Approval Process 2017-2018: Frequently Asked Questions

Q :   Where to send the queries related to portal, payment issues and approval related issues for the academic year 2017-18?

A :   For portal related queries send your grievance to: helpdesk1@aicte-india.org

For payment related queries send your grievances to:payment-2017-queries@aicte-india.org

For approval related queries send your grievances to:helpdeskab@aicte-india.org

Q :   Our Institution was allotted a User ID for the approval process 2016-17 as a new Institution. Some information was uploaded but the application could not be submitted at that time. Now I want to know that the same User ID can be used for approval process 2017-18 or a new one is required.

A :   New User ID Password is required.

Q :   (a) We are not able to access the portal?

(b) A New User ID is required to apply for the process of approval for the year 2017-2018. We have tried on Google Chrome, Mozilla Firefox and Internet Explorer. But "Request New User ID" link on http://www.aicte-india.org website is not active on these browsers.

A :   Answer for (a) and (b):

Use internet explorer, install java and adobe flash player. Add www.aicte-india.org to popup blocker, trusted sites and compatibility view. Install required add-on. Please refer: http://www.aicte-india.org/downloads/Browser%20Settings%20for%20the%20 Institutions.pdf

Q :   We are facing server busy message.

A :   If you are getting Server busy message, please try again after some time or try during off peak hours.

Q :   Payment gateway error is coming while making the payment. How to rectify?

A :   Please add www.tpsl-india.in to trusted sites and try again.

Q :   We want to change details which are non-editable / read-only?

A :   For any change in non-editable data, Please send an email of Institution representation on the Letterhead to helpdesk1@aicte-india.org.

Q :   Whether Affidavit can be submitted in e-Stamp Paper?

A :   Permissible.

Q :   We want to open new management Institution and want approval for MBA and PGDM Course in one time. Required land and infrastructure (according to AICTE norms) are available and ready at Society. Please confirm me that whether I have to pay ₹7 Lakh processing fees for both the Courses or have to pay ₹7 Lakh processing fees for individual Course?

A :   As per Clause 4.2 Chapter I of APH 2017~18, the processing fee is ₹. 7 Lakh for both Courses.

Q :   Is processing fee refundable in case application for approval is rejected?

A :   No. Processing fee is not refundable, irrespective of the fact whether the application is accepted or rejected. Only excess processing fee if paid by the Institutions over and above the prescribed fee is refundable after due verification from Bank and Finance Bureau of AICTE.

Q :   We have applied for New Programme (Engineering/ Architecture/ Management/ Pharmacy/ HMCT/ MCA/ Arts and Crafts) with level UG/PG/Diploma as New Institution in 2016~17. However, the same was rejected and we have received Final LOR. Can we apply again for starting New Institution in the same name?

A :   Yes. You can apply afresh as new Institution under Chapter I of APH 2017~18. You can use the existing User ID and apply for new Institution and required to pay processing fees as applicable.

Q :   Can a new standalone Management Institution start PGDM 120 seats and MBA 120 seats at the same time if they satisfy all the requirements of AICTE?

A :   Yes, Please refer Appendix 3.3 of APH 2017~18 (page 85).

Q :   What is the last date of submission of hard copy application at RO for the applications under Chapter I?

A :   All the Institutions applying under Chapter I should submit hard copy of the application to respective Regional Office on the date of scrutiny.

Q :   How the Mega and Metro Cities, Urban Area and Rural Area have been determined?

A :   The classification of cities has been made as per Census~2011 data.

Q :   I want to know that whether any applicant of the organization can be the owner of the land or else if any member of the organization can give a lease to the applicant society. Moreover does the lease agreement needed to be registered or not.

A :   Please refer Clause 3.5 Chapter I along with Appendix 16 (Clause 16.1 point 17 page no. 137) of APH 2017~18.

Q : I would like to convert from Diploma to Degree Level and vice-versa. What to do?

