

**GOVERNMENT OF ANDHRA PRADESH**

**OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
ANDHRA PRADESH:: HYDERABAD**

Cir. Memo. No. E2/257/2015

Dated: 28 .01.2015

Sub: - TECHNICAL EDUCATION – AICTE – Approval Process- 2015-16 -Inviting on-line filing of applications from all Technical institutions – Reg.

Ref: AICTE Public Notice for Approval process 2015-16, published in the daily news paper "The Hindu" on 23<sup>rd</sup> Jan, 2015.

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In the reference cited, the AICTE, New Delhi, has issued a public notice, inviting applications for approval process from all technical institutions including affiliated Technical colleges and also new Technical colleges which will require affiliation, for conducting technical programs/courses including courses of MBA/ Management for the Academic year 2015-16.

Therefore, all the Principals of Government/Aided/Private - Unaided Technical Institutions offering Engineering and Technology /Pharmacy/ Architecture/Town planning/ Management/ MBA/ PGDM/ HMCT/ MCA courses at Degree/ post Graduate degree/ diploma/ post diploma level, are hereby informed that filing of online applications for the session 2015-16, shall begin on 24<sup>th</sup> January 2015 and end on 20<sup>th</sup> February 2015 as mentioned in the AICTE Advertisement.

Further, the Principals of all the existing Institutions are also informed to submit the required documents (annexure enclosed) in duplicate, for obtaining NOC from the Government, for below mentioned processes:

- a) Change of site/location
- b) Conversion of Women's Institution into Co-educational institution
- c) Change of name of the institution
- d) Closure of Institution/course/reduction of intake,

Accordingly, the Principals of all Government / Aided / Private Un Aided Technical Institutions in the State, are requested to submit online applications, on AICTE web portal [www.aicte-india.org](http://www.aicte-india.org) for the academic ~~session~~ <sup>year</sup> 2015-16.

Encl: a/a

Sd/- B. Udayalaxmi  
COMMISSIONER

To  
✓ The Principals,  
All Government/ Aided/Private -Unaided  
Technical Institutions, in the State.

//F.B.O//

  
SUPRINTENDENT

28.01.15

**DOCUMENTS TO BE SUBMITTED FOR CLOSURE OF THE COURSE/ INSTITUTION /  
REDUCTION OF INTAKE**

1.	Resolution of Trust/Society Executive Meeting in the prescribed <u>format 3</u> of AICTE Approval process Hand book 2013-14.
2.	Duly filled in NOC in <u>format 4</u> of AICTE Approval process Hand book 2013-14, pertaining to the issue of NOC from State Government/UT.
3.	NOC from the concerned Affiliating University/Board in the prescribed <u>format 5</u> of AICTE Approval process Hand book 2013-14.
4.	Original 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 Closure of the Courses/Surrender of the seats/Conversion of the Courses / Reduction of seats, the Management is only responsible, but not the Commissioner of Technical Education / Government / AICTE.
5.	An Undertaking by the Secretary/Correspondent of the institution on the letter-head stating that they will conduct classes for the existing/detained students till completion of their courses with all existing facilities.

### DOCUMENTS TO BE SUBMITTED FOR CHANGE OF NAME OF THE INSTITUTION

1.	Whether change of Society is involved? If yes submit the relevant documents.
2.	Reasons for changing the name of the Institution with justification.
3.	Furnish declaration for land, buildings or any other assets 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.
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 copy of the Governing Board Members approving Change in the name of the Institution clearly indicating the date and time of the meeting including the item No. of Agenda duly signed by the Chairman and members of the Society.
8.	NOC from concerned University/Board in format -9 (for change of name of the institute) of AICTE Approval Process Handbook 2015-16.
9.	Duly filled in <u>format 8</u> of AICTE Approval process Hand book 2015-2016, pertaining to the issue of NOC from State Government.
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.

**Documents required while seeking approval for the conversion of Women's Institute into Co-Education Institute.**

1.	Public notice should be issued 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.
2.	No objection letters from all the students with Parents signature regarding conversion of category.
3.	Declaration on the letter head of the Trust/society Chairman /Secretary, 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 less than 40% admissions for three consecutive years issued by the 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/Board.
6.	Resolution of the Trust / Society / Board of Governors for the conversion from Women's Institution to Co-Ed Institution.
7.	NOC of the Affiliating University/Board, in the format -7 of AICTE approval Process handbook 2013-14
8.	Duly filled format 6 of AICTE approval Process handbook 2013-14 for issue of NOC
9.	Land related documents to be submitted as per the Regulations.
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.

