

File No.EHE02-16/3/2019-B SEC-CTE

GOVERNMENT OF ANDHRA PRADESH  
OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
ANDHRA PRADESH: : VIJAYAWADA

Cir. Memo. No. EHE02-16/3/2019-B SEC-CTE Dated:28/03/2019

Sub: Technical Education- AICTE Approval Process Hand Book –  
2019-20 – Document to be submitted for obtaining the NOCs  
from the Government- Reg.

Ref: AICTE Public Notice for Approval Process 2019-20.

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In the reference cited, the AICTE, New Delhi, has issued a public notice, inviting applications for processing the approvals from all Technical institutions including affiliated Technical institutions and also new Technical institutions for conducting Technical programs/courses including courses of Management for the Academic year 2019-20.

Further, the AICTE Approval Process Hand Book 2019-20, vide ref. cited, have prescribed a list of documents to be submitted including **NOC of the State Government** by the applicant Institutions seeking Change of Location of the Institutions, Change in the Name of the Trust/Society, Merger of Institutions under same Trust/Society, Closure of the Institutions, To start new Programme(s)/Level(s) in the existing Institution, Conversion of Diploma level in to Degree level, Conversion of Women's Institute to Co – Education Institute and vice versa etc.,

It is a usual practice to collect the following documents from the applicant Institutions seeking NOCs for various purposes.

The required documents as against each request sought by the applicant Institution are furnished in the Annexure.

Encl: Annexure

G S PANDA DAS IAS, COMM(GSP), O/o COMMISSIONER -CTE  
COMMISSIONER

To  
The Principals/ Managements of the Government/Aided/Private Un-aided  
Technical Institutions, offering Degree/ Diploma Courses/PG.  
Copy to the Secretary, SBTET, A.P., Vijayawada& all affiliating University

**DEPARTMENT OF TECHNICAL EDUCATION**

Cir. Memo. No.EHE02-16/3/2019-B SEC-CTE

Dated:28/03/2019.

**The following documents are to enclosed by the applicants for recommending No Objection Certificates of State Government**

<b>1</b> Change of Site/ Location	1	No Objection Certificate from Affiliating University/ Board in the Format2 of AICTE Approval Process Hand Book 2019-20
	2	Resolution in the Format3 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	No Objection Certificate 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	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.
	14	Rs.25, 000/- drawn in favor of the Secretary, SBTET, A.P., Vijayawada towards Inspection Fee.
	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, Management is only responsible, but not the Commissioner of Technical Education / Government / AICTE.
	16	Filled in format of No Objection Certificate from Concerned State Government in the Format1 of AICTE Approval Process Hand Book 2019-20
<b>2</b> Progressive Closure/Complete Closure of	1	No Objection Certificate from Affiliating University/ Board in the Format2of AICTE Approval process Hand book 2019-20with clear mention about provisions/

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<b>Institution/Closure of Institution for starting the new Technical Institution.</b>		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 Format3.
	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	Affidavit2 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.
	8	Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution
	9	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.
	10	No Objection Certificate from Concerned State Government/ UT in the given Format1 of AICTE Approval process Hand book 2019-20
<b>3 Conversion of Women's Institution into Co-Ed Institution and vice-versa</b>	1	No Objection Certificate (NOC) from Affiliating University/ Board in the Format 2 of AICTE Approval process Hand book 2019-20
	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 Format3.
	3	Public notice should be issued in leading news paper, regarding the conversion of category from "Women" to "Co-Education" as well as change of name of the institution from "Women's" to "Co-Education" and state whether any objections were received from the present Students /Parents/General Public. If yes, submit the particulars of such objections and 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	A Certificate stating that admission for three consecutive years are less than 60% issued by Competent Admission Authority.
	7	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.
	8	Land related documents to be submitted as per the norms
	9	Original Notarized Affidavit on Rs.100/- stamp paper stating that, if any legal complications arise from the students of the particular 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	Filled in format of No Objection Certificate from Concerned State Government/ UT in the Format1 of AICTE Approval process Hand book 2019-20
<b>4 Change in name of the Trust/ Society/ Company</b>	1	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
	2	No Objection Certificate from Affiliating University/ Board in the Format 2of AICTE Approval process Hand book 2019-20.
	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 Format3 of AICTE Approval process Hand book 2019-20.
	4	A notarized Affidavit7 of the Chairman/ Secretary/ Authorized signatory of the Trust/ Society/ Company stating that there is no commercial or business angle for such change.
	5	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.
	6	Details of the recommended Board of Governors of the