A : Please refer Annexure 4A and 4B for permissible nomenclature of the Courses and Clause 8 of Chapter I of APH 2017-18.

Q : We have 5 Diploma Courses, Can we apply for conversion of Two Diploma Courses only into Degree Courses?

A : Not permissible.

Q : We would like to apply for conversion of our UG Degree Courses, but we don't find the nomenclature of certain Courses in Annexure 4 A. How can we apply?

A : You have to continue at the same level or may opt for the closure of the Course(s).

Q : Can we convert our First and Second Shift Diploma Courses into Degree Courses?

A : Only First/Regular Shift Courses are eligible for conversion, Second Shift Courses shall be applied for closure.

Q : We are having UG and PG Courses in Engineering and Technology. How can we convert our Courses into Diploma Level?

A : Only UG Courses are eligible for conversion, PG Courses shall be applied for closure.

Q : We want to apply for reduction in intake within a Division for certain Courses. What is the maximum number of UG and PG Courses, we can opt for reduction and what is the processing fee?

A : There is no limit and no processing fee. Any number of UG and PG Courses may be selected.

Q : Can we apply for reduction in Intake in Second Shift Course within a Division?

A : Not permissible.

Q : The Institution has been placed under 20% reduction for 2016-17. How to get the restoration of the reduced intake in 2017-18?

A : As per Clause 4, Chapter II of APH 2017-18, you are required to apply for restoration online on web portal.

Q : a) Our Institution got approval up to the Academic Year 2014-15 and we were unable to submit application in the years 2015-16 and 2016-17. We want to apply for 2017-18.

b) We are running an Engineering Course and taken approval from AICTE for the Courses in 2011-12. After that we could not take extension of approval from AICTE due to some

reasons. Now we want to take extension of approval in year 2017-18. We have ID and password allotted by AICTE in 2011. Should we continue to fill web portal of AICTE using that ID and Password.

A :   Answer for (a) and (b):

Please submit application online for Break in EoA as per Clause 4, Chapter II of APH 2017-18 with the same User ID and Password.

Q :   Our Institution was given Withdrawal of Approval in 2016-17. We are not able to create 2017-18 application.

A :   You have to apply as new Institution in 2018-19.

Q :   Our Institution was placed under No admission/ No EoA/ Reduction in intake category in the previous year. We are not able to create 2017-18 application.

A :   Please submit application online for Restoration as per Clause 4, Chapter II of APH 2017-18.

Q :   (a)   We are not able to create 2017-18 application online. We have been issued manual approval letter of consideration in the previous year.

(b)   We are not able to fill online Application for EoA for the session 2017-18. The status of EoA shows 2016-17 open. Please enable the Institution for filling online application for EoA for 2017-18 session.

A :   Answer for (a) and (b):

Contact Approval Bureau/ Regional Office, for allowing to create application for 2017-18. Please send an email of Institution representation on the Letterhead to helpdeskab@aicte-india.org.

Q :   (a)   We are an existing Institution and wish to apply for new Programme (Engineering and Technology/Architecture/ Planning/ Management / Pharmacy/ HMCT/ MCA/Arts and Crafts) in the existing Institution.

(b)   We are an Engineering Institution started in 2011-12 with intake of 300 seats. We want to start MBA and MCA courses in the same Institution with same ID. What is the procedure?

A :   Answer for (a) and (b):

It is not permissible to apply for addition of New Programme in the existing Institution as per APH 2017-18. You need to obtain new User ID and apply as New Institution having exclusive facility under Chapter I of APH 2017-18.

Q : We have unused User ID and password obtained prior to 2016-17, can we use the same for applying for starting new Institution under Chapter I.

A : Yes. The existing credentials can be used for applying new applications provided no applications was created in that.

Q : We want to apply for women to co-ed conversion/ change of site under Chapter I and also for increase in intake/ addition of new Courses under Chapter II. Can we apply for all these together and how the application will be processed?

