrumentation and Control Engineering
96.	Electronics Tele Communication
97.	Energy Engineering
98.	Engineering Education
99.	Environment Engineering
100.	Environmental Engineering
101.	Environmental Science and Engineering
102.	Environmental Science and Technology

103.	Fashion and Clothing Technology
104.	Fashion and Apparel Engineering
105.	Fashion Technology
106.	Fibres and Textiles Processing Technology
107.	Fire Technology and Safety
108.	Food Engineering and Technology
109.	Food Processing and Preservation
110.	Food Processing Technology
111.	Food Technology
112.	Footwear Technology
113.	Geo Informatics
114.	Health Science and Water Engineering
115.	Hotel Management and Catering Technology
116.	Industrial and Production Engineering
117.	Industrial Biotechnology
118.	Industrial Electronics
119.	Industrial Engineering
120.	Industrial Engineering and Management
121.	Industrial Production Engineering

122.	Information and Communication Technology
123.	Information Engineering
124.	Information Science and Engineering
125.	Information Science and Technology
126.	Information Technology
127.	Information Technology and Engineering
128.	Instrument Technology
129.	Instrumentation
130.	Instrumentation and Control
131.	Instrumentation and Control Engineering
132.	Instrumentation Engineering
133.	Instrumentation Technology
134.	Irrigation Engineering
135.	Leather Technology
136.	Machine Engineering
137.	Man-Made Textile Technology
138.	Manufacturing Engineering
139.	Manufacturing Engineering and Technology
140.	Manufacturing Process
141.	Manufacturing Science and Engineering

142.	Manufacturing Technology
143.	Marine Engineering
144.	Marine Technology
145.	Masters in Engineering and Management
146.	Material Science and Technology
147.	Mechanical and Automation Engineering
148.	Mechanical Engineering(Industry Integrated)
149.	Mechanical Engineering(Sandwich Pattern)
150.	Mechanical Engineering
151.	Mechanical Engineering (Auto)
152.	Mechanical Engineering (Prod)
153.	Mechanical Engineering (Sandwich)
154.	Mechanical Engineering Automobile
155.	Mechatronics
156.	Medical Electronics Engineering
157.	Medical Electronics
158.	Medical Lab Technology

159.	Metallurgical and Materials Engineering
160.	Metallurgical Engineering
161.	Metallurgy
162.	Metallurgy and Material Technology
163.	Mine Engineering
164.	Mining Engineering
165.	Nano Technology
166.	Nano Technology and Robotics
167.	Oil and Paint Technology
168.	Oil Technology
169.	Oils, Oleochemicals and Surfactants Technology
170.	Packaging Technology
171.	Paint Technology
172.	Petrochem Engineering
173.	Petrochemical Engineering
174.	Petrochemical Technology
175.	Petroleum Engineering
176.	Petroleum Technology
177.	Plastic and Polymer Engineering
178.	Plastics Engineering
179.	Plastics Technology

180.	Polymer Engineering
181.	Polymer Engineering and Technology
182.	Polymer Science and Technology
183.	Polymer Technology
184.	Power Control and Drives
185.	Power Electronics
186.	Power Electronics Engineering
187.	Power Engineering
188.	Precision Manufacturing
189.	Printing and Packing Technology
190.	Printing Technology
191.	Printing Graphics and Packaging
192.	Production and Industrial Engineering
193.	Production Engineering
194.	Production Engineering (Sandwich)
195.	Pulp Technology
196.	Robotics and Automation
197.	Rubber Technology
198.	Safety and Fire Engineering
199.	Shipbuilding Engineering

200.	Silk Technology
201.	Surface Coating Technology
202.	Telecommunication Engineering
203.	Textile Chemistry
204.	Textile Engineering
205.	Textile Plant Engineering

206.	Textile Processing
207.	Textile Technology
208.	Tool Engineering
209.	Town and Country Planning
210.	VLSI System Design

## 2.2 Program: Engineering and Technology

### Level: Post Graduate

S.No	Name of The Course
1.	Advanced Computer Aided Design
2.	Advanced Electronics
3.	Advanced Electronics and Communication Engineering
4.	Advanced Manufacturing and Mechanical Systems Design
5.	Advanced Manufacturing Systems
6.	Advanced Materials Technology
7.	Advanced Production Systems
8.	Aero Dynamic Engineering
9.	Aero Space Engineering
10.	Aeronautical Engineering
11.	Agricultural Engineering
12.	Apparel Technology
13.	Applied Electronics

14.	Applied Electronics and Communications
15.	Applied Electronics and Instrumentation Engineering
16.	Applied Instrumentation
17.	Artificial Intelligence
18.	Atmospheric Science
19.	Automated Manufacturing Systems
20.	Automation
21.	Automation and Control Power Systems
22.	Automation and Robotics
23.	Automobile Engineering
24.	Automotive Technology
25.	Biochemical Engineering
26.	Biochemical Engineering and Biotechnology
27.	Bioinformatics
28.	Biomedical Electronics

29.	Biomedical Engineering
30.	Biomedical Instrumentation
31.	Biomedical Signal Processing and Instrumentation
32.	Bioprocess Technology
33.	Biotechnology
34.	Biotechnology and Biochemical Engineering
35.	CAD/CAM
36.	CAD/CAM Engineering
37.	Ceramic Engineering and Technology
38.	Ceramics Engineering
39.	Chemical Engineering
40.	Chemical Processing in Textiles
41.	Chemical Reaction Engineering
42.	Chemical Technology
43.	Chemical Technology(Rubber / Plastic)
44.	Civil (Public Health and Environment) Engineering
45.	Civil Engineering
46.	Civil Engineering (Public Health Engineering)
47.	Civil Engineering (Construction Technology)
48.	Communication and Information Systems
49.	Communication Engineering
50.	Communication Engineering and Signal Processing
51.	Communication Systems
52.	Communication Technology and Management
53.	Communications Engineering

54.	Computational Analysis in Mechanical Science
55.	Computational Mechanics
56.	Computer Aided Analysis and Design
57.	Computer Aided Design
58.	Computer Aided Design and Computer Aided Manufacture
59.	Computer Aided Design and Manufacture
60.	Computer Aided Design Manufacture and Automation
61.	Computer Aided Design Manufacture and Engineering
62.	Computer Aided Design of Structures
63.	Computer Aided Process Design
64.	Computer Aided Structural Analysis and Design
65.	Computer Aided Structural Engineering
66.	Computer and Communication
67.	Computer and Communication Engineering
68.	Computer and Information Science
69.	Computer Applications
70.	Computer Applications in Industrial Drives
71.	Computer Cognition and Technology
72.	Computer Engineering
73.	Computer Engineering and Application
74.	Computer Hardware Maintenance and Networking
75.	Computer Integrated Manufacturing
76.	Computer Networking
77.	Computer Networking and Engineering

78.	Computer Networks
79.	Computer Networks and Information Security
80.	Computer Networks and Internet Security
81.	Computer Science and Engineering
82.	Computer Science
83.	Computer Science and Technology
84.	Computer Science and Information Security
85.	Computer Science and Information Technology
86.	Computer Science and Systems Engineering
87.	Computer Systems and Technology
88.	Computer Technology
89.	Computer Technology and Applications
90.	Computer Vision and Robotics
91.	Construction Engineering
92.	Construction Engineering and Management
93.	Construction Management
94.	Construction Project Management
95.	Construction Technology
96.	Construction Technology and Management
97.	Control and Instrumentation
98.	Control Engineering
99.	Control System Engineering
100.	Control Systems
101.	Cryogenic Engineering
102.	Design and Production
103.	Design and Thermal Engineering
104.	Design Engineering
105.	Design for Manufacturing

106.	Design of Mechanical Equipment
107.	Design of Mechanical Systems
108.	Digital Communication
109.	Digital Communications
110.	Digital Communications and Networking
111.	Digital Electronics
112.	Digital Electronics and Microprocessor
113.	Digital Electronics and Communication Engineering
114.	Digital Electronics and Communication Systems
115.	Digital Electronics and Engineering
116.	Digital Image Processing
117.	Digital Instrumentation
118.	Digital Signal Processing
119.	Digital Systems
120.	Digital Systems and Communications Engineering
121.	Digital Systems and Computer Electronics
122.	Distributed Systems
123.	Dyestuff Technology
124.	Earthquake Engineering
125.	Electric Power System
126.	Electrical and Electronics Engineering
127.	Electrical and Mechanical Engineering
128.	Electrical and Power Engineering
129.	Electrical Devices and Power Systems

