

**GOVERNMENT OF ANDHRA PRADESH**  
**DEPARTMENT OF TECHNICAL EDUCATION**

**Lr.No:** EHE02-16021/2/2025-E SEC-CTE

Date: 06.02.2025

**From**

Sri G. Ganesh Kumar, I.A.S.,  
Director of Technical Education, A.P.,  
Garudadri K.K. Towers,  
Lakshminarasimha Colony,  
Near NTR Vaidya Seva Trust,  
Mangalagiri, Guntur District-522503.

**To**

The Registrars of  
All Universities in  
Andhra Pradesh.

**Sir / Madam,**

**Sub:** Technical Education – E-Section – AICTE Approval Process 2025-26 – Documents to be submitted for obtaining the State Government NOC – Information – Regarding.

**Ref:** 1. This office Cir. Memo. No: EHE02-16021/127/2024-E SEC-CTE, dated: 09-11-2024.  
2. Public Notice Advt.No: RBAICTE/M-13/2415/2024/2025-26, dated: 04-11-2024 of AICTE, New Delhi.  
3. AICTE Approval Process Handbook 2024-27.

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It is informed that, vide ref. 1<sup>st</sup> and 2<sup>nd</sup> cited, All India Council for Technical Education (AICTE), New Delhi has issued the Public Notice for Approval Process for the academic year 2025-26 to invite applications from the Education Partners (Stakeholders).

In ref. 3<sup>rd</sup> (Approval Process Handbook 2024-27) cited, AICTE, New Delhi has prescribed **No Objection Certificate (NOC) of the State Government** for the following cases:

1. Establishment of New Technical Institution.
2. Closure of the Existing Technical Institution for starting of a New Technical Institution in the same premises in the same year.
3. Change of Site/Location of the Institution.
4. Conversion of Women's Institution into Co-Ed Institution/Co-Ed Institution into Women's Institution.
5. Conversion of Diploma Level into Degree Level/Degree Level into Diploma Level.
6. Starting of new Programme(s)/Level(s) in the existing Institution.
7. Complete Closure/Progressive closure of the Institution.
8. Change in the Name of the Trust/Society/Company.

As per the Approval Process Handbook 2024-27 of AICTE, New Delhi, for obtaining NOC of the State Government, the necessary documents along with the Inspection/Processing fee receipts (ANNEXURE enclosed) have to be submitted to this office by the applicant institution for its each request.

Hence, the Registrars of all Universities are hereby requested to inform the Principals/Managements of the affiliated institutions come under purview of AICTE, New Delhi to go through the ANNEXURE enclosed and submit their requests along with the required documents and Inspection/Processing fee receipts to this office for recommending NOC of the State Government to the institutions.

**Encls:** ANNEXURE

Yours faithfully  
Sd/- G. GANESH KUMAR  
DIRECTOR

**Copy to**

1. The Principals/Managements of all Private Aided/Private Un-Aided Technical Institutions in the state offering Degree/PG courses.
2. The Principal Secretary, Higher Education Department, AP Secretariat, Velagapudi, Amaravathi for kind information and further necessary action.
3. The Secretary, Andhra Pradesh State Council for Higher Education, Mangalagiri for kind information.
4. The Member Secretary, Andhra Pradesh Higher Education Regulatory & Monitoring Commission (APHERMC), Tadepalli for kind information.

  
For DIRECTOR



## ANNEXURE

**The list of documents to be submitted by the applicant Technical Institution to this office for recommending State Government No Objection Certificate (NOC):**