A : Yes, you can apply for all these together. However, your application under Chapter I will be processed first following the procedure given in APH 2017-18. Simultaneously, your application for Increase in intake and addition of new Course under Chapter II will be processed following the procedure given in APH 2017-18. Approval for increase in intake / New Course will be given only after the approval of Chapter I and if no deficiencies exist.

Q : We have an existing technical Institution and wish to apply for new technical Institution in the same campus / site / plot. Will there be EVC conducted for all existing Institutions including proposed new Institution?

A : Yes. EVC will be conducted for all the existing institutions and proposed new Institution, if they are in the same site, to verify the availability of exclusive facilities for existing institution(s) and running of the proposed new Institution.

Q : In a State, if one Technical University is merged with another University, how to change the name of the affiliating University under Course Tab.

A : Please select the option "do you want to change the Affiliating University?" Then select "Yes" and select the name of new affiliating University from the drop down menu. Please contact Approval Bureau along with a request letter in the letter head of the Institution enclosing copies of State Government resolution / Gazette Notification. In such cases, NOC form State Government /University are not required.

Q : Name of our affiliating University does not appear in the affiliating University dropdown.

A : Contact Approval Bureau for inclusion of the University name in the portal. Please send an email of Institution representation on the Letterhead to helpdeskab@aicte-india.org.

Q : Is Integrated M.E./M.Tech. Programme permitted?

A :   Yes, please refer clause 7 chapter II of APH 2017-18.

Q: Our Institute wants to change name of the course. What is the procedure?

A: Please send a request to approval bureau: helpdeskab@aicte-india.org

Q: Our Institute was approved when the land was under a Gram Panchayat. Now the land where Institute is located has been brought under Municipal / Corporation area. Can I submit occupancy certificate issued by the Gram Panchayat or it is required to submit the certificate issued by Municipality or Corporation?

A: You can produce certificate issued by the Gram Panchayat.

Q :   When we have established our Institution in 1980, we have got the Completion Certificate issued by the then Competent Authority, but we don't have Occupancy Certificate for 2016. How can we apply for EoA?

A :   Your Completion Certificate is acceptable. Structural Stability Certificate from the registered Structural Engineer is also to be submitted along with the application.

Q :   We have got the Occupancy Certificate for 2014 issued by the Competent Authority. Still do we have to submit Structural Stability Certificate?

A :   Yes. All the existing Institutions should submit the Structural Stability Certificate for this year. Thereafter, Structural Stability Certificate is to be submitted every ten years after the expiry of a period of thirty years from the issue of Completion Certificate.

Q :   We have One Course with valid NBA accreditation. How many increase/new Course our Institution is eligible?

A :   You can add one Division in any of the existing Courses (total number of Divisions after expansion per Course shall not exceed THREE Divisions) or a new Course within the Programme.

Q :   We have Two Courses with valid NBA accreditation. How many increase/New Courses our Institution is eligible?

A :   You can have Two Divisions in any of the existing Courses (total number of Divisions after expansion per Course shall not exceed THREE Divisions) or can take Two new Courses (with One Division each) or One Division in new Course with One Division in existing valid NBA accredited Courses (total number of Divisions after expansion per Course shall not exceed THREE Divisions). However Two Divisions in a new Course is not allowed.

Q : We have Three Courses with valid NBA accreditation. How many increase/New Courses our Institution is eligible?

A : You can have Two Divisions in any of the existing Courses and One Division in other valid NBA accredited Course or can take 3 new Courses or One Division in new Course with Two Divisions in existing valid NBA accredited Courses or One Division in Two new Courses with One Division in existing valid NBA accredited Course within the Programme. However total number of Divisions after expansion per Course shall not exceed THREE Divisions. Please refer: Chapter II (3.1 a) page 40 as per APH 2017-18.

Q : We have Four or more Courses with valid NBA accreditation. How many increase/new Course our Institution is eligible?

A : Please refer Clauses 3 and 5, Chapter II of APH 2017-18.