130.	Electrical Drives and Control
131.	Electrical Energy Systems
132.	Electrical Engineering
133.	Electrical Engineering (Electronics and Power)
134.	Electrical Machines
135.	Electrical Machines and Drives
136.	Electrical Power Engineering
137.	Electrical Power System
138.	Electrical Power Systems
139.	Electronic Circuits and System Design
140.	Electronic Instrumentation and Control Engineering
141.	Electronics
142.	Electronics and Communication Engineering
143.	Electronics and Communication Engineering(Industry Integrated)
144.	Electronics and Communication Engineering(Industry Integrated)
145.	Electronics and Instrumentation Engineering
146.	Electronics and Tele- Communication Engineering
147.	Electronics and Telecommunication Engineering (Technologynician Electronic Radio)
148.	Electronics and Communications Engineering
149.	Electronics and Computer Engineering
150.	Electronics and Control Systems
151.	Electronics and Electrical Engineering
152.	Electronics and Telecommunications

	Engineering
153.	Electronics Communication and Instrumentation Engineering
154.	Electronics Design and Technology
155.	Electronics Design Technology
156.	Electronics Engineering
157.	Electronics Engineering (Self- Financed)
158.	Electronics Product Design and Technology
159.	Electronics Systems and Communication
160.	160. Electronics Technology
161.	161. Embedded and Real Time Systems
162.	162. Embedded System and Computing
163.	Embedded System and VLSI
164.	Embedded Systems
165.	Embedded Systems and Instrumentation
166.	Embedded Systems Technologies
167.	Energy and Environmental Management
168.	Energy Engineering
169.	Energy Management
170.	Energy Systems
171.	Energy Systems and Management
172.	Energy Systems Engineering
173.	Energy Technology
174.	Energy Technology and Management
175.	Engineering Design
176.	Engineering Education

177.	Engineering Statistics
178.	Environment and Water Resource Engineering
179.	Environment Engineering
180.	Environmental Engineering
181.	Environmental Engineering and Management
182.	Environmental Management
183.	Environmental Science and Engineering
184.	Environmental Science and Technology
185.	E-Security
186.	Farm Machinery
187.	Fashion and Apparel Engineering
188.	Fibre Optics and Light Wave Technology
189.	Food Biotech Engineering
190.	Food Biotechnology
191.	Food Engineering and Technology
192.	Food Processing Technology
193.	Food Technology
194.	Form Machinery and Power Engineering
195.	Foundation Engineering
196.	Fracture Mechanics
197.	Fuel and Combustion
198.	Gas Turbine Technology
199.	Geo Informatics
200.	Geo-informatics and Surveying Technology
201.	Geomachines and Structures
202.	Geotechnical and Geo-environmental Energy
203.	Geotechnical Earthquake Engineering

204.	Geotechnical Engineering
205.	Geotechnology
206.	Green Technology
207.	Guidance and Navigation Control
208.	Health Care Technology
209.	Health Safety and Environment Management
210.	Health Science and Water Engineering
211.	Heat Power and Thermal Engineering
212.	Heat Power Engineering
213.	High Voltage and Power Systems Engineering
214.	High Voltage Engineering
215.	Highway Engineering
216.	Highway Technology
217.	Hill Area Development Engineering
218.	Hydraulics Engineering
219.	Image Processing
220.	Industrial and Production Engineering
221.	Industrial Automation and RF Engineering
222.	Industrial Automation and Robotics
223.	Industrial Biotechnology
224.	Industrial Catalysis
225.	Industrial Design
226.	Industrial Drives and Control
227.	Industrial Electronics
228.	Industrial Engineering
229.	Industrial Engineering and Management
230.	Industrial Instrumentation and Control

231.	Industrial Maintenance and Reliability
232.	Industrial Mathematics
233.	Industrial Pollution Control
234.	Industrial Power Control and Drives
235.	Industrial Refrigeration and Cryogenics
236.	Industrial Safety
237.	Industrial Safety and Engineering
238.	Industrial Structures
239.	Industrial Systems Engineering
240.	Information and Communication Technology
241.	Information Engineering
242.	Information Science and Technology
243.	Information Security
244.	Information Security Management
245.	Information Technology
246.	Information Technology and Engineering
247.	Infrastructure Engineering
248.	Infrastructure Engineering and Management

249.	Infrastructure Management
250.	Instrumentation
251.	Instrumentation and Control
252.	Instrumentation and Control Engineering
253.	Instrumentation Engineering
254.	Integrated Power Systems
255.	Intelligent Systems
256.	Internal Combustion and Automobiles
257.	Internal Combustion Engines and Turbo Machinery
258.	Irrigation and Drainage Engineering
259.	Irrigation Engineering
260.	Leather Technology
261.	Machine Design
262.	Machine Design and Robotics
263.	Maintenance Engineering
264.	Man-Made Textile Technology
265.	Manufacturing and Automation
266.	Manufacturing Engineering
267.	Manufacturing Engineering and Automation
268.	Manufacturing Engineering

	and Management
269.	Manufacturing Engineering and Technology
270.	Manufacturing Process
271.	Manufacturing Science and Engineering
272.	Manufacturing Systems and Management
273.	Manufacturing Systems Engineering
274.	Manufacturing Technology
275.	Marine Engineering
276.	Marine Technology
277.	Master of Science in Software Engineering
278.	Masters in Engineering and Management
279.	Material Science and Technology
280.	Mechanical and Automation Engineering
281.	Mechanical Engineering
282.	Mechanical Engineering (Industry Integrated)
283.	Mechanical Engineering (Prod)
284.	Mechanical Engineering Design
285.	Mechanical Engineering

	Specialization in Cad
286.	Mechanical System Design
287.	Mechanical Welding and Sheet Metal Engineering
288.	Mechatronics
289.	Medical Electronics
290.	Metallurgical and Materials Engineering
291.	Metallurgical Engineering
292.	Metallurgy
293.	Metallurgy and Material Technology
294.	Micro and Nano Electronics
295.	Micro Electronics
296.	Micro Electronics and Control Systems
297.	Micro Electronics Engineering
298.	Microwave and Communication Engineering
299.	Microwave and Millimetre Engineering
300.	Microwave and Radar Engineering
301.	Microwave and TV Engineering
302.	Microwave Engineering
303.	Mining Engineering
304.	Mobile Communication and

	Network Technology
305.	Mobile Technology
306.	Modern Communication Engineering
307.	Multimedia and Software Engineering
308.	Nano Science and Technology
309.	Nano Technology
310.	Network Engineering
311.	Network Infrastructure Management
312.	Network Security and Management
313.	Networking
314.	Networking and Internet Engineering
315.	Neural Networks
316.	New Material Process and Technology
317.	Oil Technology
318.	Oils, Oleochemicals and Surfactants Technology
319.	Optical Engineering
320.	Optoelectronics and Communication
321.	Opto-Electronics Engineering
322.	Paint Technology

323.	Parallel Distributed Systems
324.	Perfumery and Flavour Technology
325.	Petrochemical Engineering
326.	Petrochemical Technology
327.	Petroleum Engineering
328.	Pharmaceuticals Chemistry and Technology
329.	Physical Metallurgy
330.	Plant Design
331.	Plastic Engineering
332.	Plastic Technology
333.	Plastics Engineering
334.	Plastics Technology
335.	Polymer Engineering
336.	Polymer Nanotechnology
337.	Polymer Science and Technology
338.	Polymer Technology
339.	Power and Energy Engineering
340.	Power and Industrial Drives
341.	Power Control and Drives
342.	Power Electronics
343.	Power Electronics and Drives
344.	Power Electronics and

	Electrical Drives
345.	Power Electronics and Power Systems
346.	Power Electronics and Systems
347.	Power Electronics Engineering
348.	Power Engineering
349.	Power Engineering and Energy Systems
350.	Power Plant Engineering and Energy Management
351.	Power System and Control
352.	Power System and Control Automation
353.	Power Systems
354.	Power Systems and Automation
355.	Power Systems and Power Electronics
356.	Power Systems Control and Automation Engineering
357.	Power Systems Engineering
358.	Pre Stressed Concrete
359.	Printing Technology
360.	Process and Food Engineering
361.	Process Control

362.	Process Control Instrumentation
363.	Process Dynamics and Control
364.	Process Instrumentation
365.	Process Metallurgy
366.	Product Design
367.	Product Design and Commerce
368.	Product Design and Development
369.	Product Design and Manufacturing
370.	Production and Industrial Engineering
371.	Production Design and Manufacturing
372.	Production Engineering
373.	Production Engineering and Engineering Design
374.	Production Engineering System Technology
375.	Production Management
376.	Production Technology
377.	Production Technology and Management
378.	Project Management
379.	Propulsion Engineering

