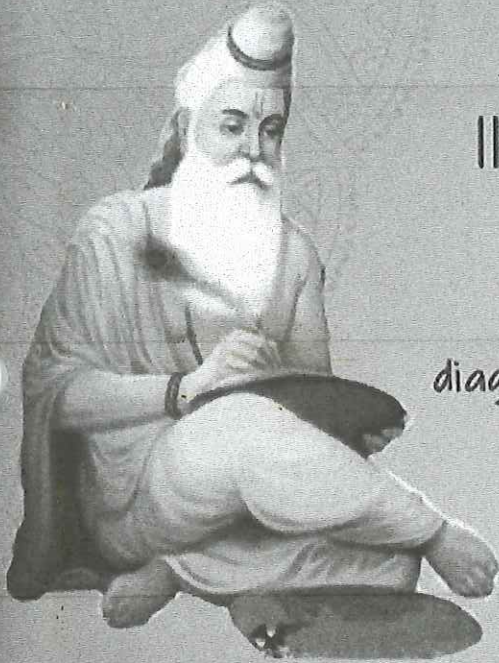


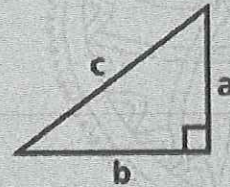


Approval Process Handbook



॥ दीर्घचतुरस्रस्याक्षया रज्जुः पार्श्वमानी तिर्यग् मानी
च यत् पृथग् भूते कुरुतस्तदुभयं करोति ॥

A rope stretched along the length of the diagonal produces an area which the vertical and horizontal sides makes together

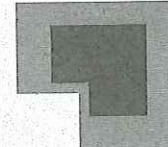


$$c^2 = a^2 + b^2$$

BAUDHAYAN (800 BC - 740 BC)

The Vedic Bhartiya Scientist and
Mathematician

2024-25 to 2026-27

**Table 5.4 Nomenclature of Degree / Diploma / Certificate**

S. No.	Programme	Course	Nomenclature of Degree / Diploma / Certificate
1.	Management	1) Business Administration	Under Graduate Course in Business Administration (BBA/ BMS, etc.)/ Master of Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) / Post Graduate Certificate (PGCM)
		2) Logistics	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)
		3) Travel and Tourism	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)
2.	Computer Applications	1) Computer Applications	Under Graduate Course in Computer Applications (BCA) / Master of Computer Application (MCA) / Post Graduate Diploma in Computer Application (PGDCA) / Post Graduate Certificate (PGC)
		2) Artificial Intelligence and Data Science	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)
		3) Artificial Intelligence and Machine Learning	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)
		4) Cyber Security	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)
		5) Block Chain	Post Graduate Diploma (PGD)/ Post Graduate Certificate (PGC)

- i. The Headquarters and each Learner Support Centre of Standalone Institution/ Institution Deemed to be University shall establish Online Grievance Redressal Mechanism, **Anti Ragging Committee**, Grievance Redressal Committee and Internal Complaint Committee (ICC) as specified in the Approval Process Handbook.
- ii. All Standalone Institutions/ Institutions Deemed to be Universities/ Universities (Central, State Public or State Private) shall upload the Transcripts and Certificates of all students enrolled, Year wise and Course wise for all Learner Support Centres (if applicable) including Headquarters on Academic Bank of Credit (ABC).
- iii. In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing Fee of not more than Rs.1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original. In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the Fee collected after a deduction of the processing Fee of not more than Rs.1000/- (Rupees One Thousand only) and proportionate deductions of Fee.
- iv. The Standalone Institutions/ Institutions Deemed to be Universities/ Universities (Central, State Public or State Private) shall display in their Website as well as upload on AICTE portal the mandatory disclosure as specified in the Guidelines including the nomenclature of the Courses and Approved Intake, students admitted, their Fee structure, Time schedule for payment of Fee for the entire Course, Refund Policy, etc. in each Learner Support Centre including headquarter.

- g. For the Institutions approved by AICTE and later converted into a Private University/Institution Deemed to be University by appropriate State/ Central Act, the release of Security Deposit shall be subject to no pending Complaints or Disciplinary Proceedings against such Institutions in addition to the submission of the above documents.
- h. For the Institutions approved for Progressive Closure (Institutional/Program specific), Security Deposit (as applicable) shall be released upon the request from the Trust/ Society/ Company, subject to the submission of a Certificate from the affiliating University/Board stating that no students are studying in the Institution. Such a Certificate is not needed, if the Security Deposit is already matured.
- i. In case of grant of approval to the merger of Institutions, Security Deposit of the Child Institution(s) shall be released upon the request from the Trust/ Society/ Company, subject to the submission of a Certificate from the affiliating University/Board stating that no students are studying in the Institution.

