



# **APPROVAL PROCESS HANDBOOK**

**2020 - 21**

**ALL INDIA COUNCIL  
FOR TECHNICAL EDUCATION**

<b>VIII</b>	Penal Action in case of Violations of the Regulations/ Approval Process Handbook	112
<b>Appendix</b>		
1	Norms for Duration and Entry Level Qualifications and Statutory Reservations of the Technical Programmes	119
2	Approved Nomenclature of Courses	128
3	Norms for Intake and Number of Courses/ Divisions in a new Technical Institution	144
4	Norms for Land and Built-up Area requirements of the Technical Institutions	147
5	Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment of the Technical Institutions	160
6	Norms for Essential and Desirable requirements of the Technical Institutions	163
7	Norms for Faculty requirements and Cadre Ratio of the Technical Institutions	168
8	Faculty Cadre and Qualifications	170
9	Norms for PGCM/ PGDM Courses	171
10	Subscription of Journals	173
11	Format for Detailed Project Report (DPR) for the establishment of a new Technical Institution	174
12	Prevention and Prohibition of Ragging	180
13	Structure of Various Committees	181
14	Regional Offices of AICTE	186
15	Grievance Redressal Mechanism for Students	187
16	Documents to be submitted for Setting up a new Technical Institution offering a Technical Programme at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level	188
17	Documents to be submitted/ uploaded for <ul style="list-style-type: none"> <li>• Extension of Approval based on Self-Disclosure</li> <li>• Introduction/ Continuation of seats for Non Resident Indian(s)</li> <li>• Change of Site/ Location</li> <li>• Conversion of Diploma Level into Degree Level and vice-versa</li> <li>• To start new Programme/ Level in the existing Institutions</li> <li>• Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus</li> <li>• Extension of Approval of the existing Institutions after a break in the preceding Academic Year/ Restoration of Intake</li> <li>• To start Diploma/ Degree in Pharmacy in existing Institutions</li> <li>• Introduction/ Continuation of supernumerary seats for Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries</li> <li>• Conversion of Women's Institution into Co-ed Institution and vice-versa</li> <li>• Increase in Intake/ Additional Course(s)</li> <li>• Introduction of Integrated/ Dual Degree Course</li> <li>• Closure of the Institution</li> <li>• Conversion of PGDM Course(s) into MBA Course(s) and vice-versa</li> <li>• Closing of MCA Course and Introduction of MBA/ PGDM Course and vice-versa</li> <li>• Conversion of Courses into allied Vocational Courses</li> <li>• Introduction/ Continuation of Fellow Program in Management</li> </ul>	194



### 7.3 Post Graduate Degree Programme

Programme	Faculty: Student based on Approved Intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>A+B+C+D</b>
*Engineering and Technology	1:15	~	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15}$
*Pharmacy						
M.Pharm.	1:10	~	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
Pharm.D.	1:15	~	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15}$
*Architecture and Planning						
a. Architecture	1:8	~	$\frac{S}{8xR}$	$\frac{S}{8xR}$	$\frac{S}{8xR}$	$\frac{S}{8}$
b. Planning	1:10	~	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*Applied Arts Crafts and Design						
a. Applied Arts and Crafts	1:10	~	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
b. Design	1:7.5	~	$\frac{S}{7.5xR}$	$\frac{S}{7.5xR}$	$\frac{S}{7.5xR}$	$\frac{S}{7.5}$
*Hotel Management and Catering Technology	1:12	~	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
#MCA	1:20	1	$\frac{S}{20xR} - 1$	$\frac{S}{20xR} \times 2$	$\frac{S}{20xR} \times 6$	$\frac{S}{20}$
#MBA/ PGDM	1:20	1	$\frac{S}{20xR} - 1$	$\frac{S}{20xR} \times 2$	$\frac{S}{20xR} \times 6$	$\frac{S}{20}$

S - Sum of the number of students as per "Approved Intake" for all years  
 In case of non-availability of qualified Professor, an Associate Professor may be considered.  
 \*R = (1+1+1); #R = (1+2+6)

In Integrated Planning Course, Faculty requirement is 1:16 for the first three years and 1:10 for the next two years.

**Cadre Ratio shall be 1:2:6 (Not applicable to Diploma Level).**

However, Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall have **Faculty: Student as 1:15** and maintain a better Cadre ratio in order to achieve excellence in Technical Education.



**Faculty Cadre and Qualifications** shall be as per:

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Degree) Regulation, 2019 and subsequent amendments/ new Regulations issued by AICTE from time to time.

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Diploma) Regulation, 2019 and subsequent amendments/ new Regulations issued by AICTE from time to time.