<b>1. Establishment of New Technical Institution.</b>	
1	No Objection Certificate from affiliating University/Board in <b>Format-2</b> of AICTE Approval Process Handbook 2024-27 for starting of New Institution.
2	Resolution of Trust/Society/Company approving the starting of a New Institution, duly signed by the Chairman/Secretary in <b>Format-3</b> .
3	Institution Building Plan prepared by Registered Architect.
4	Building Completion/Occupancy Certificate issued by Competent Authority.
5	Fire Safety Certificate issued by Competent Authority.
6	Trust/Society/Company registration document issued Competent Authority
7	Details of recommended Board of Governors of the Institution constituted as per <b>Annexure-17</b> .
8	Land/Building documents showing the ownership.
9	Copy of advertisement published in at least one National Daily for recruitment of Principal and Faculty members.
10	Details of sewage disposal system, barrier free environment & toilets for physically challenged and all-weather motorable approach roads certified by Registered Architect.
11	Details of all Educational Institutions run by same Trust/Society/Company.
12	Original Notarized <b>Affidavit-2</b> signed by applicant on Rs.100/- Stamp Paper.
13	Inspection / Processing Fee Payment Receipt of <b>Rs.40,000/-</b>
14	Filled in draft NOC of State Government as per <b>Format-1</b> .

<b>2. Closure of the Existing Technical Institution for starting of a new Technical Institution in the same premises in the same year.</b>	
1	No Objection Certificate from affiliating University/Board in <b>Format-2</b> of AICTE Approval Process Handbook 2024-27 with clear mention about provisions/alternative arrangements made to take care of education of existing students studying in the Institution.
2	Resolution of Trust/Society/Company approving the Closure of Present Institution for starting of a New Institution in the same premises in the same year, duly signed by the Chairman/Secretary in <b>Format-3</b> .
3	Latest salary statement showing scale of pay, gross pay, PF deduction and TDS of all teaching and non-teaching staff.
4	Statement showing the Teaching Staff and Students ratio.
5	Details of RPGF/Joint FDR/FD made with AICTE/State Government/ University for establishment of the Institution.
6	Status of students already studying in the institution.
7	Status of teaching and non-teaching staff of the institution and liabilities thereon.
8	Details of pending Court cases and serious charges, violation of norms, pending Raggings cases against the Institution.

9	<p><b><u>For Closure of Existing Institution for Starting of New Institution in the same premises in the same year:</u></b></p> <p>Original Notarized <b>Affidavit-4</b> signed by applicant on Rs.100/- Stamp Paper stating that “the applicant has no liability with respect to faculty members, staff, students etc.”</p> <p><b><u>For Establishment of New Institution:</u></b></p> <p>Original Notarized <b>Affidavit-3</b> signed by applicant on Rs.100/- Stamp Paper 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>
10	Original Notarized <b>Affidavit</b> signed by applicant on Rs.100/- Stamp Paper stating that “in case of any legal complications arise from the staff and students of particular college due to closure of the institution, Management is only responsible, but not the Commissioner of Technical Education/Government/AICTE”.
11	Inspection / Processing Fee Payment Receipt of <b>Rs.40,000/-</b>
12	Filled in draft NOC of State Government as per <b>Format-1</b> .

<b>3. Change of Site / Location of the Institution</b>	
1	No Objection Certificate from affiliating University/Board in <b>Format-2</b> of AICTE Approval process Handbook 2024-27.
2	Resolution of Trust/Society/Company approving Change in Site/Location of Institution, duly signed by the Chairman/Secretary in <b>Format-3</b> .
3	Registered Land Documents of New Location.
4	Land Use Certificate.
5	Building Plan approved by competent authority.
6	Statement showing the details of floor wise built up areas.
7	Site plan clearly earmarking the land and buildings allotted for the Institution with dimensions.
8	Certificate of Availability of Water Sources.
9	Certificate of Availability of Approach Road.
10	Letters from all Students(course wise and year wise of all years) and 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 Trust/Society/Company stating that all assets and liabilities are in the name of Trust/Society/Company.
13	Latest AICTE Approval copy of the Institution.
14	Original Notarized <b>Affidavit</b> signed by applicant on Rs.100/- Stamp Paper stating that “in case of any legal complications arise from the staff and students of particular college due to Change of Location of Institution, Management is only responsible, but not the Commissioner of Technical Education/ Government/AICTE”.

15	Original Notarized <b>Affidavit-2</b> signed by applicant on Rs.100/- Stamp Paper
16	Inspection / Processing Fee Payment Receipt of <b>Rs.40,000/-</b>
17	Filled in draft NOC of State Government as per <b>Format-1</b> .