SECTION B: ESSENTIAL AND DESIRABLE REQUIREMENTS FOR TECHNICAL INSTITUTIONS

The Technical Institutions shall follow the below mentioned Essential and Desirable requirements:

Essential Requirements for Technical Institution

- 6.47 Establishment of **Anti Ragging Committee** (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009) and UGC Regulation issued in this regard.*
- a. Structure of **Anti Ragging Committee**: Every Institution/ University including Institution Deemed to be University imparting Technical Education shall constitute a Committee to be known as the **Anti-Ragging Committee** to be nominated and headed by the Head of the Institution, and consisting of representatives of Civil and Police Administration, Local Media, Non-Government Organizations involved in youth activities, representatives of Faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff and shall have a diverse mix of membership in term of Level as well as gender.
 - b. Prevention and Prohibition of Ragging: In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009 available on AICTE Web-Portal [http:// www.aicte-india.org/ anti.htm](http://www.aicte-india.org/anti.htm)>download. All AICTE approved Technical Institutions have to comply with the provisions made in the above Regulations. Any violation of above AICTE Regulations for the prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per the provisions made in the above said Regulations.

The Institutions shall have to step up **Anti-Ragging** mechanism by way of adequate publicity through various mediums:

- i. Constitution of **Anti-Ragging Committee** and Anti Ragging Squad;
- ii. Setting up of **Anti-Ragging Cell**;
- iii. Installing of CCTV cameras at vital points;
- iv. **Anti-Ragging Workshops**;
- v. Updating all Web sites with Nodal Officers complete details, alarm bells etc.;
- vi. Regular interaction and counselling with the students;
- vii. Identification of trouble-triggers;

- viii Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets/ Brochures shall be ensured; and
 - ix Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled-for behavior / incident shall be undertaken.
- c. Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline No. 1800-180- 5522 (24x7 Toll Free) or e-mail: helpline@antrragging.in.
 - d. The Institution approved by AICTE may be requested to hold Workshops and Seminars on eradication of ragging in higher Educational Institutions. They may be requested to display Anti Ragging posters at all prominent places such as Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8'x6'.
 - e. The Institution may be requested to submit an online compliance of Anti-Ragging Regulations on curbing the menace of ragging in the Technical Institutions, 2009 at www.antrragging.in.
 - f. Institutions may be requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antrragging.in and www.amanmovement.org.
 - g. Further, the attention of all the Institutions may also be invited to the Third amendment to UGC Regulations dated 29th June, 2016 expanding the definition of ragging by including the following:

"3 (i) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background".

- 6.48 Establishment of Internal Committee (IC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/ WH/2016/01 dated 10th June, 2016 *
- a. Every Technical Institution shall Publicly notify the provisions against sexual harassment and ensure their wide- dissemination.
 - b. Mention about the penalty and consequences of sexual harassment on Institution's Website, prospectus and display prominently and make all sections of the institutional community aware of the information on the mechanism put in place for Redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on.
 - c. Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
 - d. Organise regular orientation or training Programs for the members of the IC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity.
 - e. Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation.
 - f. Every Technical Institution shall constitute an Internal Committee (IC) with an inbuilt mechanism for gender sensitization against sexual harassment. The IC shall have the following composition:
 - i. A Presiding Officer who shall be a woman Faculty member employed at a senior Level (not below a Professor in case of a University, and not below an Associate Professor in case of an Institution) at the Educational Institution, nominated by the Executive Authority.

ANNEXURE-18

Mandatory Disclosures

The following information shall be given in the information Brochure besides being hosted on the Institution's official Website.

The onus of the authenticity of the information lies with the Institution ONLY and not on AICTE.