380.	Quality Engineering and Management
381.	Radio Frequency and Microwave Engineering
382.	Real Time Systems
383.	Refrigeration and Air Conditioning
384.	Remote Sensing
385.	Robotics and Automation
386.	Robotics and Mechatronics
387.	Rocket Propulsion
388.	Rubber Technology
389.	Scientific Computing
390.	Seismic Design and Earthquake Engineering
391.	Signal Processing
392.	Signal Processing and Communications
393.	Software Engineering
394.	Software Systems
395.	Soil and Water Conservation Engineering
396.	Soil Mechanics
397.	Soil Mechanics and Foundation Engineering
398.	Sports Technology
399.	Structural and Foundation

	Engineering
400.	Structural Design
401.	Structural Dynamics and Earthquake Engineering
402.	Structural Engineering
403.	Structural Engineering and Construction
404.	Surface Coating Technology
405.	System Software
406.	Systems and Signal Processing
407.	Technical Chemistry
408.	Telecommunication Engineering
409.	Telematics
410.	Textile Chemistry
411.	Textile Engineering
412.	Textile Processing
413.	Textile Processing Technology
414.	Textile Technology
415.	Thermal and Fluid Engineering
416.	Thermal Engineering
417.	Thermal Power Engineering
418.	Thermal Science

419.	Thermal Science Engineering
420.	Thermal Systems and Design
421.	Tool Design
422.	Tool Engineering
423.	Town and Country Planning
424.	Town Planning and Architecture
425.	Traffic and Transporting Engineering
426.	Transportation Engineering
427.	Transportation Engineering and Management
428.	Transportation System Engineering
429.	Turbo Machinery
430.	VLSI
431.	VLSI and Electronics and Digital Communication
432.	VLSI and Embedded Systems
433.	VLSI and Embedded Systems Design
434.	VLSI and Microelectronics

435.	VLSI Design
436.	VLSI Design and Embedded Systems
437.	VLSI Design and Testing
438.	VLSI System Design
439.	VLSI Systems
440.	Water Resource Engineering
441.	Water Resource Management
442.	Web Technologies
443.	Wired and Wireless Communication
444.	Wireless and Mobile Communications
445.	Wireless Communication and Computing
446.	Wireless Communication Technology
447.	Wireless Communications
448.	Wireless Technology

### **2.3 Program: Applied Arts and Crafts**

**Level: Under Graduate**

<b>S.No</b>	<b>Name of The Course</b>
1.	Fine Arts

### **2.4 Program: Applied Arts and Crafts**

**Level: Post Graduate**

<b>S.No</b>	<b>Name of The Course</b>
2.	Fine Arts

## 2.5 Programme: Architecture and Town Planning

Level : Under Graduate

Sl.No.	Name of the course	Sl.No.	Name of the course
1	Architectural Engineering	5	Arch.(Building Engineeringand Construction Management)
2	Architecture	6	Interior Design
3	Architecture (Interior Design)	7	Planning
4	Architecture (Town Planning)	8	Urbanand Regional Planning

## 2.6 Programme: Architecture and Town Planning

Level : Post Graduate

Sl.No.	Name of the course	Sl.No.	Name of the course
1	Architectural Engineering	10	Planning
2	Architecture	11	Settlement Conservation
3	Architecture (housing)	12	Theory & Design
4	Architecture (Landscape)	13	Town Planning
5	Architecture (Town Planning)	14	Urban and Regional Planning
6	Environmental Planning	15	Urban design
7	Housing	16	Urban planning
8	Industrial Area Planning and Management	17	Urban Transport Planning and Management
9	Infrastructure Planning		

## 2.7 Program : Hotel Management and Catering Technology

Level : Under Graduate

Sl.No	Name of the course	Sl. No.	Name of the course
1	Hospitality and Tourism Administration	3	Hotel Management &Catering Technology
2	Hotel Management	4	Hotel Management and Catering Technology

## 2.8 Program : Hotel Management and Catering Technology

Level : Post Graduate

Sl. No.	Name of the course	Sl. No.	Name of the course
1	Food and Beverage Management	3	Hotel Management and Catering Technology
2	Hospitality and Tourism Administration	4	Master in Hotel Management and Catering Technology(MHMCT)

## 2.9 Program: Computer Applications

Level: Under Graduate

S.No.	Name of The Course
1.	Computer Applications

## 2.10 Program: Computer Applications

Level: Post Graduate

S.No.	Name of The Course
1.	Masters in Computer Applications

## 2.11 Program: Pharmacy

Level: Under Graduate

S.No.	Name of The Course
1.	Pharmacy

## 2.12 Program: Pharmacy

Level: Post Graduate

S.No.	Name of The Course	S.No.	Name of The Course
1.	Bio Pharmaceutics	23.	Pharmaceutical Technology
2.	Bulk Drug Technology	24.	Pharmaceutics
3.	Clinical and Hospital Pharmacy	25.	Pharmaceutics (Drug Regulatory Affairs)
4.	Clinical Pharmacy	26.	Pharmaceutics Chemistry
5.	Drug Regulatory Affairs	27.	Pharmacognosy
6.	Hospital and Clinical Pharmacy	28.	Pharmacognosy and Phytochemistry
7.	Industrial Pharmacy	29.	Pharmacognosy Herbal Drugs
8.	Medical Chemistry	30.	Pharmacology
9.	Medical Pharmaceutical Chemistry	31.	Pharmacology and Toxicology
10.	Pharma Technology	32.	Pharmacy
11.	Pharmaceutical Administration	33.	Pharmacy (Clinical Research)
12.	Pharmaceutical Analysis	34.	Pharmacy (Quality Assurance Techniques)
13.	Pharmaceutical Analysis and Quality Assurance	35.	Pharmacy (Quality Assurance)
14.	Pharmaceutical Analysis and Quality Control	36.	Pharmacy Management
15.	Pharmaceutical Assurance	37.	Pharmacy Practice
16.	Pharmaceutical Biotechnology	38.	Pharmacy Practice and Clinical Pharmacy
17.	Pharmaceutical Chemistry	39.	Phyto Chemistry
18.	Pharmaceutical Management and Regulatory Affairs	40.	Phyto Medicine
19.	Pharmaceutical Marketing	41.	Quality Assurance
20.	Pharmaceutical Marketing Management	42.	Quality Assurance and Pharmaceutics Regulation
21.	Pharmaceutical Quality Assurance	43.	Quality Assurance Techniques
22.	Pharmaceutical Science		

### Appendix 3

#### Norms for Intake & Number of Courses / Divisions in the Colleges offering technical education

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

Total number of courses opted by new Technical College	Number of courses to be selected from Group C	Courses listed in group C
5	3 or more	Applied Electronic & Instrumentation Chemical Engineering/Technology Civil Engineering/Technology, Construction Engineering Computer Science, Computer Science and Engineering, Computer Science & Information Technology, Computer Technology Electrical Engineering or Electrical & Electronics Engineering Electronics and Communication Engineering Information Technology Instrumentation and Control Engineering Mechanical Engineering Production Engineering
4	3 or more	
3	2 or more	
2	1 or more	
1	1	

#### 3.2 Under Graduate level

3.2a	Intake per Division	Maximum number of UG courses & / or divisions allowed in the new Institution (Single shift working)	
		Divisions	Intake
Engineering & Technology	60	5	300
Pharmacy	60	3	180
Architecture & Town Planning	60	3	180
Applied Arts & Crafts	60	3	180
HMCT	60	3	180

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

Total number of courses opted by new Technical College	Number of courses to be selected from Group C	Courses listed in group C
5	3 or more	Applied Electronics & Instrumentation Chemical Engineering / Technology Civil Engineering / Technology, Construction Engineering Computer Science, Computer Science and Engineering, Computer Science & Information Technology, Computer Technology Electrical Engineering or Electrical & Electronics Engineering Electronics and Communication Engineering Information Technology Instrumentation and Control Engineering Mechanical Engineering Production Engineering
4	3 or more	
3	2 or more	
2	1 or more	
1	1	

### 3.3 Post Graduate Degree level

	Intake per division without foreign collaboration	PG divisions without foreign collaboration	Total without foreign collaboration	Intake per Division with Foreign collaboration / Twinning	PG divisions allowed with foreign collaboration / Twinning	
<b>MCA</b>	60	3	180	60	2	
<b>Management</b>	60	3	180	60	2	
<b>Engineering &amp; Technology</b>	30*	6	180	30	4	
<b>Pharmacy</b>	30*	6	180	30	4	
<b>Architecture &amp; Town Planning</b>	30*	6	180	30	4	
<b>Applied Arts &amp; Crafts</b>	30*	6	180	30	4	
<b>HMCT</b>	30*	6	180	30	4	

\*Maximum of 30, Minimum of 18 in steps 6

\*Out of the two divisions allotted in Post Graduate level, one shall be of “Cyber Security” or Cyber Security related courses in Computer / IT branches of Engineering / Technology.

