

GOVERNMENT OF ANDHRA PRADESH

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

Cir. Memo. No. CTE-16023/2/2018-E SEC - CTE

Dated: 22.02.2018.

Sub: Technical Education- AICTE Approval Process Hand Book –
2018-19 – Document to be submitted for obtaining the NOCs
from the Government- Reg.

Ref: AICTE Public Notice for Approval Process 2018-19.

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 2018-19.

Further, the AICTE Approval Process Hand Book 2018-19, 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, Closure of the Institutions, Change name of Institutions, Change of affiliating Universities 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

Sd/- G.S.Panda Das IAS
SPL.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 Universities.

Ramineni Z 06/03/18
For Spl COMMISSIONER

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6/3/18

DEPARTMENT OF TECHNICAL EDUCATION

Cir. Memo. No. CTE-16023/2/2018-E SEC - CTE

Dated: 22.02.2018.

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

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| 1. Change of Site/ Location | 1 | No Objection Certificate from Affiliating University/ Board in the Format2 of AICTE Approval Process Hand Book 2018-19 |
| | 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. |
| | 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., Hyderabad 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 2018-19 |
| 2. Closure of Institution | 1 | No Objection Certificate from Affiliating University/ Board in the Format5 of AICTE Approval process Hand book 2018-19 with clear mention about provisions/ alternative arrangements made to take care of education of existing students studying in the |

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| | | | Institution in the Format as prescribed on the Web-Portal. |
| | | 2 | Resolution by the applicant Institution, pertaining to application for closure of Institution in the Format6 as prescribed. |
| | | 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 ₹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 Format4 of AICTE Approval process Hand book 2018-19 |
| 3 | Conversion of Women's Institution into Co-Ed Institution and vice-versa | 1 | 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. |

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| | | 2 | No objection letters from all the students and Parents on conversion of category of the Institution. |
| | | 3 | 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. |
| | | 4 | A Certificate stating that admission for three consecutive years are less than 60% issued by Competent Admission Authority. |
| | | 5 | 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. |
| | | 6 | Duly filled No Objection Certificate (NOC) from State Government in the Format7 of AICTE Approval process Hand book 2018-19 |
| | | 7 | No Objection Certificate (NOC) from Affiliating University/ Board in the Format8 of AICTE Approval process Hand book 2018-19 |
| | | 8 | Resolution of the Trust/ Society/ Company/ Board of Governors in the Format9 of AICTE Approval process Hand book 2018-19 for the conversion from Women's Institution to Co-Ed Institution. |
| | | 9 | Land related documents to be submitted as per the norms |
| | | 10 | 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. |
| 4 | Change in name of the Institution | 1 | Whether change of Society is involved? If yes submit the relevant documents. |
| | | 2 | Reasons for change of the name of the Institution with justification. |
| | | 3 | Declaration of the Chairman /Secretary of the Trust/society on letter head, stating that all the assets including land, buildings are in the name of the Society only. |
| | | 4 | Public notice should be issued regarding the change of name of the institution in leading News paper. Any objections received from students/parents/ General Public in this regard shall be submitted along with the original copy of Public Notice. If No objections received, a Notarized affidavit on Rs.20/- stamp |