<b>4. Conversion of Women's Institution into Co-Ed Institution / Co-Ed Institution into Women's Institution</b>	
1	No Objection Certificate from affiliating University/Board in <b>Format-2</b> of AICTE Approval process Handbook 2024-27.
2	Resolution of the Trust/ Society/ Company approving the Conversion of Women's Institution into Co-ed Institution and vice-versa, duly signed by the Chairman/Secretary in <b>Format-3</b> .
3	Letters from all Students(course wise and year wise of all years) and Parents stating that they have "No Objection for Conversion of Institution".
4	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 Trust/Society only".
5	Certificate issued by Competent Admission Authority stating that admissions of last three consecutive years are less than 60% (or) any other document which justifies the conversion of institution.
6	Certificate issued by the Registrar of Affiliating University/Director of Board showing the actual enrolment of students for the last three consecutive academic years (or) any other supporting document.
7	Public notice issued in leading newspaper regarding conversion of category of institution from "Women" to "Co-Education"/ "Co-Education" to "Women" as well as the change of name of institution from "Women" to "Co-Education"/ "Co-Education" to "Women" and state whether any objections were received from present Students/Parents /General Public. If yes, submit the particulars of such objections or if No, a Notarized <b>affidavit</b> on Rs.100/- Stamp Paper stating that "No Objections were received from any quarter either for proposed conversion of category or for change of name".
8	Original Notarized <b>Affidavit</b> signed by applicant on Rs.100/- Stamp Paper stating that "if any legal complications arise from the students of particular college due to conversion of women institution into co-education institution/co-education institution into women institution, Management is only responsible, but not the Commissioner of Technical Education/ Government/AICTE".
9	Original Notarized <b>Affidavit-2</b> signed by applicant on Rs.100/- Stamp Paper
10	Inspection / Processing Fee Payment Receipt of <b>Rs.10,000/-</b>
11	Filled in draft NOC of State Government as per <b>Format-1</b> .

<b>5. Conversion of Diploma Level into Degree Level / Degree Level into Diploma Level</b>	
1	No Objection Certificate from affiliating University/Board in <b>Format-2</b> of AICTE Approval process Handbook 2024-27.
2	Resolution of the Trust/ Society/ Company approving the Conversion of Diploma

	Level institution into Degree Level institution and vice-versa, duly signed by the Chairman/ Secretary in <b>Format-3</b> .
3	Copies of Land related documents as per AICTE norms.
4	Copies of Approved Building Plans for additional areas required as per AICTE norms.
5	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 <b>Affidavit</b> signed by applicant on Rs.100/- Stamp Paper stating that “in case of any legal complications arise from the staff and students of particular college due to Conversion of Diploma level institution into Degree level institution / Degree level institution into Diploma level institution, Management is only responsible, but not the Commissioner of Technical Education/Government/AICTE”.
7	Original Notarized <b>Affidavit-2</b> signed by applicant on Rs.100/- Stamp Paper
8	Inspection / Processing Fee Payment Receipt of <b>Rs.10,000/-</b>
9	Filled in draft NOC of State Government as per <b>Format-1</b> .

#### **6. Starting of new Programme(s) / Level(s) in the existing Institution**

1	No Objection Certificate from affiliating University/Board in <b>Format-2</b> of AICTE Approval process Handbook 2024-27.
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 <b>Format-3</b> .
3	Statement showing the Existing & Increased Built up areas as per AICTE norms for introduction of new Programme(s)/Level(s) in existing institution.
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 <b>Affidavit</b> signed by applicant on Rs.100/- Stamp Paper stating that “in case of any legal complications arise from the staff and 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	Original Notarized <b>Affidavit-2</b> signed by applicant on Rs.100/- Stamp Paper
7	Inspection / Processing Fee Payment Receipt of <b>Rs.10,000/-</b>
8	Filled in draft NOC of State Government as per <b>Format-1</b> .