\*Minimum of 18 seats in steps of 6 up to Maximum 24

\*Additional 6 seats above 24 seats if the course is accredited.

\* New Course with Intake less than 18 shall not be approved. However, existing Courses where approved intake is less than 18 may continue with existing Intake.

### Private Limited or Public Limited Company/Industry Establishing UG/PG Institute

	Intake per Division	Maximum number of UG courses & / or divisions allowed in the new Institution (Single shift working)	
		Division/s	Intake
Engineering & Technology	60	10	600
Pharmacy	60	6	360
Architecture & Town Planning	60	6	360
Applied Arts & Crafts	60	6	360
Hotel Management and Catering Technology	60	6	360

- a New Technical Institution in Engineering & Technology, Pharmacy, Architecture & Town Planning, and Hotel Management and Catering Technology established by a Private Limited or Public Limited Company/Industry having turnover of at least Rs 100 Cr per year for previous 3 years shall be eligible for application and grant of permission for intake as above following due procedure.
- b The Institute setup by such a Private Limited or Public Limited Company/Industry shall be governed by the prescribed rules.
- c Private Limited or Public Limited Company/Industry Establishing Diploma or Under Graduate or Post Graduate Institute may choose any course from the approved list of any size as intake not exceeding maximum as above and in any combination in the same program.

## Appendix 4

### Norms for Land requirement and Building Space for Colleges offering Technical Education

#### Land Requirements for Technical Institutions

	Land Area requirement in Acres					
	Other than Rural places (Competent Authority to certify that the place is not located in a rural area)			Rural Places as defined by Competent Authority		
	UG Programs	Diploma	Stand alone Post Graduate Programs	UG Programs	Diploma	Stand alone Post Graduate Programs
Engineering & Technology	2.50	1.50	2.5	10.0	5.00	10.0
Pharmacy	0.75	0.75	0.75	2.00	2.00	2.00
Architecture & Town Planning	1.00	1.00	1.00	2.50	2.50	2.50
Applied Arts & Crafts	0.75	0.75	0.75	2.00	2.00	2.00
HMCT	1.00	1.00	1.00	2.50	2.50	2.50
MCA	-	-	0.50	-	-	1.50

	<b>4.1.1. a</b>	Land area shall cover hostel facilities, if any
	<b>b</b>	Land shall be in one continuous piece.
	<b>c</b>	Considering hilly nature of land in North Eastern States, land may be made available in 3 pieces which are not away from each other by more than 1 Km

	<b>4.1.2 Programme</b>	<b>Number of students generally allowed per acre land available when FSI = 1</b>
<b>a</b>	Engineering & Technology	300
<b>b</b>	Pharmacy	250
<b>c</b>	Architecture & Town Planning	250
<b>d</b>	Applied Arts & Crafts	250
<b>e</b>	HMCT	300
<b>f</b>	MCA	300

## 4.2 Built-up Area Requirements

4.2	a	The Institution area is divided in, Instructional area (INA, carpet area in sq. m.), Administrative area (ADA, carpet area in sq. m), Amenities area (AMA, carpet area in sq. m.).
	b	Circulation area (CIA) is equal to 0.25 X (INA+ADA+AMA).
	c	Total built up area in sq. m. is equal to (INA+ADA+AMA) + (CIA).

### 4.2.1 Instructional Area (Carpet Area) in sqm

#### Engineering/Technology (Degree Institute)

	Number of Divisions UG (Class of 60)	Duration of course in Yrs	Class Rooms (C)	Tutorial Rooms (D) PG Class rooms (H)	Laboratory (including additional WS/Labs for category "X" courses)	Research Laboratory	Work Shop (for all courses)	Additional WS/Labs for Category "X" courses	Computer Centre	Drawing Hall	Library & Reading Room	Seminar Halls
Carpet Area in sqm per room			66	33	66	66	200	200	150	132	400	132
Number of rooms required for new Institution	A	4	C=A	D=C/4	02/Course	-	1	-	1	1	1	1
Total Number of rooms (UG)	A	4	C=Ax4	D=C/4	10/Course#	-						
Total Number of rooms (PG)	F	2	-	H=Fx2	1/Specialisation	1/Specialisation	1	2/Course (Maximum 4)	1	1	1	1/Course

1	Category X of course: Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied courses of each.
2	Classrooms, Tutorial rooms and Laboratories required for 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> year may be added progressively to achieve total number as stated.
3	Additional Library (Reading room) area of 50 sq m / per 60 student (UG+PG) intake beyond 420.
4	UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum

5	#Progressive requirement, 2 <sup>nd</sup> year onwards shall be calculated as 3+3+2 labs/course
6	#Additional 5 Labs/Course when number of divisions are more than 2/course.
7	Round off fraction in calculation to the next integer.

### Pharmacy (Degree Institute)

	Number of Divisions UG (Class of 60) PG (Class of 18)	Duration of course in Yrs	Class Rooms	Tutorial Rooms	Laboratory (includes Machine rooms & Instrumentation room)	Research Laboratory	Animal House	Computer Centre	Library & Reading Room	Seminar Halls
Carpet Area in sqm per room			66	33	75	75	75	75	150	132
Number of rooms required for new Institution	A	4	C=A	D=C/4	12	-	1	1	1	1
Total Number of rooms (UG)	A	4	C=A $\times$ 4	D=C/4	12	-	1	1	1	1
Total Number of rooms (PG)	F	2	-	H=F $\times$ 2	1/Speciali- sation	1/Speciali- sation				
1	Laboratories include Machine room & Instrumentation room									
2	Classrooms, tutorial rooms and Laboratories required for 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> year may be added progressively (3+3+2) to achieve total number as stated.									
3	UG Laboratories if shared for PG course shall be upgraded to meet requirements of PG curriculum.									
4	Round off fraction in calculation to the next integer									

## Architecture & Town Planning (Degree Institute)

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

1	Classrooms, Tutorial rooms and Laboratories required for 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> year may be added progressively (1+1+1) to achieve total number as stated. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.
2	Round off fraction in calculation to the next integer.

## Applied Arts & Crafts (Degree Institute)

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

Total Number of rooms (UG)	A	5	$C=A \times 5$	$D=C/4$	3	-					
Total Number of rooms (PG)	F	G	-	$H=F \times G$	1/Specialisation	1/Specialisation	1	1	1	1	1

1	Classrooms, Tutorial rooms and Laboratories required for 2 <sup>nd</sup> , 3 <sup>rd</sup> 4 <sup>th</sup> and 5 <sup>th</sup> year may be added progressively (1+1+1) to achieve total number as stated. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.
2	Round off fraction in calculation to the next integer.

### Hotel Management & Catering Technology (Degree Institute)

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

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

### MCA (Degree Institutes)

	Number of UG Divisions (Class of 60)	Duration of course in Yrs	Class Rooms (C)	Tutorial Rooms (D)	Computer Laboratories	Computer Centre	Library & Reading Room	Seminar Halls (E)
Carpet Area in sqm per room			66	33	66	150	100	132
Number of rooms	A	3	$C=A$	$D=C/4$	2	1	1	1

required for new Institution									
Total Number of rooms	A	3	$C=A \times 3$	$D=C/4$	4	1	1	$E=C/4$	

1	Classrooms, Tutorial rooms and Laboratories required for 2 <sup>nd</sup> , 3 <sup>rd</sup> ) year may be added progressively (1+1) to achieve total number as stated.
2	Round off fraction in calculation to the next integer.

