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Registered Parcel/Special Post

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION

Lr.No: E/AICTE/STATE GOVT-NOC/2023-24

Date: 10.04.2023

From

Smt. C. Naga Rani, I.A.S.,
Director of Technical Education, A.P.,
D.No.11-307, Garudari K.K Towers,
Lakshminarasimha Colony, Bypass Road,
Near NRI Hospitals, Mangalagiri,
Guntur District- 522503

To

The Registrars of
1. JNTUK, Kakinada
2. JNTUA, Ananthapur
3. Acharya Nagarjuna University
4. Andhra University, Visakhapatnam
5. Sri Venkateswara University, Tirupathi
6. Sri Krishnadevaraya University,
Ananthapur
7. Yogi Vemana University, Kadapa
8. Sri Padmavathi Mahila
Viswavidyalayam, Tirupathi
9. Adikavi Nannayya University,
Rajamahendravaram
10. Krishna University, Machilipatnam
11. Rayalaseema University, Kurnool
12. Dr. B.R.Ambedkar University,
Srikakulam

Sir / Madam,

Sub: Technical Education – AICTE Approval Process Handbook 2023-24 – Documents to be submitted for obtaining NOCs from the State Government – Information – Regarding.

Ref: AICTE Approval Process Handbook 2023-24.

It is informed that, vide reference cited, All India Council for Technical Education (AICTE), New Delhi has issued the Public Notice for Approval Process 2023-24 to invite applications from the Education Partners (Stakeholders). In Approval Process Handbook 2023-24, AICTE, New Delhi has prescribed **No Objection Certificate (NOC) of the State Government** for the following cases:

- i. Establishment of New Technical Institution / Closure of the Institution for starting of a new Technical Institution in the same premises in the same year.
- ii. Change of Site / Location of the Institution.
- iii. Conversion of Women's Institution into Co-Ed Institution / Co-Ed Institution into Women's Institution.
- iv. Conversion of Diploma Level into Degree Level / Degree Level into Diploma Level.
- v. Starting of new Programme(s) / Level(s) in the existing Institution.
- vi. Complete Closure / Progressive closure of the Institutions.
- vii. Change the Name of the Trust / Society / Company.

The documents required as per AICTE Approval Process Handbook 2023-24 for each request sought by the applicant institution are furnished in the Annexure enclosed.

Hence, the Registrars of all Universities are hereby requested to inform the Principals / Managements of the affiliated institutions which come under purview of AICTE, New Delhi to go through the Annexure enclosed and submit the required documents and inspection / processing fee receipts to this office for the issue of NOC by the State Government as required.

Encls: Annexure.

Yours faithfully

Sd/- C. NAGA RANI
DIRECTOR

Copy to

The Principal Secretary, Higher Education Department, AP Secretariat, Velagapudi, Amaravathi for kind information and further necessary action.

The Secretary, Andhra Pradesh State Council for Higher Education, Mangalagiri for kind information.

The Member Secretary, Andhra Pradesh Higher Education Regulatory & Monitoring Commission (APHERMC), Tadepalli for kind information.

The Principals / Managements of all Private Aided /Private Un-Aided Technical Institutions in the state offering Degree / PG courses



Ramesh Rao
For DIRECTOR 10/04/23

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
ANNEXURE

Lr.No: E/AICTE/STATE GOVT-NOC/2023-24

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The following documents are to be submitted by the applicant institutions for recommending No Objection Certificates (NOCs) of the State Government:

| | | |
|---|---|---|
| i. Establishment of New Technical Institution / Closure of the Existing Institution for starting of a new Technical Institution in the same premises in the same year. | 1 | No Objection Certificate from affiliating University/Board in Format-2 of AICTE Approval process Handbook 2023-24 with clear mention about provisions / alternative arrangements made to take care of education of existing students studying in the Institution. |
| | 2 | Resolution of the Trust/ Society/ Company approving the Institution for Closure of the Institution for starting of a New Technical Institution in the same premises in the same year, duly signed by the Chairman/ Secretary in the Format-3 . |
| | 3 | 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. |
| | 4 | Details of the RPGF/ Joint FDR/ FD made with AICTE/ State Government/ University for establishment of the Institution. |
| | 5 | Status of Students already studying in the Institution. |
| | 6 | Status of Faculty and Staff in the Institution and liabilities thereon. |
| | 7 | <p>➤ For Closure of the Existing Institution for starting of a new Technical Institution in the same premises in the same year:</p> <p>Affidavit-4 to be submitted by the applicant on a non-Judicial Stamp Paper / e-stamp paper of Rs.100/ - duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner stating that the applicant has no liability with respect to faculty members, staff, students etc.</p> <p style="text-align: center;">(or)</p> <p>➤ For Establishment of New Technical Institution:</p> <p>Affidavit-3 to be submitted by the applicant on a non-Judicial Stamp Paper / e-stamp paper of Rs.100/ - duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner stating that the interest accrued on the deposit shall be retained by AICTE and AICTE in its discretion shall extend the term of the deposit for a further period and / or forfeit the amount for violation of norms, conditions and requirements prescribed by AICTE and / or non- performance by the Institution and / or Closure of the Institution due to withdrawal of AICTE approval or for any other reason.</p> |