Q : a) Our Institution is eligible to apply for NBA accreditation but does not have NBA accredited Courses. Can we apply for new/expansion Courses?
b) We have started UG Course in pharmacy in 2009. Now we want to increase in intake for our B.Pharm. Course and addition of PG Course in pharmacy. We do not have NBA accreditation. Whether we can add a new Course.

A : No, Your Institution is not eligible for new/expansion of Courses.

Q : Our Institution has valid NBA accredited Courses, is it necessary to upload valid NBA letter on portal and send hardcopy to Regional office?

A : Yes.

Q : Our Institution has applied for NBA, whether we are eligible for adding a new Course?

A : We will certainly consider your case, if the accreditation of existing Course is known officially before April 10, 2017 and subject to the fulfillment of other norms as per APH 2017-18.

Q : Our Institution wants to apply for 2nd Shift/Part Time Courses and we are NBA accredited/Not eligible for applying NBA accreditation Institution. How can we apply?

A : Introduction of 2nd Shift/Part Time Courses are not permitted.

Q : (a) Our Institution is not eligible to apply for NBA accreditation. But we want expansion/new Courses how we can apply?

(b) Our Engineering College started in 2013. Could you kindly help with information on applying for new Courses?

(c)   Our Institution is set up in 2013 as a standalone Management Institution, Offering PGDM Course and we have added a Course (MBA) in the year 2014 and as such we are not eligible for accreditation. How can we add a course?

A :   Answer for (a), (b) and (c):

Institutions can apply for new Courses as per APH 2017~18, Chapter II, Clauses 3 and 5.

Q :   Our Institution is not eligible to apply for NBA accreditation and we have 5 Courses with total intake of 300. Can we start a new Course by closing one existing Course?

A :   Institutions with less than Seven years shall apply for closure of Course(s) and apply for increase in Intake/ new Course within the maximum permissible Intake as per Approval Process Handbook, subject to "Zero Deficiency" on the Portal.

Q :   We are running a private polytechnic Institution (3 years) from last year. Now we want to Increase in Intake/Expansion in seats and branch in our running Institution, currently we are running 5 branches with 300 intake. How many branches we can add? How many seats we can Increase?

A :   You cannot add any new branch or increase in intake. Institutions with less than Seven years shall apply for closure of Course(s) and apply for increase in Intake/ new Course within the maximum permissible Intake as per APH 2017~18.

Q :   We have approved intake of 60 seats in Electronics and Communication Engineering in UG Course. Now we want to reduce the intake by 30 in Electronics and Communication Engineering and in lieu of it can we would like to add the one Division of 30 students in lateral entry in Engineering UG Course.

A :   As per APH 2017~18, approval for separate Division in lateral entry is not allowed.

Q :   Our Institution has Six UG Courses. How many seminar halls we need for running UG Programme?

A :   Please refer Appendix 4 of APH 2017~18.

Q :   Our Institute wants to make admissions under lateral entry facility for Engineering and Technology (UG and Diploma Level), Pharmacy and MCA courses. Is there any provision in APH 2017~18?

A :   Please refer point 9 Chapter VI and Appendix 1 of APH 2017~18.

Q: Our Institute have two Divisions in MBA program with intake of 60 and 30 seats, now can we apply for increase in intake of Second division from 30 to 60 intake without NBA accreditation?

A: Yes, as per Clause 5.4 Chapter II of APH 2017-18 you can apply.

Q: We are running Five PG Courses in Civil Engineering. How many Professors with Ph.D. qualification are required?

A: For every PG Course, there should be at least one Professor with Ph.D. qualification. Hence 5 Professors with Ph.D. are required.

Q: With reference to APH 2017-18, whether subscription of e-journal is mandatory.

A: A suggested list of e-journal has been given in Appendix 10. Subscription of the journal will add value to the quality of Technical education and skill.

Q: I would like to know, whether a University is required to take approval of AICTE to conduct technical Courses.