18.1 Name of the Institution

- Address including Telephone, Mobile, E-Mail

18.2 Name and address of the Trust/Society/Company and the Trustees

- Address including Telephone, Mobile, E-Mail

18.3 Name and Address of the Vice Chancellor/Principal/Director

- Address including Telephone, Mobile, E-Mail

18.4 Name of the affiliating University

18.5 Governance

- i. Organizational chart
- ii. Grievance Redressal mechanism for Faculty, staff and students
- iii. Establishment of Anti Ragging Committee
- iv. Establishment of Online Grievance Redressal Mechanism
- v. Details of Grievance Redressal Committee in the Institution and OMBUDSMAN by the University
- vi. Establishment of Internal Committee (IC)
- vii. Establishment of Committee for SC/ST
- viii. Internal Quality Assurance Cell
- ix. Equal Opportunity facilities Cell.

18.6 Programmes

- i. Name of Programmes approved by AICTE
- ii. Name of Programmes Accredited by NBA
- iii. Status of Accreditation of the Courses
- iv. Total number of Courses
- v. For each Programme the following details are to be given (Preferably in Tabular form):
 - a. Name

31. That the following Committees as per Chapter VI of the Approval Process Handbook before commencement of the Academic Session in respect of <application number> <Name and address of Institution> are constituted (in case of existing Institutions)/will be constituted (in case of new Technical Institutions);
- **Anti-Ragging Committee** (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009)
 - Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F.No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019)
 - Internal Committee (IC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016)
 - Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 OF 1989, dated 11.09.1989)
32. That, the Institutions uploaded the Annual Report of IC in the AICTE Web-Portal.
33. That, the Institution undertakes to submit that all the employments in the Institution shall be as per the norms of the existing Labour Law and the payments shall be as per the provisions of the Minimum Wages Act of State/ UTs/ Central Government.

(Name of the authorized person executing the undertaking along with his/ her Official Position)

(SEAL)
DEPONENT(s)

VERIFICATION

I/ We, the above named deponent(s) do hereby verify that the facts stated in the above Affidavit are true to my/ our knowledge. No part of the same is false and no material has been concealed there from.

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

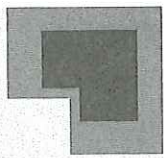
(Name, Designation and Address of the Executants)

(SEAL)
DEPONENT(s)

Solemnly affirmed and signed before me by the deponent on this- day of – month, year ... at my office. (Judicial First Class Magistrate/ Notary Public/ Oath Commissioner)

NOTE:

Institute shall download portal generated common affidavit as per application. The same should be printed on Non-Judicial Stamp Paper/ E-Stamp Paper of Rs. 100/- and upload over portal after duly Sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner.



AFFIDAVIT-13

[For Conducting Open and Distance Learning (ODL) / Online Learning Mode]

I/we, <Name>, Chairperson/ Secretary, <Name of the Trust/ Society/ Company>, son/ daughter of, aged....., resident of, do hereby solemnly affirm and declare as under:

1. That I/we have applied for conducting Open and Distance Learning Courses / Online Learning Mode Courses vide application <application number> dated
2. That the information given in the application made to AICTE is true and complete. Nothing is false and no information/ material has been concealed;
3. That the Institution Headquarter is functioning in the location as approved by the Council;
4. That the Trust/ Society/ Company runs the following other Institutions in the same Campus; Total Built-Up Area available Name of the Institution Programmes/Courses offered Built-Up Area Approved by AICTE or Not

Name of the Institution	Programmes/Courses offered	Built-Up Area	Approved by AICTE or Not

5. That the institution has appointed faculty members as per AICTE guidelines.
6. That the information provided regarding the Learner Support Centres are true and complete.
7. That the information provided regarding the Examination Centres are true and complete.
8. That the following Committees as per 6 of Approval Process Handbook 2024-27 before commencement of the Academic Session..... in respect of <application number> <Name and address of Institution> are constituted (in case of existing Institutions)/ will be constituted (in case of new Technical Institutions); and
 - **Anti Ragging Committee** (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009).
 - Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation ,2019 vide F.No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019)
 - Internal Committee (IC) As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016.
 - Committee for SC/ ST As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities Act, 1989, No. 33 OF 1989, dated 11.09.1989).
9. That, the Institution undertakes to submit that all the employments in the Institution shall be as per the norms of the existing Labour Law and the payments shall be as per the provisions of the Minimum Wages Act of State/ UT/ Central Government.
10. In the event of Non-Compliance of guidelines/norms prescribed by AICTE or violation of any of the undertakings, AICTE shall be free to take appropriate action, including withdrawal of approval and the liabilities, arising out, if any shall be solely of the Trust/ Society/ Company/Institution.