#### 4.2.2 Administrative Area (Carpet Area) in sq m

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

1	\$Technical College having more than one Program
2	* Technical College having one Program

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

	Toilets (Ladies & Gents)	Boys Common Room	Girls Common Room	Cafeteria	Stationery Store &	First Aid cum Sick room	Principal's quarter	Guest House	Sports Club / Gymnasium	Auditorium / Amphi Theater	Boys Hostel	Girls Hostel
Carpet Area in sqm per room Technical College having more than one Program	350*	100	100	150	10	10	150	30	200	400	Adequate	Adequate
Carpet Area sqm per room for Technical College having one Program	150\$	75	75	150	10	10	150	30	100	250		
Number of rooms required for New Technical College	Adequate	1	1	1	1	1	-	-	-	-	-	-
Total Number of rooms	Adequate	1	1	1	1	1	Desired	Desired	Desired	Desired	Desired	Desired

1	* Estimated total area for Technical College having more than one Program
2	\$Estimated total area for Technical College having one Program

### 4.2.4 Circulation Area in sqm

4.2.4	a	Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walk ways, staircases, entrance lobby
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## Appendix 5

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

#### 5.1 Computers, Printers Software and Internet

		Number of PCs to students ratio (Min 20 PCs)	Legal system software	Legal application software	LAN & Internet	Mail Server & Client	Internet Mbps/intake of 240 students with Bandwidth Contention of 1:1 (Min 1 Mbps)	Printers including color printer (% of total no. of PCs)
Engineering / Technology			03	20	All	Desired	02	10%
	UG	1:4						
	PG	1:2						
Pharmacy			01	10	All	Desired	01	5%
	UG	1:6						
	PG	1:6						
Architecture & Town Planning			01	10	All	Desired	01	5%
	UG	1:6						
	PG	1:6						
Applied Arts & Crafts			01	10	All	Desired	01	5%
	UG	1:6						
	PG	1:6						
HMCT			01	10	All	Desired	01	5%
	UG	1:6						
	PG	1:6						
MCA	PG	1:2	03	20	All	Desired	02	10%

5.1	a	Utilization of Open Source Software may be encouraged
	b	Secured Wi Fi facility is highly recommended
	c	Purchase of most recent hardware is desired.
	d	Library, Administrative offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to students ratio.
	e	@Adequate number of software licenses is required
	f	#Central Xeroxing facility for students is preferred

## 5.2 Laboratory Equipments and Experiments

5.2 (a)	The laboratories shall have equipments as appropriate for experiments as stated / suitable for the requirements of the affiliating University / Board's curriculum. It is desired that number of experiment set up be so arranged that maximum four students shall work on one set.
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## 5.3 Books, Journals and Library facilities

Program	Total number of divisions	Titles	volumes	National Journals	International Journals	E Journals	Reading Room Seating	Multimedia PCs for Digital Library/internet surfing in reading room
		Number					% of total students	% of total students
Engineering / Technology (UG)	B	100	500XB	6xB	Desirable	As per appendix 10	15% (Max150)	1% (Max 10)
		50 per course	250 per course – division					
Pharmacy (UG)	B	100	500 X B	6xB				
		50	500 X B					
Architecture & Town Planning (UG)	B	100	400 X B	6xB				
		50	400 X B					
Applied Arts & Crafts (UG)	B	100	500 X B	6xB				
		50	500 X B					

HMCT	B	100	500 X B	6xB				
		50	500 X B					
MCA (PG)	B	100	500 X B	12xB				
		50	500 X B					
Engineering/ Technology/ Pharmacy/ Architecture & Town Planning / Applied Arts & Crafts (PG)	B	50	200	5xB				
		As required	100					

B=Number of divisions at 1<sup>st</sup> year (shift 1+2) + number of 2<sup>nd</sup> year direct divisions (shift 1+2)

1	Book titles and volumes required at the time of starting new Institution.
2	Requirements of Book titles and volumes in Institutions started before 1950 shall be calculated considering starting year as 1950.
3	Yearly increment.
4	Component for additional division / course.
5	Hard Copy International Journals is desirable to procure. However subscription to E-Journals and National Journals as per Appendix 10 is essential.
6	Journals and Books may also include subjects of Science & Humanities
7	Digital Library facility with multimedia facility is essential.
8	Reprographic facility in the library is essential
9	Document scanning facility in the library is essential.
10	Document printing facility in the library is essential
11	Library books/non books classification as per standard classification methods is essential
12	Availability of NPTEL facility at the library is essential
13	Computerized indexing with bar coded / RF tagged book handling is desired

## Appendix 6

**Norms for Essential and Desired requirements for Technical College (marked as essential are needed 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, extemporaneous speaking, debates, skits etc. These sessions are complemented by online learning sessions which take place in the Multi-Purpose Computer Lab. This Lab shall have 25 Computers For every 1000 students	Essential
2.	Potable Water supply and outlets for drinking water at strategic locations	Essential
	Electric Supply	Essential
	Backup Electric Supply	Desirable
	Sewage Disposal	Essential
	Telephone and FAX	Essential
	Vehicle Parking	Essential
	Institution web site	Essential
	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
	Safety provisions including fire and other calamities	Essential
	General Insurance provided for assets against fire, burglary and other calamities	Essential
	All weather approach road	Essential
	General Notice Board and Departmental Notice Boards	Essential
	First aid, Medical and Counseling Facilities	Essential
	Public announcement system at strategic locations for general announcements/paging and announcements in emergency.	Desirable
	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	Essential

	Transport Desirable	Desirable
	Post, Banking Facility / ATM	Desirable
	CCTV Security System	Desirable
	LCD (or similar) projectors in classrooms	Desirable
	Group Insurance to be provided for the employees	Desirable
	Insurance for students	Desirable
	Staff Quarters	Desirable

## Appendix 7

### Norms for Faculty requirements and Cadre Ratio for Colleges offering technical education

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

	Faculty : Student ratio	Principal	Professor	Associate Professor	Assistant professor	Total A+B+C+D
		A	B	C	D	A+B+C+D
Engineering / Technology	1:15* (1:20)**	1	(S/15 XR) – 1	(S/15 XR) – 2	(S/15 XR) – 6	S/15
Pharmacy	1:15* (1:20)**	1	(S/15 XR) – 1	(S/15 XR) – 2	(S/15 XR) – 6	S/15
Architecture & Town Planning	1:10* (1:15)**	1	(S/10 XR) – 1	(S/10 XR) – 2	(S/10 XR) – 6	S/10
Applied Arts & Crafts	1:10* (1:15)**	1	(S/10 XR) – 1	(S/10 XR) – 2	(S/10 XR) – 6	S/10
HMCT	1:15* (1:20)**	1	(S/15 XR) – 1	(S/15 XR) – 2	(S/15 XR) – 6	S/15

7.1 a	S = Sum of number of students as per Approved Student Strength at all years R = (1+2+6)
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\*The Faculty Student Ratio must be reached at the earliest but not later than three academic years

\*\*Minimum Faculty student ratio to be maintained

The stipulated cadre ratio of 1:2:6 must be reached at the earliest but not later than three academic sessions.

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

	Faculty : Student ratio	Principal / Director	Professor	Associate Professor	Assistant professor	Total A+B+C+D
		A	B	C	D	A+B+C+D
*Engineering /Technology	1:12	-	S/12XR	S/12XR	S/12XR	S/12
*Pharmacy	1:12	-	S/12XR	S/12XR	S/12XR	S/12
*Architecture & Town Planning	1:10	-	S/10XR	S/10XR	S/10XR	S/10

*Applied Arts & Crafts	1:10	-	S/10XR	S/10XR	S/10XR	S/10
*HMCT	1:12	-	S/12XR	S/12XR	S/12XR	S/12
*MCA	1:15	1	(S/15XR) - 1	(S/15XR) - 2	(S/15XR) - 6	S/15

7.2 a	S = Sum of number of students as per Approved Student Strength at all years *R = (1+2), #R=(1+2+6)
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## **Appendix 8: Faculty Cadre and Qualifications**

The essential and desirable qualifications of academic staff at different levels in various areas of technical education shall be as per the UGC Regulations (Minimum Qualifications for Appointment of Teachers and other Academic Staff for Universities and Colleges and Maintenance of Standards in Higher Education) 2010 as amended from time to time.