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|---|---|----|---|---|--|------------------|------------------------|--------|----------------------------|-------------|--------------------|
| | | 8 | <p>➤ For Closure of the Existing Institution for starting of a new Technical Institution in the same premises in the same year:</p> <p>Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution.</p> | | | | | | | | |
| | | 9 | <table border="1"> <tr> <td colspan="2">Inspection/Processing Fee Payment Receipt of Rs.25,000/-</td> </tr> <tr> <td>Account Number :</td> <td>013412010000193</td> </tr> <tr> <td>Bank :</td> <td>Union Bank of India</td> </tr> <tr> <td>IFSC Code :</td> <td>UBIN0801348</td> </tr> </table> | Inspection/Processing Fee Payment Receipt of Rs.25,000/- | | Account Number : | 013412010000193 | Bank : | Union Bank of India | IFSC Code : | UBIN0801348 |
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| | | 10 | Original Notarized Affidavit on Rs. 100/- stamp paper stating that, in case of any legal complications arise from the staff and the students of particular College due to closure of the Institution, Management is only responsible, but not the Commissioner of Technical Education / Government / AICTE. | | | | | | | | |
| | | 11 | Filled in draft No Objection Certificate of State Government as per the Format-1 of AICTE Approval Process Handbook 2023-24. | | | | | | | | |
| ii. | Change of Site / Location of the Institution | 1 | No Objection Certificate from affiliating University/Board in Format-2 of AICTE Approval process Handbook 2023-24. | | | | | | | | |
| | | 2 | Resolution in the Format-3 by Governing Board Members approving change in Site/ Location, duly signed by the Chairman/ President of the Society/ Trust. | | | | | | | | |
| | | 3 | Registered Land Documents of new location. | | | | | | | | |
| | | 4 | Land Use Certificate. | | | | | | | | |
| | | 5 | Approved Plan by the competent authority. | | | | | | | | |
| | | 6 | Details of built up areas, floor wise. | | | | | | | | |
| | | 7 | Site plan clearly earmarking the land and buildings allotted for the Institution with dimensions. | | | | | | | | |
| | | 8 | Water sources. | | | | | | | | |
| | | 9 | Availability of Approach Road. | | | | | | | | |
| | | 10 | Letters from Students, year wise and course wise for all years and also from Parents stating that they have No Objection for change of location of Institution. | | | | | | | | |
| | | 11 | Details of Infrastructure facilities provided by the College at new location. | | | | | | | | |
| | | 12 | Declaration of the Society stating that all the assets and liabilities are in the name of Society. | | | | | | | | |
| | | 13 | Latest AICTE approval of the Institution. | | | | | | | | |
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| | | 15 | Original Notarized Affidavit on Rs. 100/- stamp paper stating that, in case of any legal complications arise from the staff and the students of particular College due to Change of the location of the Institution, the Management is only responsible, but not the Commissioner of Technical Education / Government / AICTE. | | | | | | | | |
| | | 16 | Affidavit-2 to be submitted by the applicant on a non-Judicial Stamp Paper / e-stamp paper of Rs.100/ - duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner as per AICTE Approval Process Handbook 2023-24. | | | | | | | | |
| | | 17 | Filled in draft No Objection Certificate of State Government as per the Format-1 of AICTE Approval Process Handbook 2023-24. | | | | | | | | |
| iii. | Conversion of Women's Institution into Co-Ed Institution / Co-Ed Institution into Women's Institution | 1 | No Objection Certificate from affiliating University/Board in Format-2 of AICTE Approval process Handbook 2023-24. | | | | | | | | |
| | | 2 | Resolution of the Trust/ Society/ Company approving the Institution for Conversion of Women's Institution into Co-ed Institution and vice-versa, duly signed by the Chairman/ Secretary in the Format-3 . | | | | | | | | |
| | | 3 | Public notice should be issued in leading newspaper regarding the conversion of category of the institution from "Women" to "Co-Education" / "Co-Education" to "Women" as well as the change of name of the institution from "Women's" to "Co-Education" / "Co-Education" to "Women" and state whether any objections were received from the present Students / Parents / General Public. If yes, submit the particulars of such objections or if No, a Notarized affidavit on Rs.20/- stamp paper stating that "No Objections" were received either for the proposed conversion of the category or change of name from any quarter. | | | | | | | | |
| | | 4 | No objection letters from all the students and Parents on conversion of category of the Institution. | | | | | | | | |
| | | 5 | Declaration of the Chairman /Secretary of the Trust/society on letter head, stating that there is no change of location involved and all the assets and liabilities are in the name of the Society only. | | | | | | | | |
| | | 6 | <table border="1"> <tr> <td colspan="2">Inspection/Processing Fee Payment Receipt of Rs.5,000/-</td> </tr> <tr> <td>Account Number</td> <td>: 013412010000193</td> </tr> <tr> <td>Bank</td> <td>: Union Bank of India</td> </tr> <tr> <td>IFSC Code</td> <td>: UBIN0801348</td> </tr> </table> | Inspection/Processing Fee Payment Receipt of Rs.5,000/- | | Account Number | : 013412010000193 | Bank | : Union Bank of India | IFSC Code | : UBIN0801348 |
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| | | 7 | A Certificate stating that admission for three consecutive years are less than 60% issued by Competent Admission Authority (or) any other document which justifies the conversion of the institution. | | | | | | | | |
| | | 8 | A Certificate stating the actual enrolment of students for the last three consecutive years issued by the Registrar of the affiliating University / Director of the Board (or) any other supporting document. | | | | | | | | |
| | | 9 | Original Notarized Affidavit on Rs.100/- stamp paper stating that, if any legal complications arise from the students of the particular | | | | | | | | |