**Documents required while seeking approval for the change of location:**

1	Registered Land Documents.
2	Land Use Certificate.
3	Approved Plan Documents.
4	Total Area Construction details.
5	Clear- documents earmarking the place of land shown for the Institution.
6	Probability of Water.
7	Approach Road. - <i>lay out plan</i>
8	No Objection Certificate from Students, year wise and course wise for all years <sup>and</sup> Parents <del>&amp; General Public</del> .
9	Infrastructure provided by the College at new location.
10	Governing Body resolution.
11	NOC from concerned University.
12	Declaration of the Society.
13	Latest AICTE approval.
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, if any legal complications arise from the staff and the students of the particular College, due to Change of Affiliation of the Institution, Management is only responsible, but not the Commissioner of Technical Education / Government / AICTE.



# ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)  
7<sup>th</sup> FLOOR, CHANDERLOK BUILDING, JANPATH, NEW DELHI-110 001  
Ph.: 011-23724151-57, Website: www.aicte-india.org

## PUBLIC NOTICE FOR APPROVAL PROCESS 2015-16

Hon'ble Supreme Court of India vide its order dated December 15, 2014 passed in I.A.No.9/2014 Special Leave Appeal (C) No. (s) 7277/2014 titled as Orissa Technical Colleges Association v/s AICTE & Ors. has granted interim relief, as prayed for in I.A.No.9,i.e.

- Extend the interim orders dated 17.04.2014 and 09.05.2014 for the academic session 2015-16 and/or
- Direct that prior approval of AICTE is compulsory and mandatory for conduct of a technical course including the MBA/Management course by an existing affiliated Technical college and also new technical college which will require affiliation by a university for conduct of its technical courses /Programmes for the academic session 2015-16.

In view of the above, AICTE invites applications for approval from all technical institutions including **affiliated Technical Colleges and also new Technical Colleges which will require affiliation by a University** for conducting technical programs/ courses including courses of MBA/Management **for the academic year 2015-16** as per the following:

- Applications are invited for "Setting up New Technical Institution offering Technical Programs (Engg & Tech. / Pharmacy / Architecture / Town Planning / Applied Arts & Crafts / Management / MBA / PGDM / HMCT / MCA) at Degree/Post Graduate Degree / Diploma / Post Diploma level affiliated to universities".
- Applications are also invited for below mentioned processes in "Existing Technical Institutions offering Technical Programs (Engg & Tech. / Pharmacy / Architecture / Town Planning / Applied Arts & Crafts / Management / MBA/PGDM / HMCT / MCA) at Degree/Post Graduate Degree / Diploma / Post Diploma level affiliated to universities".

a) Change of site/location.	j) Introducing / continuing / discontinuing supernumerary seats for PIO.
b) Closure of Institution.	k) Introducing /continuing /discontinuing seats for sons/daughters of NRIs.
c) Conversion of Women's Institution into Co-educational Institution.	l) Change of name of Institute.
d) Extension of Approval.	m) Starting 2 <sup>nd</sup> Shift Programmes only for valid NBA accredited courses.
e) Increase in intake in existing courses only for valid NBA accredited courses.	n) Starting Part Time Programmes only for valid NBA accredited courses.
f) Adding New Course/s in existing institutions having valid NBA accredited courses.	o) Adding dual degree courses
g) Reduction in intake	p) Integrated Courses
h) Closure of Programme and or Course.	q) Fellowship Programme in Management
i) Mandatory provision of supernumerary seats for TFW.	r) Twinning Programs

- Filing online applications for the session 2015-16 in respect of all approvals as above shall begin on 24<sup>th</sup> January, 2015 and shall end on 20<sup>th</sup> February, 2015.
- Processing of all applications submitted online for the session 2015-16 in respect of all approvals as above shall begin on 21<sup>st</sup> February, 2015 and shall end on 10<sup>th</sup> April, 2015.

All applicants are requested to read the AICTE Approval Process Hand Book 2015-16 and Regulations of All India Council for Technical Education (Grant of approval for Technical Institution) Regulation, 2012 very carefully and thoroughly, before submitting online applications on AICTE Web Portal [www.aicte-india.org](http://www.aicte-india.org) for the academic session 2015-16.

**Avinash S. Pant**  
Chairman (Acting)

Advt. No. Approval/01(04)/2015

Hindu (23-01-15)