#### **7. Complete Closure / Progressive closure of the Institution**

1	No Objection Certificate from affiliating University/Board in <b>Format-2</b> of AICTE Approval process Handbook 2024-27 with clear mention about provisions/alternative arrangements made to take care of education of existing students studying in the Institution.
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2	Resolution of the Trust/Society /Company approving the institution for Closure of Programme(s)/Course(s), duly signed by the Chairman/Secretary in <b>Format-3</b> .
3	Latest salary statement showing scale of pay, gross pay, PF deduction and TDS of all teaching and non-teaching staff.
4	Statement showing the Teaching Staff and Students ratio.
5	Details of RPGF/Joint FDR/FD made with AICTE/State Government/ University for establishment of the Institution.
6	Status of students already studying in the institution.
7	Status of teaching and non-teaching staff of the institution and liabilities thereon.
8	Details of pending Court cases and serious charges, violation of norms, pending Ragging cases against the Institution.
9	Original Notarized <b>Affidavit-4</b> signed by applicant on Rs.100/- Stamp Paper signed by the applicant stating that “the applicant has no liability with respect to faculty members, staff, students etc.”
10	Original Notarized <b>Affidavit</b> signed by applicant on Rs.100/- Stamp Paper stating that “in case of any legal complications arise from the staff and students of particular college due to closure of the institution, Management is only responsible, but not the Commissioner of Technical Education/Government/AICTE”.
11	Inspection / Processing Fee Payment Receipt of <b>Rs.40,000/-</b>
12	Filled in draft NOC of State Government as per <b>Format-1</b> .

<b>8. Change in the Name of the Trust/Society/Company</b>	
1	No Objection Certificate from affiliating University/Board in <b>Format-2</b> of AICTE Approval process Handbook 2024-27.
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 the Change in Name of the Trust/Society/Company mentioning the reasons for such Change in the Name, duly signed by the Chairman/Secretary in <b>Format-3</b> .
4	Registration document of the Trust/Society/Company indicating its members, objectives, Memorandum of Association and Rules, duly attested/certified by the concerned Authority.
5	Details of recommended Board of Governors of the Institution constituted as per <b>Annexure-17</b> .
6	Land/Building documents showing the ownership in the name of new Trust/Society/Company.
7	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 the Institution.
8	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 transferee Trust/ Society/Company.
9	Proof of working capital (funds) as stated in 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 Certificate issued by the Branch Manager of Bank.
10	Approval from the Charity Commissioner/Registrar of Societies/Registrar of Companies regarding any change in the Name(s) of Trustee(s)/Member(s).
11	Original Notarized <b>Affidavit-10</b> signed by applicant on Rs.100/- Stamp Paper stating that "there is no commercial or business angle for such change".
12	Original Notarized <b>Affidavit</b> signed by applicant on Rs.100/- Stamp Paper stating that "in case of any legal complications arise from the staff and students of particular college due to change in name of Trust/Society/ Company, Management is only responsible, but not the Commissioner of Technical Education/Government/AICTE".
13	Inspection / Processing Fee Payment Receipt of <b>Rs.10,000/-</b>
14	Filled in draft NOC of State Government as per <b>Format-1</b> .

<b>Account Details for Inspection / Processing Fee Payment</b>	
Account Number	<b>013412010000193</b>
Account Holder Name	<b>COMMISSIONER OF TECHNICAL EDUCATION, A.P (ENGINEERING WING)</b>
Bank	<b>Union Bank of India, Ring Road Branch, Vijayawada.</b>
IFSC Code	<b>UBIN0801348</b>

**Note:**

1. Pay Inspection / Processing Fee for each NOC requirement separately.
2. Mention the Institution Name and NOC requirement while making online transaction of Inspection / Processing Fee payment.
3. Refer AICTE Approval Process Handbook 2024-27 for proformas of Affidavits, Annexures, Formats and any necessary information.
4. Original Copies of Affidavits signed by the Chairman/Secretary/Authorized signatory of Trust/Society/Company and sworn before the First Class Judicial Magistrate/ Notary/Oath-Commissioner shall be submitted.
5. Photostat copies of supportive documents shall be taken on the institution/trust/society letter head and attested by the Principal/ Chairman/Secretary of the institution/trust/society.

Sd/- G. GNAESH KUMAR  
DIRECTOR



For DIRECTOR