A: Universities are not required to obtain approval from AICTE. However, if any University desires to have approval of AICTE, they can apply as a Department/ Faculty etc. as per Chapter I of APH 2017-18.

Q: We are currently running Diploma in Pharmacy and we want to apply Degree Course in Pharmacy. Can we share the labs and faculty with the diploma in Pharmacy?

A: Please refer to Clause 8.1, Chapter I along with Appendices 4 and 7 of APH 2017-18.

Q: Please clarify the qualification and age limit of Adjunct faculty. Whether a same Adjunct faculty can be associated with different Institutions? Is there any Maximum no of Institutions that an Adjunct faculty should be associated?

A: Please refer Annexure 10 of APH 2017-18.

Q: Is it possible to merge standalone MBA program with the Engineering Institution of the same trust?

A: No.

Q: Can we merge Production Engineering course of intake 60 with Mechanical Engineering course of Intake 60 to offer a single course of Mechanical Engineering of Intake 120, under major discipline of Mechanical Engineering?

A: Please refer Clause 5.3, Chapter II (page 41) and Annexure 4 of APH 2017-18.

Q: We have Three Divisions in Computer Science Engineering and Three Divisions in Information Technology. Can we get Three Divisions after merging?

A : Merging is permitted as per the nomenclatures given in Annexure 4, so that the Intake after merging shall be equal to the sum total of the individual Courses and divisions, subject to the condition that total number of divisions after merging per Course shall not exceed THREE Divisions, provided the faculty student ratio be maintained.

Q : We have Three Divisions in Information Technology. Can we merge Two Divisions of it with Computer Science, retaining One Division in Information Technology?

A : Merging is considered for all Divisions of a Course while partial merging of few divisions is not permissible.

Q : Can we merge B.E. Electrical Engineering Course with B.E. Computer Science Engineering Course?

A : Not permissible. Refer Annexure 4 in APH 2017-18 for the Courses permitted for merging.

Q : Our Institution was approved as a private / un-aided Institution. Recently our Institution has been recognized as minority Institution. How to change the status in AICTE?

A : The request will be processed offline. You are required to submit the application with all supporting documents to Regional Office, AICTE. The fee concession will be considered only after issue of formal approval. In view of this, the institution may be suggested to submit their online application with in the stipulated time for getting approval for 2017-18 without waiting for the change in their Minority status on the portal. If approved, the eligible refund shall be done.

Q : (a) Whether MCA/MBA Department of Arts and Science College is eligible to apply for AICTE approval?

    (b) Whether University Departments can apply for AICTE approval?

A : Answer for (a) and (b):

Yes. Clause 3.16 of Chapter I of APH 2017-18: In case of non-Technical Institutions seeking approval for conducting MCA/ MBA and University Departments/ Constituent Colleges seeking approval for conducting MCA/ MBA/ M.Pharma./ M.Tech. Programmes apart from their existing Courses, separate building and Principal are not required. However, in such cases all other norms (as per Approval Process Handbook 2017-18) such as separate Head of the Department, faculty, infrastructure, built-up area, etc. should be fulfilled.

Q : Our Institution is approved for the AY 2016-17. However, we are unable to take printout of EoA. How can this be rectified?

A :   The reason may be due to non-filling of information relating to staffs, students, etc. Upload the data to take print out of EoA.

Q :   We have got EoA for 2016-17 and subsequently we have got the approval for change in name of the Affiliating University, but it is not reflecting in the EoA.

A :   Any modifications in EoA, check the corrigendum.

Q :   How to get a copy of corrigendum EoA / corrigendum LOA in case of corrections made in EoA or LOA from AICTE web portal?

A :   Institution has to check drop down menu and click on 'corrigendum EoA' or 'corrigendum LOA' as the case may be, instead of clicking on 'EoA' or 'LOA' menu.

Q :   How to apply for 2nd Shift/ Part Time / Dual Degree Programme?