## Appendix 9

### Subscription of E-Journals (desirable)

Subscription of desirable e-journal packages for all engineering institutions conducting UG/PG courses:

S.No.	Publisher	Subjects	E-content	Annual Subscription Rate for AICTE Institutes
1.	IEEE	Computer Engineering + Computer Science + Electrical & Electronics engineering + Telecommunications & related disciplines	IEEE – All Society Periodicals E Package (ASPP) (145 e-Journals) (2011) (Back file Access – since 2000)	US \$ 4980
2.	ASME	Mechanical Engineering	ASME e journals Package (25 e-journals) (2011) (Back file Access – since 2000)	US \$ 2156
3	ASCE	Civil Engineering	ASCE e journals Package (33 e-journals) (2011) (Back file Access – since 1983)	US \$ 2520
4	Mc Graw Hill	General Engineering & Reference	Access Engineering Library	Us \$ 1969
5	ELSEVIER	Engineering + Computer Science (Electrical + Electronics + Mechanical + Civil and Structural + Aerospace + Biomedical + Industrial and Manufacturing + Ocean Engineering + Computational Mechanics and Safety Risk, Reliability and Quality + Computer Network and Communications, Artificial Intelligence, Computer Science, Computational Theory and Mathematics, Computer Graphics and Computer	Science direct 275 Journals (Back File Access from 2000 onwards)	US \$ 6500

		– Aided Design, Information Systems, Control and System Engineering and Software		
6	ASTM Digital Library Online version	Online dictionary of Engineering Science and Technology  Electrical & Electronics Engineering Mechanical Engineering, Civil, Metallurgical, Petroleum, Instrumentation	ASTM DL (Digital Library) Over 1700 E-Book & Over 13,000 Journals and Articles	US\$ 1100

**NOTE**

1. Institutions having only 1st and 2nd year UG students and institutions being established may subscribe to Elsevier & ASTM digital library packages only (at S.No.5, 6)
2. All institutions other than Note point no. 1 above shall subscribe to all the packages from S. No. 1 to 6 given above.
3. Institutions not offering Civil Engineering courses need not subscribe to ASCE Package
4. Institutions not offering Mechanical Engineering courses need not subscribe to ASME Package
5. Institutions who have already subscribed to IEL online, need not subscribe to IEEE-ASPP package, until the subscription of the same is valid.

**Desirable subscription of e-journals for all pharmacy institutions conducting undergraduate / post graduate programme:**

<b>Publisher</b>	<b>Subjects</b>	<b>E-content</b>	<b>Annual Subscription Rate for AICTE Institutes</b>
BENTHAM	Pharmacy	Pharmacy Collection (23 e-journals)(2011) (Back file Access – since 2000)	US \$ 1000
ELSEVIER	Pharmacy	SCIENCEDIRECT 70 Journals (Back File Access from 2000 onwards)	US \$ 5400

**Desirable subscription of e-journals for all architecture institutions conducting undergraduate /post graduate programme:**

<b>Publisher</b>	<b>Subjects</b>	<b>E-content</b>	<b>Annual Subscription Rate for AICTE Institutes</b>
EBSCO	Architecture	Art & Architecture Complete (1081 e-journals, Magazines & Trade Publications) (2011)	US \$ 3800

**Desirable subscription of e-journals for all hotel management institutions conducting undergraduate / post graduate programme:**

<b>Publisher</b>	<b>Subjects</b>	<b>E-content</b>	<b>Annual Subscription Rate for AICTE Institutes</b>
EBSCO	Hotel Management	Hospitality & Tourism Complete (761 e-journals, Magazines & Trade Publications) (2011)	US \$ 3500

**Desirable subscription of e-journals for all institutions conducting the following specialized postgraduate courses**

<b>Publisher</b>	<b>Subjects</b>	<b>E-content</b>	<b>Annual Subscription Rate for AICTE Institutes</b>
ELSEVIER	Bio Technology	70 (Back File Access from 2000 onwards)	US \$ 4000
	Chemical Engineering	30 (Back File Access from 2000 onwards)	US \$ 3000
	Environmental Engineering	60 (Back File Access from 2000 onwards)	US \$ 4500
	Nano Technology	10 (Back File Access from 2000 onwards)	US \$ 2000
	Geo Technology	10 (Back File Access from 2000 onwards)	US \$ 1500

An institutions running programme/course in Engineering should subscribe for Engineering. Similarly, if the institution is running Architecture, Pharmacy and Engineering then the institution may subscribe to all the packages of relevant discipline/s.

### Optional package for institutions imparting post graduate engineering courses

Publisher	Subjects	E-content	Annual Subscription Rate for AICTE Institutes
ISO	ISO JTC 1 Information Technology & Electronics & Telecommunication	(2630) standards	CHF 2300 CHF – Swiss France

#### Terms & Conditions

**Subscription period:**Calendar Year subscription i.e. 1<sup>st</sup> January, 2012 – 31<sup>st</sup> December, 2012

**Payment:** Institutions to make 100% advance payment along with a confirmed subscription order to the publisher or its authorized representative. Subscription prices to be paid in Indian rupees (foreign currency price converted to INR as per the goods office committee/GOC conversion rate prevailing of the ordering month).

**Access:** Campus wide online access will be activated on IP authentication to the subscription institutions. Any number of simultaneous users can access, browse and download the subscribed e-journals within the institution campus.

**Subscription Agreement:** All subscribing institutions need to enter into a subscription agreement with the respective publisher or their representative. The subscription agreement entered in between institutions & publishers will cover the key licensing terms (including but not limited to fair use policy, subscribed content, price & arbitration in case of dispute).

## **Appendix 10**

### **Format for Detailed Project Report (DPR) for establishment of new college**

#### **10.1 PREAMBLE**

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

- 10.1.1 Introduction
- 10.1.2 Background of the Consultants
- 10.1.3 Technical Education & Industry Scenario

#### **10.2 THE PROMOTING BODY**

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

- a Introduction to its Genesis including its Registration Status
- b Details of its Promoters including their Background
- c Activities of the Promoting Body including a listing of major educational
- d Promotion activities undertaken by it in the past
- e Mission of the Promoting Body
- f Vision of the Promoting Body

#### **10.3 OBJECTIVES AND SCOPE OF THE PROPOSED COLLEGE**

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

- a Objectives of the college
- b General and Technical Education Scenario of the State
- c Status at Entry Level
- d Status of Technical Level manpower

- e Industrial Scenario of the State
- f Scope of the College vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.

#### 10.4 **ACADEMIC PROGRAMS**

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

- a Basic Academic Philosophy of the college
- b Types of Programs
- c Identified Programs
- d Phase-wise Introduction of Programs & Intake
- e Target Date for Start of Academic Programs
- f Central Computing facility
- g Central library
- h Central Workshop
- i Central Instrumentation Facility
- j Affiliating Body
- k Scholarships

#### 10.5 **SALIENT FEATURES OF ACADEMIC DIVISIONS**

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

- a Classification of Academic Divisions i.e. Departments, Centres, Schools, Central Academic Facilities
- b Details of each Academic Department / Centre, like:
  - Academic Objectives
  - Areas of Focus
  - Academic Program
  - Faculty Requirement & Phase-wise Recruitment
  - Requirement of Laboratories, Space and Equipment (cost)
  - Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

#### 10.6 **QUALITY AND HUMAN RESOURCE DEVELOPMENT**

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

and methodologies towards quality management and fostering of academic excellence

- a Academic Values
- b Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder
- c Policies for Teaching and Non-teaching Staff Development
- d Permanent and Contract Services for Teaching, Non-teaching and other support Personnel
- e Total Quality Management
- f Overall Teaching and Non-teaching Staff Requirements

#### 10.7 **LINKAGES IN TECHNICAL EDUCATION**

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

- a Introduction
- b Linkages with industry
- c Linkages with the community
- d Linkages with other colleges in the region
- e Linkages with Institutions of excellence such as the IITs and IISc., Bangalore,
- f Linkages abroad
- g Linkages with R&D laboratories

#### 10.8 **GOVERNANCE, ACADEMIC and ADMINISTRATIVE MANAGEMENT**

This Chapter is expected to cover the basic philosophy of governance and administrative management including the structure of its Board of Governors (BoG), the organizational chart for operational management along with responsibilities vested at various levels of administrative hierarchy. It is expected that a well thought out method of institutional governance and administration will be the key to its growth and success

- a Philosophy of Governance
- b Board of Governors
- c Organizational Structure & Chart for day-to-day Operations & Management
- d Role and Responsibilities of Key Senior Positions
- e Methods / Style of Administration / Management

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

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

- a The Site
- b Proposed Land Use Pattern
- c Design Concept
- d Buildings and Facilities in the Campus
- e External Services
- f Construction Systems and Materials
- g Landscape Proposal

## 10.10 **REQUIREMENT OF STAFF, SPACE and EQUIPMENT AND THEIR COST**

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

- a Introduction
- b Faculty Requirements
- c Non-teaching Staff Requirements
- d Building Requirements: Area and Costs
- e Estimated Cost of Equipment
- f Phase-wise Financial Requirements
- g Strategies for Financial Mobilization

## 10.11 **ACTION PLAN FOR IMPLEMENTATION**

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

- a Activity Chart
- b Constraints
- c Financial Outlay
- d Strategy for Implementation

## 10.12 EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT

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

- a Details about the Promoting Body
- b Name and Address of the Promoting Body
- c Date of Registration / Establishment of the Promoting Body
- d Nature of the Promoting Body:
- e Activities of the Promoting Body since inception
- f Constitution of the Promoting Body

## 10.13 Faculty Data

Name	Academic qualifications	Nature of Association with the promoting body	Experience in academic institutions (in years)					
			Technical	Non Technical	Promotional	Management	Organisational	

## 10.14 Proposed Institution

- a Details about the proposed college
- b Development Plan for the proposed college
- c Vision of the Promoting Body
- d Mission of the Promoting Body

## 10.15

- a Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- b Give a bar chart indicating the recruitment of faculty (separately for Lecturer, Assistant Professor, Professor) for the proposed project at the time of establishment & for next 10 years at intervals of five years
- c Give a bar chart indicating creation of built up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment & for next 10 years at intervals of five years.
- d Give a bar chart indicating investment on equipment and machinery for the proposed project at the time of establishment & for next 10 years at intervals of five years.