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| | | | College, due to Conversion of the women institution into co-education Institution, only the Management is responsible, but not the Commissioner of Technical Education / Government / AICTE. |
| | | 10 | Affidavit-2 to be submitted by the applicant on a non-Judicial Stamp Paper/ e-stamp paper of Rs.100/ - duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner as per AICTE Approval Process Handbook 2023-24. |
| | | 11 | Filled in draft No Objection Certificate of State Government as per the Format-1 of AICTE Approval Process Handbook 2023-24. |
| iv. | Conversion of Diploma Level into Degree Level / Degree Level into Diploma Level | 1 | No Objection Certificate from affiliating University/Board in Format-2 of AICTE Approval process Handbook 2023-24. |
| | | 2 | Resolution of the Trust/ Society/ Company approving the Institution for Conversion of Diploma Level into Degree Level and vice-versa duly signed by the Chairman/ Secretary in Format-3 . |
| | | 3 | Copies of Land related documents as per AICTE norms. |
| | | 4 | Copies of the Approved Building plans for the additional areas required as per AICTE norms. |
| | | 5 | A statement showing the existing & Increased Built up areas as per AICTE norms, in case of Conversion of Diploma level to Degree level. |
| | | 6 | Inspection/Processing Fee Payment Receipt of Rs.5,000/- |
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| | 8 | Affidavit-2 to be submitted by the applicant on a non-Judicial Stamp Paper/ e-stamp paper of Rs.100/ - duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner as per AICTE Approval Process Handbook 2023-24. | |
| | 9 | Filled in draft No Objection Certificate of State Government as per the Format-1 of AICTE Approval Process Handbook 2023-24. | |
| v. | Starting of new Programme(s) / Level(s) in the existing Institution | 1 | No Objection Certificate from affiliating University/Board in Format-2 of AICTE Approval process Handbook 2023-24. |
| | | 2 | Resolution of the Trust/ Society/ Company approving the Institution to Start new Programme(s)/ Level(s) in the existing Institution, as applicable, duly signed by the Chairman/ Secretary in Format-3 . |
| | | 3 | A statement showing the Existing & Increased Built up areas as per AICTE norms, for introduction of new Programme(s)/ Level(s) in the existing Institutions. |

