

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION

Lr. No.E/1/AICTE/2020

Dated: 26.04.2022

From
Dr. Pola Bhaskar, I.A.S.,
Commissioner of Technical
Education,
1st & 2nd floors, ANR Towers,
Jammichettu Street,
Prasadampadu,
Vijayawada-521108

To
The Registrars of
1. JNTUK, Kakinada,
2. JNTUA, Ananthapur
3. Acharya Nagarjuna University
4. Andhra University, Visakhapatnam
5. S.V.University, Tirupathi
6. Sri Krishnadevaraya University, Ananthapur
7. Yogi Vemana University, Kadapa
8. Sri Padmavathi Mahilia 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 Hand Book-2022-23 – List of documents to be submitted for obtaining the NOCs from the State Government-Information - Reg.

Ref: AICTE Approval Process Handbook 2022-23.

In the ref. cited, the AICTE, New Delhi, has issued a public notice, inviting applications for processing the approvals from all the Technical institutions including existing and new institutions for conducting Technical programs/courses including courses of Management for the Academic year 2022-23.

Further, the AICTE in its Approval Process Hand Book 2022-23, prescribed **NOC of the State Government** for the following cases.

1. Closure of the Institution for starting of a new Technical Institution in the same premises in the same year
2. Change of Site/ Location of the Institution
3. Conversion of Women's Institutes into Co-Ed Institution and vice versa
4. Conversion of Diploma Level into Degree Level and vice versa
5. To Start the new Programme(s)/ Level(s) in the existing Institution
6. Complete Closure/Progressive closure of the Institutions.
7. Change the Name of the Trust/ Society etc.,

The documents required against each request sought by the applicant Institution as per AICTE approval Process Hand Book 2022-23 are furnished in the Annexure.

Hence, the Registrars of the affiliating Universities concerned are requested to inform the Principals/Managements of the affiliated colleges which are under purview of AICTE to go through the annexure and submit the documents accordingly for the purpose of the issue of NOC from the State Government as required.

Encl: Annexure

Sd/- Dr. POLA BHASKAR
COMMISSIONER

Copy to

The Secretary to Government, Higher Education Department, Amaravati.
The Principal Secretary, Skills Development, Employment & Training Department, A.P.
The Chairman, APSCH, Mangalagiri.
The CEO and Member Secretary, APHRMC, Tadepalli
The Secretary, SBTET AP, Vijayawada for favour of information and necessary action
The Principals/Managements of the Government/Aided/Private Un-aided Technical Institutions, offering Diploma/Degree/PG Courses.

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For COMMISSIONER

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26/4/22

DEPARTMENT OF TECHNICAL EDUCATION

Lr.No. E/1/AICTE/2020

Date: 26.04.2022

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

1. Closure of the 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 the Format2 of AICTE Approval process Hand book 2022-23 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 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	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.
	8	Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution
	9	Payment receipt of Rs.25,000/- towards inspection/processing fee. Account Number : 013412010000193 Bank : Union Bank of India IFSC Code : UBIN0801348
	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 format of No Objection Certificate from Concerned State Government/ UT in the given Format1 of AICTE Approval Process Hand book 2022-23
2. Change of Site/ Location	1	No Objection Certificate from Affiliating University/ Board in the Format2 of AICTE Approval Process Hand Book 2022-23
	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	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.
	14	Payment receipt of Rs.25,000/- towards inspection/processing fee Account Number : 013412010000193 Bank : Union Bank of India IFSC Code : UBIN0801348

		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 draft format of No Objection Certificate from Concerned State Government in the Format1 of AICTE Approval Process Hand Book 2022-23
		17	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 Hand Book 2022-23
3. Conversion of Women's Institution into Co-Ed Institution and vice-versa		1	No Objection Certificate (NOC) from Affiliating University/ Board in the Format2 of AICTE Approval process Hand book 2022-23
		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 newspaper, 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	Payment receipt of Rs.5,000/- towards inspection/processing fee. Account Number : 013412010000193 Bank : Union Bank of India IFSC Code : UBIN0801348
		7	A Certificate stating that admission for three consecutive years are less than 60% issued by Competent Admission Authority.
		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.
		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.
		11	Filled in draft format of No Objection Certificate from Concerned State Government/ UT in the Format1 of AICTE Approval process Hand book 2022-23
		12	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 Hand Book 2022-23
4. Conversion of Diploma Level into Degree Level and vice-versa		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	Payment receipt of Rs.5,000/- towards inspection/processing fee. Account Number : 013412010000193 Bank : Union Bank of India IFSC Code : UBIN0801348

		7	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 Conversion, Management is only responsible, but not the Commissioner of Technical Education / Government / AICTE.
		8	Filled in draft format of No Objection Certificate from Concerned State Government/ UT in the Format1 of AICTE Approval process Hand book 2022-23
		9	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 Hand Book 2022-23
5.	To Start new Programme(s)/ Level(s) in the existing Institutions	1	No Objection Certificate from affiliating University/ Board in the Format2 .
		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 Format3 .
		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	Payment receipt of Rs.5,000/- towards inspection/processing fee. Account Number : 013412010000193 Bank : Union Bank of India IFSC Code : UBIN0801348
		5	List of available faculty for the new programmes/Levels as per AICTE norms OR 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	Filled in draft format of No Objection Certificate from Concerned State Government/ UT in the Format1 of AICTE Approval process Hand book 2022-23
		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 Hand Book 2022-23
6	Complete Closure/ Progressive Closure of the Technical Institution	1	No Objection Certificate from Affiliating University/ Board in the Format2 of AICTE Approval process Hand book 2022-23 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 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	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.
		8	Pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution
		9	Payment receipt of Rs.25,000/- towards inspection/processing fee. Account Number : 013412010000193 Bank : Union Bank of India IFSC Code : UBIN0801348

		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 format of No Objection Certificate from Concerned State Government/ UT in the given Format1 of AICTE Approval process Hand book 2022-23
7.	Change in name of the Trust/ Society/ Company	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 Format2 of AICTE Approval process Hand book 2022-23.
		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 2022-23.
		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.
		5	Payment receipt of Rs.5,000/- towards inspection/processing fee. Account Number : 013412010000193 Bank : Union Bank of India IFSC Code : UBIN0801348
		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 Approval Process Handbook 2022-23.
		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 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 format of No Objection Certificate from Concerned State Government/ UT in the Format1 of AICTE Approval process Hand book 2022-23

Sd/- Dr. POLA BHASKAR
COMMISSIONER

Ramesh 26/07/22
For COMMISSIONER
26/7/22