10.16 Total Project cost (at the time of establishment and next five years)

10.17 Details for mobilization / source of funds (capital & recurring) (at the time of establishment and next five years) (Rs. in Lakhs)

10.18 Recruitment of faculty (at the time of establishment and next five years)

Year	Professor	Associate. Professor	Assistant Professor	Total

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

Year	Recruitment		Total
	Technical	Administrator	

10.20 Proposed structure of governing body

Sr.	Trust / Society Representative	Academic background		Industry Rep.	Others
		Technical	Non- technical		

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

## DECLARATION

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

(Authorized Signatory of the applicant)

Place:

Date:

Name

Designation

Seal

## Appendix 11: Details regarding structure of various Committees

### 11.1 Scrutiny Committee

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

### 11.2 Expert Committee

Composition	Quorum
<p>An academican not below the level of Professor in a field of technical education as Chairman to be appointed by the Executive Council of the University</p> <p>Two Expert members, not below the level of Associate Professor / Assistant Professor to be selected by Executive Council</p> <p>An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government / UT or an Architect registered with Council of Architecture to be nominated by the Chairman, Regional Committee or an expert who is well versed with land and revenue matters to be nominated by the Chairman, Regional Committee.</p> <p>An expert member not below the level of Associate Professor to be nominated by the State Government / UT concerned.</p>	<p>Professor as Chairman</p> <p>One Expert member</p> <p>An Officer not below the rank of deputy director of the revenue department of the concerned State Government to be nominated by the concerned State Government / UT or an Architect registered with Council of Architecture to be nominated by the Chairman, Regional Committee or an expert who is well versed with land and revenue matters to be nominated by the Chairman, Regional Committee.</p>

## Appendix 12

### Documents to be submitted for

- ❖ **Setting up new Technical College offering one or more Technical Programs at Degree, Post graduate Degree Level**
- ❖ **Adding new Technical Program/s at Degree Level in existing Colleges**
  - **Change of Site / Location**
  - **Closure of institute**
  - **Conversion of Women's Institution into Co-Ed Institution**

### 12.1 New Institute

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 the time of scrutiny Committee**

- 1 Building plan of the Institution should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government / UT
- 2 An affidavit, in a format as prescribed by the University, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner
- 3 Resolution by the applicant organisation in a format as prescribed by the University
- 4 Certificate issued by an advocate in a format as prescribed by the university
- 5 Certificate issued by an architect regarding approved building plans
- 6 Certificate issued by bank manager regarding financial status of applicant
- 7 A print of the complete application as prescribed by the university.

- 8 A receipt with official seal from the authorized signatory of the State Government as proof of submission of these documents.
- 9 Detailed Project Report (DPR) attached as a .pdf file.
- 10 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 Authority concerned.
- 11 Board of Governors of the college shall be constituted as per Appendix 14
- 12 Provided that in the case of a company established under Section 25 of Companies Act 1956, the MoA and Rules must contain a provision that the objective of the company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Technical Institute.
- 13 Provided further that in case of an application made with a proposal of PPP / BOT applicant shall submit a certified copy / duly attested by a gazette officer of the agreement / contract regarding PPP / BOT. The applicant shall also submit a certificate or endorsement from the concerned District Magistrate or the SDM, regarding such a proposal pertaining to PPP / BOT in the said area with the applicant Society / Trust / A company established under Section 25 of Companies Act 1956.
- 14 Resolution by the applicant organisation, pertaining to starting the Technical College or adding new program and allocation of land / building / funds to proposed activities in the format as prescribed by the University.
- 15 Documents showing ownership in the name of the applicant in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered)/ Irrevocable lease (for a minimum of 99 years) by the Private Limited or Public Limited company or industry having turnover of at least Rs 100 Cr per year for previous 3 years / Irrevocable Government Lease (for a minimum period of 30 years) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced.
- 16 Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution.

- 17 Land Conversion Certificate permitting the land to be used for educational purpose to establish a college, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the Institution
- 18 Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
- 19 Wherever applicable, FSI / FAR certificate shall have been obtained from the Competent Authority as designated by concerned Municipal Corporation or the local authority that approves Building Plans, or the State Government / UT.
- 20 Proof of working capital (funds) as stated in clause 2.5, 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.
- 21 Audited statement of accounts of the applicant organization for last three years, as may be applicable.
- 22 Site Plan, Building Plan of proposed Technical College prepared by a an Architect registered with Council for Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority of the concerned State / UT administration
- 23 Floor plans, sections and elevations of all proposed/existing buildings exclusively intended for use for the proposed college at the permanent site with a table clearly mentioning all rooms, with carpet area of each in sq. m., as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect registered with the Council of Architecture.
- 24 Phase-wise plan of construction to achieve total carpet and built up area as required for conduct of all applied / existing courses from the first to final year. This shall be certified by Architect registered with the Council of Architecture.
- 25 Copy of the syllabus of courses applied for.
- 26 Certificate regarding Minority Status, if applicable at the time of application. Any claim thereafter shall not be entertained.

- 27 Certificate of the competent authority indicating whether the land for the proposed new Institution / Technical College falls in the rural area or otherwise.

## **12.2 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 Principal and 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
- 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 of subscription of E-Journals as per Appendix 9
- 8 List and details of hard Copy of National Journals subscribed
- 9 List and details of hard Copy of International Journals subscribed
- 10 Sanction of electrical load by electric supply provider company
- 11 Details of provision of backup power supply
- 12 A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
- 13 Details and proof of telephone connections available at the proposed Technical College
- 14 Details and proof about medical facility and counseling arrangements
- 15 Details of reprographic facility available for students
- 16 Details of all other educational Institutions run by the same society or management or by any other management to which the Chairman of the applicant Society is a member.
- 17 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 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.

### **12.3 Documents to be submitted after the issuance of Lol**

- 1 New Institutions granted Letter of Intent or Temporary Affiliation and the existing Institutions granted permission for introduction of new course/s division/s program/s, second shift and change in intake capacity, shall comply with appointment of teaching staff and Principal as the case may be, as per policy regarding minimum qualifications, pay scale etc, norms prescribed by the university and other technical supporting staff & administrative staff as per the schedule prescribed by the University.
- 2 Institutions other than minority Institutions shall appoint teaching staff / Principal 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.
- 3 The information about these appointments of staff in the prescribed format shall be submitted to the university.
- 4 In no circumstances unless the appointment of all teaching and other staff is in place, the Institutes shall start the approved Technical Courses.
- 5 Faculty and non teaching staff data shall be entered as per the prescribed format.

### **12.4 Additional documents to be submitted for closure of Institution**

- 1 Resolution by the applicant Institution, pertaining to application for closure of Institution in the format as prescribed by the university.
- 2 No objection certificate from Concerned State Government in the given format.
3. A certificate from the college with clear mention about provisions / alternative arrangements made to take care of education of existing students studying in the Institute in the format as prescribed by the university.
- 4 Details of the RPGF / Joint FDR / FD made with university / State Government /University for establishment of the Institution.

### **12.5 Additional documents required for seeking permission for change of Change of Site / Location**

- 1 Resolution by Governing Board Members approving change in Site / Location, duly signed by the Chairman of the Society / Trust.

2 No objection certificate from State Government concerned.

**12.6 Additional documents required while seeking permission for the Conversion of Women's Institute into Co-Ed Institute.**

1 A certificate stating that less than 40% admissions for three consecutive years issued by Competent Admission Authority.

2 A certificate stating the actual enrolment of students for the last three consecutive years, issued by the Registrar of the Affiliating University

3 Resolution of the Trust / Society / Board of Governors for the conversion from Women's Institution to Co-Ed Institution.

4 NOC of the State Government

5 Money to be deposited as per the Regulations in lieu of return of the existing FDR, if any, as prescribed by the university.