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| | | 5 | List of available faculty for the new programmes/Levels as per AICTE norms. <p style="text-align: center;">(or)</p> A copy of the paper notification issued for the recruitment of faculty for the new programmes/Levels. | | | | | | | | | |
| | | 6 | Original Notarized Affidavit on Rs. 100/- stamp paper stating that, in case of any legal complications arise from the staff and the students of particular College due to introduction of new programmes/Levels, Management is only responsible, but not the Commissioner of Technical Education / Government / AICTE. | | | | | | | | | |
| | | 7 | Affidavit-2 to be submitted by the applicant on a non-Judicial Stamp Paper/ e-stamp paper of Rs.100/ - duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner as per AICTE Approval Process Handbook 2023-24. | | | | | | | | | |
| | | 8 | Filled in draft No Objection Certificate of State Government as per the Format-1 of AICTE Approval Process Handbook 2023-24. | | | | | | | | | |
| vi. | Complete Closure / Progressive closure of the Institutions | 1 | No Objection Certificate from affiliating University/Board in Format-2 of AICTE Approval process Handbook 2023-24 with clear mention about provisions/ alternative arrangements made to take care of education of existing students studying in the Institution. | | | | | | | | | |
| | | 2 | Resolution of the Trust/Society/Company approving the Institution for Closure of Programme(s)/ Course(s)/ duly signed by the Chairman/ Secretary in the Format-3 . | | | | | | | | | |
| | | 3 | 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. | | | | | | | | | |
| | | 4 | Details of the RPGF/ Joint FDR/ FD made with AICTE/ State Government/ University for establishment of the Institution. | | | | | | | | | |
| | | 5 | Status of Students already studying in the Institution. | | | | | | | | | |
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| | | 8 | Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution. | | | | | | | | | |
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| | | 10 | Original Notarized Affidavit on Rs. 100/- stamp paper stating that, in case of any legal complications arise from the staff and the students of particular College due to closure of the Institution, Management is only responsible, but not the Commissioner of Technical Education / Government / AICTE. | | | | | | | | |
| | | 11 | Filled in draft No Objection Certificate of State Government as per the Format-1 of AICTE Approval Process Handbook 2023-24. | | | | | | | | |
| vii. | Change the Name of the Trust / Society / Company | 1 | No Objection Certificate from affiliating University/Board in Format-2 of AICTE Approval process Handbook 2023-24. | | | | | | | | |
| | | 2 | Approval from Charity Commissioner/ Registrar of Societies/ Registrar of Companies for Change in the Name of the Trust/ Society/ Company or merger of Trusts/ Societies/ Companies. | | | | | | | | |
| | | 3 | Resolution of the Trust/ Society/ Company approving Change in the Name of the Trust/ Society/ Company, mentioning the reasons for such Change in the Name duly signed by the Chairman/Secretary in the Format-3 of AICTE Approval process Handbook 2023-24. | | | | | | | | |
| | | 4 | A notarized Affidavit-10 of the Chairman/ Secretary/ Authorized signatory of the Trust/ Society/ Company stating that there is no commercial or business angle for such change. | | | | | | | | |
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| | | 6 | A registration document of the Trust/ Society/ Company indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Authority. | | | | | | | | |
| | | 7 | Details of the recommended Board of Governors of the Institution constituted as per Appendix 18 of AICTE Approval Process Handbook 2023-24. | | | | | | | | |
| 8 | In case of a Company established under Section 8 of the Companies Act, 2013, 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 Institution. | | | | | | | | | | |
| 9 | Land Documents showing ownership in the Name of the new Trust/ Society/ Company. | | | | | | | | | | |
| 10 | In case of merger of Trust/ Society/ Company, the transferor Trust/ Society/ Company should transfer its Land, assets and Infrastructure by a registered transfer/conveyance deed in the Name of the transferee Trust/ Society/ Company. | | | | | | | | | | |
| 11 | Proof of working capital (funds) as stated in Clause 1.5.3 of Chapter I of Approval Process Handbook, in the form of either Fixed Deposits in the Bank or latest Bank Statement of Accounts maintained in the Name of the new Trust/ Society/ Company in a | | | | | | | | | | |

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| | | Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank. |
| | 12 | Approval from the Charity Commissioner/ Registrar of Societies/ Registrar of Companies regarding any change in the Name(s) of the Trustee(s)/ Member(s). |
| | 13 | Original Notarized Affidavit on Rs. 100/- stamp paper stating that, in case of any legal complications arise from the staff and the students of particular College due to Change in the name of the Trust/ Society/ Company, Management is only responsible, but not the Commissioner of Technical Education / Government / AICTE. |
| | 14 | Filled in draft No Objection Certificate of State Government as per the Format-1 of AICTE Approval Process Handbook 2023-24. |

Sd/- C. NAGA RANI
DIRECTOR

Ramivel Z
For DIRECTOR 10/04/23.