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		Institution constituted as per Appendix 18 of Approval Process Handbook 2019-20.
	7	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
	8	Land Documents showing ownership in the Name of the new Trust/ Society/ Company
	9	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.
	10	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 Nationalized Bank or Scheduled Commercial Bank recognized by Reserve Bank of India, along with a Certificate issued by the Branch Manager of the Bank.
	11	Approval from the Charity Commissioner/ Registrar of Societies/ Registrar of Companies regarding any change in the Name(s) of the Trustee(s)/ Member(s).
	12	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.
	13	Filled in format of No Objection Certificate from Concerned State Government/ UT in the Format1 of AICTE Approval process Hand book 2019-20
<b>5</b>	<b>Conversion of Diploma Level into Degree Level and vice-versa</b>	
	1	No Objection Certificate from affiliating University/ Board in the Format2.
	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 the Format3.
	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	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

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		due to Conversion, Management is only responsible, but not the Commissioner of Technical Education / Government / AICTE.
		7 Filled in format of No Objection Certificate from Concerned State Government/ UT in the Format 1 of AICTE Approval process Hand book 2019-20
<b>6 To Start new Programme(s)/ Level(s) in the existing Institutions</b>	1	No Objection Certificate from affiliating University/ Board in the Format 2.
	2	Resolution of the Trust/ Society/ Company approving the Institution to Start new Programme(s)/ Level(s) in the existing Institutions, as applicable, duly signed by the Chairman/ Secretary in the 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.
	4	List of available faculty for the new programmes/Levels as per AICTE norms <b>OR</b> A copy of the paper notification issued for the recruitment of faculty for the new programmes/Levels
	5	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.
	6	Filled in format of No Objection Certificate from Concerned State Government/ UT in the Format 1 of AICTE Approval process Hand book 2019-20
	<b>7 Approval of the Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus</b>	1
2		Resolution of the Trust/ Society/ Company approving Merger of Institutions under the same Trust/ Society/ Company operating in the same Campus, duly signed by the Chairman/Secretary in the Format 3.
3		An undertaking by the Chairman/Secretary, mentioning that the Institution proposed for merger into other Institution is within the distance of 2 km in the same location.
4		Copies of Land related documents of both the Institutions as per AICTE norms
5		Copies of the Approved Building plans of both the Institutions as per AICTE norms
6		Copies of the Bye Laws, list of members of the society of both the Institutions.
7		Copy of the Public notice issued in leading newspaper, regarding the "Merger of Institutions" and state whether any objections were received from the present Students/Staff /Parents/General Public. If yes, submit the particulars of such objections and if No, a Notarized affidavit on Rs.20/- stamp paper stating that "No

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		Objections” were received for the merger of Institutions.
	8	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 merger of Institutions, Management is only responsible, but not the Commissioner of Technical Education / Government / AICTE.
	9	Filled in format of No Objection Certificate from Concerned State Government/ UT in the Format1 of AICTE Approval process Hand book 2019-20

G S PANDA DAS IAS, COMM(GSP), O/o COMMISSIONER -CTE  
COMMISSIONER

Signature Not Verified

Digitally signed by G S  
PANDADAS  
Date: 2019.03.28 17:50:17 IST  
Reason: Approved