6 Land related documents to be submitted as per the Regulations.

**12.7**

1 Non-encumbrance Certificate of the land issued by the Competent Authority.

## Appendix 13

### Documents to be submitted for

- Extension of affiliation to existing College
- Increase / reduction in intake in existing courses
- Adding course/s in existing program
- Closure of program / course
- Mandatory provision of supernumerary seats for TFW
- Introducing / continuing / discontinuing supernumerary seats for PIO
- Introducing / continuing / discontinuing seats for sons/daughters of NRIs
- Change of name of the Institute
- Second Shift programs
- Part Time Programs

### 13.1 Documents to be submitted for issuance of EoA of Existing Institutions

The applicant Institution applying for Extension of Affiliation (EoA) shall submit to the university 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

- i. A print of the complete application and the Deficiency / Status report, shall be submitted to Affiliating University and State Government / UT concerned, 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.
- ii Stamped receipt from an authorized signatory of the State Government as proof of submission of these documents.
- iii Satellite map, using suitable website, showing geographical location of land with latitude and longitude mentioned on it.
- iv Copy of pay receipt in respect of Extension of Affiliation.
- v Show Cause Notice issued by University, if any, during the last two years, since the establishment of the college.
- vi Details of court cases filed against University and order of the Court, if any.
- vii An affidavit, in a format as prescribed by the university, on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.
- viii Copy of all the accreditation letters, if obtained in the last one year
- ix Certificate by the Head of the college 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

## 13.2 Documents to be submitted

The applicant college applying for Extension of Affiliation (EoA) shall submit to the university 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 college

- i A copy of the Registration Certificate and Trust Deed / Registration Certificate of the Society
- ii Memorandum of Association and Rules.
- iii Details of Board of Governors of the Institute constituted as per Appendix 14.
- iv The registration document establishing that the land on which the concerned College is located is in legal possession of sponsoring trust / society as the case may be;
- v Land use certificate establishing that Competent Authority has allowed the use of the land on which the concerned Institution is located is for educational purpose and for the purpose of establishment of the Institution concerned.
- vi Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
- vii Final building and floor plan duly approved by the competent authority.
- viii Certificate from an architect registered with Council of architecture regarding total built up area of the building and carpet area of each room.
- ix The Letter of Affiliation, initially given by the university, at the time of establishment of the Institution approved by the university;
- x All subsequent Letter of Extension of Affiliation and/or letters indicating variation in intake.
- xi Appointment letter, joining report, UG, PG and other certificates, passport size photograph, biometric image of right or left thumb in the absence of right thumb of Principal and all faculty members.
- xii Details of administrative and support staff appointed with biometric image of right or left thumb in the absence of right thumb and photographs as done for teaching faculty.
- xiii Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff.
- xiv Audited statement of accounts of the Institution and applicant Society / Trust / A company established under Section 25 of Companies Act 1956, and existing College for last three years, if applicable.
- xv Certified income-expenditure statement for the last financial year.
- xvi Details regarding current approved fee structure and the approving body.
- xvii Details of operational funds as on date.

- xviii List giving numbers and details for major Equipment, computers, software, and printers.
- xix Last three pages of Accession Register for Library Books.
- xx Proof of subscription of E-Journals as per appendix 9 and Hard Copy of National Journals. However Hard Copy of International Journals is desirable.
- xxi Information regarding availability of potable water supply with a test report issued by Government authority / Government recognized laboratory mentioning suitability of water for drinking purpose.
- xxii Sanction of electrical load by electric supply provider company
- xxiii Details of provision of backup power supply
- xxiv A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
- xxv Details and proof of telephone connections available at the college
- xxvi Details and proof about medical facility and counseling arrangements
- xxvii Details of reprographic facility available for students
- xxviii Details of transport facility available for students and staff
- xxix a Copy of the Receipt of Joint FDR, and copy of the FDR, that the Institute opened at the time of inception of the college.
  - b In case the FDR has been encashed on completion of the eight year term, the copy of the FDR release letter issued by university to the college.
- xxx A Video (Compatible with "Windows Media Player") of maximum five minutes duration with date and time of shooting indicating the complete physical infrastructure / facilities and highlighting following:
  - xxxi a Front & Back side of the entire building
    - b 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 in Appendix 4.
    - c Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins/seating arrangement and all other rooms as mentioned in Administrative area requirements in Appendix 4.
    - d Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements in Appendix 4.
    - e Circulation area details highlighting entrance lobby, passages, escalators, staircase and other common area.

### **13.3 Additional documents to be submitted for permission of Increase in intake in Existing Programs**

Additional documents shall be necessary while seeking permission for increase in intake in existing program

- i Resolution by the applicant organisation, pertaining to starting additional courses /divisions in existing program and allocation of land / building / funds to proposed activities in the format as prescribed by the university.
- ii Building plans approved by competent authority mentioning additional carpet area fulfilment for additional intake applied.
- iii Certificate from an architect registered with Council of Architecture regarding additional built up area of the building and carpet area of each room.

### **13.4 Additional documents to be submitted for closure of Programs / Courses in Existing Institutions**

- i Resolution by the applicant Institution, pertaining to application for reduction in intake or closure of course / program in the format as prescribed by the university.
- ii No objection certificate from State Government concerned in the given format.
- iii A certificate is required from the college with clear mention about provisions / alternative arrangements made to take care of education of existing students studying in the Institute in the format as prescribed by the university.
- iv Details of the RPGF / Joint FDR / FD made with university / State Government /University for establishment of the Institution.

### **13.5 Additional documents to be submitted for permission to introduce supernumerary seats for PIO in Existing Institutions**

- i Resolution by the applicant college, pertaining to application for Introducing supernumerary seats for PIO in the format as prescribed on the web portal.
- ii Details regarding hostel rector and hostel administration.

### **13.6 Additional documents required for seeking permission for seats for sons/daughters of NRIs**

- i Resolution by the applicant Institution, pertaining to application for Introducing seats for sons / daughters of NRIs in the format as prescribed by the university.

**13.7 Additional documents required for seeking permission for change of Name of the college**

- i Resolution by Governing Board Members approving change in name, duly signed by the Chairman of the Society / Trust.
- ii No objection certificate from State Government concerned.

**13.8 Documents to be submitted to the Expert committee members during visit for permission of Change of Site / location, closure of college, Foreign Collaborations, Twinning Programs and Conversion of Women's college to Co – Ed college.**

- i A copy of the application submitted to the university.
- ii List giving numbers and details for major Equipment, computers, printers and software.
- iii Last three pages of Accession Register for Library Books.
- iv Proof of Subscription of E-Journals and hard Copy of National & International journals
- v Examination Results and Statistics of previous two batches.
- vi Latest salary sheet giving details, such as, scale of pay, gross pay, PF deduction, TDS for all teaching and non teaching staff and Teaching Staff: Student ratio.
- vii Information regarding availability of potable water supply with a test report issued by Government. Authority / Government. recognized laboratory mentioning suitability of water for drinking purpose.
- viii Sanction of electrical load by electric supply provider company
- ix Details of provision of backup power supply
- x Details and proof about medical facility and counseling arrangements
- xi Its report on the same day of the visit.
- xii Video recording of Expert Committee visit as a part of the expert committee visit report.
- xiii Attendance sheet in the format as prescribed, duly signed / digitally authenticated by, the Expert Committee members representatives of applicant Society / Trust present during the visit and Principal of the college who is present during the visit.

## Appendix 14

### Composition of Board of Governors on university affiliated Institutions

#### 14.1

- a The Governing Body shall have at least eleven members including the Chairman and the Member-Secretary. The Registered Society / Trust shall nominate six members including the Chairman and the Member-Secretary, and the remaining five members shall be nominated as indicated below
- b Chairman to be nominated by the Registered Society / Trust.  
The Chairman of the Governing Body shall preferably be a technical person either entrepreneur or an industrialist or an educationist of repute who is interested in development of technical education and has demonstrated an interest in promotion of quality education.
- c Two to five Members to be nominated by the Registered Society / Trust
- d Nominee of the University.
- e Two members from amongst industrialists / technologists / educationists of the region to be nominated by the Vice Chancellor.
- f Two nominees of the State Government.
- g Principal of the College concerned (as nominee of the Society / Trust) – Member Secretary.
- h Two Faculty members to be nominated from amongst the regular staff, one at the level of Professor and one at the level of Assistant Professor.
- i The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the College. The total number of members of a Governing Body shall, however, not exceed 21.

**(Upamanyu Basu)**  
Secretary (i/c)