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| | | | paper stating that "No Objections" were received for the proposed change of name from any quarter. |
| | | 5 | Notarized Affidavit on Rs. 20/- stamp paper, stating that "No Objection" was received on the proposed name change from any quarter – original to be enclosed. |
| | | 6 | Furnish a declaration stating that no other Institution is functioning with the newly proposed Institute name. |
| | | 7 | Resolution by Governing Board Members approving change in name, duly signed by the Chairman/ President/ Secretary of the Trust/ Society/ Company, clearly indicating the date and time of the meeting including the item No. of Agenda, in the Format 23 of AICTE Approval Process Handbook 2018-19. |
| | | 8 | No Objection Certificate from Affiliating University/ Board in the Format 22 (for change of name of the institute) of AICTE Approval Process Handbook 2018-19. |
| | | 9 | Duly filled in No Objection Certificate from Concerned State Government/ UT in the Format 21 of AICTE Approval process Hand book 2018-19. |
| | | 10 | Notarized Affidavit on Rs.100/- stamp paper stating that, if any legal complications arise from the staff and the students of the particular College, due to change of the name of the Institution, the Management is only responsible, but not the Commissioner of Technical Education/ Government/AICTE. |
| 5 | Change in name of the Course/ Reduction in Intake/ Closure of Programme and/ or Course | 1 | No Objection Certificate from Affiliating University/ Board with clear mention about provisions/ alternative arrangements made to take care of education of existing students studying in the Institution in the Format19 as prescribed on the Web-Portal. |
| | | 2 | Resolution by the applicant Institution, pertaining to application for reduction in Intake or closure of Course/ Programme in the Format 20 as prescribed on the Web-Portal. |
| | | 3 | Admissions status for the last (3) years of the course/programme proposed for Reduction or Closure |
| | | 4 | Duly filled in No Objection Certificate from Concerned State Government/ UT in the given Format18 of AICTE Approval process Hand book 2018-19. |
| | | 5 | NOC shall not be required for closing of the second Shift or reduction in Intake of a Course/ Programme by reduction in number of divisions. |

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| 6 Change in name of the Trust/ Society/ Company | 1 | Approval from Charity Commissioner/ Registrar of Societies/ Registrar of Companies. |
| | 2 | No Objection Certificate from Affiliating University/ Board in the Format 29 of AICTE Approval process Hand book 2018-19. |
| | 3 | Resolution by Governing Board Members mentioning the reasons for the change in name and approving change in name, duly signed by the Chairman/ President/ Secretary of the Trust/ Society/ Company in the Format 30 of AICTE Approval process Hand book 2018-19. |
| | 4 | A notarized Affidavit 7 of the Chairman/ Secretary/ Authorized signatory of the Trust/ Society/ Company stating that there is no commercial or business angle for such change. |
| | 5 | Duly filled in No Objection Certificate from Concerned State Government/ UT in the Format 28 of AICTE Approval process Hand book 2018-19. |
| | 6 | 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 recommended Board of Governors of the Institution constituted as per Appendix 18 of Approval Process Handbook 2018-19. |
| | 8 | In case of a Company established under Section 8 of 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 1.9.2 of Chapter I of Approval Process Handbook 2018-19, 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. |

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| | | 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). |
| 7 | Change of Affiliating University/ Board | 1 | No Objection Certificate (NOC) from the University/ Board where the Institution is affiliated in the Format 25 of AICTE Approval process Hand book 2018-19. |
| | | 2 | No Objection Certificate (NOC) from the University/ Board where the Institution seeks affiliation in the Format26 of AICTE Approval process Hand book 2018-19. |
| | | 3 | Resolution in the Format 27 of AICTE Approval process Hand book 2018-19, by the Trust/ Society/ Company seeking approval for change of Affiliating University/ Board. |
| | | 4 | No Objection Certificate from the Concerned State Government/ UT in the Format 24 of AICTE Approval process Hand book 2018-19. |
| 8 | Conversion of Diploma Level into Degree Level and vice-versa | 1 | No Objection Certificate (NOC) from the State Government/ UT in the Format10. |
| | | 2 | No Objection Certificate (NOC) from the Affiliating University and Board in the Format11. |
| | | 3 | Resolution by the Trust/ Society/ Company approving the Institution for the Conversion of Diploma Level into Degree Level and vice-versa, duly signed by the Chairman/ Secretary in the Format12. |
| | | 4 | Land related documents to be submitted as per the norms. |

Sd/- G.S. Panda Das IAS
SPL.COMMISSIONER

Raminen 01/03/18
For Spl COMMISSIONER

6/3/18