A :   From A/Y 2016-17 introduction of 2nd Shift and part time Courses has been withdrawn. Only existing 2nd Shift and part time Courses will continue subject to fulfillment of the mandatory requirement for running the Courses. Dual Degree Programme have been re-designated as Integrated Programme keeping in view UGC notification No. F. 5-1/2013 (CPP-II) of March-2014.

Q :   Is representative of AICTE in the Board of Governors in the AICTE approved institutions is essential?

A :   The suggested composition of Board of Governors for the AICTE approved institutions has been given in appendix -19.

Q :   Do we need research Laboratory for each PG Programme?

A :   No. Research Laboratory shall be provided with an area of 120 m² for each Institution offering PG Programmes.

Q :   How can we apply NOC for release of FDR?

A :   Those who want to apply for NOC for release of FDR have to apply online from 1st January 2017 by uploading the relevant documents.

Q :   Can we charge the fee as per the Recommendation of National Fee Committee given in APH?

A :   Recommendations of National Fee Committee for the maximum tuition and development fee for Regular/ First Shift Programmes are given in Annexure 6 of APH 2017-18 and the Institutions have to contact the respective State Fee Regulatory Committee for finalizing the fee.

Q : How much is the Development Fee is recommended by the National Fee Committee?

A : No split up for development fee is available in the report of the National Fee Committee.

Q : Whether our Institute can start ITI with same infrastructure available in our Polytechnic?

A: No. Please refer point 24 Chapter VI (page 61) of APH 2017~18. The Institutions may conduct skill development Courses of any other Regulatory Body by using existing facilities, or by creating additional facilities as per the provisions laid down in the norms and standards of the respective Regulatory Bodies without affecting the quality of education prescribed by both Regulatory Bodies after taking NOC from the Council.

Q : Whether lateral entry is permitted in Diploma?

A: Please refer point 9 Chapter VI (page 60) of APH 2017~18. 12th or 10th + (2 years ITI) shall be eligible for admission to Second year Diploma Courses up to a maximum of 20% "Approved Intake" (30% for Institutions in Andaman, Nicobar, Lakshadweep, Daman and Diu) which shall be over and above, supernumerary to the "Approved Intake", plus the unfilled vacancies of 1st year as per the Approval Process Handbook.

Q : How can an Institute apply for National Digital Library?

A: Ministry of Human Resource Development under its National Mission on Education through Information and Communication Technology has initiated the National Digital Library (NDL) pilot project to develop a framework of virtual repository of learning resources with a single-window search facility. The pilot project is devising a framework suitable for future scale up with respect to content volume and diversity to become a full-blown National Digital Library of India over time. It is being developed at IIT Kharagpur. To apply, institutes has to log on to https://ndl.iitkgp.ac.in/ and go to Institutional Registration. It is offered at absolute Free of Cost.

Q : What is National Academic Depository? How to apply?

A: NAD is a Unique, Innovative and Progressive step towards achieving Digital enablement of the Education Records. NAD aspires to make the vision of Digital Academic Certificates for every Indian a reality. NAD is not only a database copy of the certificate records for Academic Institutes but a complete system for Issuing Online Certificates to well identified and registered students. It will be an active online place for Students, Academic Institutes and Verification Users. To apply, institutes shall log on to https://nad.ndml.in/about-nad.html and proceed towards the link "New Registrations"

Q : What is Food and Safety Act 2006? How to comply with its norms?

A: It is an act under Ministry of Law and Justice to consolidate the laws relating to food and to establish the Food Safety and Standards Authority of India for laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import, to ensure availability of safe and wholesome food for human consumption and for matters connected therewith or incidental thereto. The provisions under the act is available at http://www.fssai.gov.in/home/fss-legislation/food-safety-and-standards-act.html.

The Canteen/Mess running in all AICTE approved institutes should obtain a certificate from the Local Self Government/ any other Competent Authority stating that the same is complying with the norms & standards mentioned in the act.