



APPROVAL PROCESS HANDBOOK

2020 - 21

**ALL INDIA COUNCIL
FOR TECHNICAL EDUCATION**

Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206

36	“Lateral Entry” means admission of students into the second year of Diploma/ Under Graduate Degree Courses as per Chapter VII of the Approval Process Handbook.
37	“Level” means Diploma, Post Diploma Certificate, Under Graduate Degree, Post Graduate Diploma and Post Graduate Degree Programmes.
38	“Minority Institution” means an Educational Institution established and administered by a minority Trust/ Society/ Company and recognized by Competent Authority as Minority Institution upto the duration specified.
39	“NBA” means the National Board of Accreditation, an autonomous body initially set up by AICTE, registered under Societies Registration Act, 1860.
40	“Non-Resident Indian (NRI)” means an Indian Citizen who is ordinarily residing outside India and holds an Indian Passport.
41	“Open and Distance Learning (ODL)” mode means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, MOOCs, online and occasional interactive face-to-face meetings arranged by an Institution through Learner Support Services to deliver teaching-learning experience, including practical or work experience.
42	“Overseas Citizen of India (OCI)” means a Foreign national, who was eligible to become Citizen of India on 26.01.1950 or was a Citizen of India on or at any time after 26.01.1950 or belonged to a territory that became part of India after 15.08.1947. Minor children of such person are also eligible for OCI. However, if the Applicant had ever been a Citizen of Pakistan or Bangladesh, he/ she will not be eligible for OCI.
43	“Part Time timing” means educational activities of the Technical Institution are conducted from 5.30 pm to 9.30 pm and are meant only for working professionals or professionals with at least two years of work experience. Duration of the Course shall be a minimum of one/ two Semester(s) in excess than the Courses conducted in Regular Shift timing.
44	“Person of Indian Origin (PIO)” means a Foreign Citizen (except a national of Pakistan, Afghanistan, Bangladesh, China, Iran, Bhutan, Sri Lanka and Nepal) who at any time held an Indian passport Or who or either of their parents/ grandparents/ great grandparents were born and permanent resident in India as defined in Government of India Act, 1935 and other territories that became part of India thereafter provided neither was at any time a Citizen of any of the aforesaid Countries; or who is a spouse of a Citizen of India or a PIO.
45	“Private University” means a University duly established through a State/ Central Act by a sponsoring body viz., a Society registered under the Societies Registration Act 1860, or any other corresponding Law for the time being in force in a State or a Public Trust or a Company registered under Section 8 of the Companies Act, 2013.
46	“Programme” means the field of Technical Education, i.e. Engineering and Technology, Pharmacy, Architecture and Planning, Applied Arts and Crafts, Design, Hotel Management and Catering Technology, MCA, Management (PGCM/ PGDM/ MBA) and such other Programmes/ areas as notified by the Act.
47	“Public Private Partnership (PPP)” means a Partnership based on a contract or concession agreement, between a Government or Statutory entity on the one side and a Private Sector enterprise on the other side.
48	“Regional Committee (RC)” means a Committee established for each region under Section 14 of the Act.
49	“Regular Shift timing” means educational activities of the Technical Institution are conducted from 9 am to 5 pm.
50	“Restoration of Intake” means restoring back to the “Approved Intake” of the Institution that was existing prior to any penal action.
51	“Second Shift timing” means educational activities of the Technical Institution are conducted from 12 Noon to 7 pm.
52	“Self-Financing Institution” means an Institution started by a Trust/ Society/ Company and does not receive grant/ fund from Central/ State Government/ UT for meeting its recurring expenditure.
53	“Society” means a Society registered under Societies Registration Act, 1860.
54	“Standalone Institutions” means those Institutions which are not affiliated to any of the University/ Board, but are imparting education by means of conducting regular Courses leading to Diploma/ Post Diploma Certificate/ Post Graduate Certificate/ Post Graduate



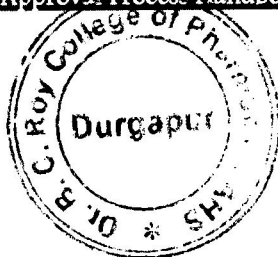
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		Electronics and Communication Engineering; Electronics Engineering;
26	3D Printing	Mechanical Engineering; Civil Engineering
27	Electric Vehicles	Mechanical Engineering; Electrical Engineering
28	Sensors Technology	Electronics and Communication Engineering; Electronics Engineering; Computer Science and Engineering; Instrumentation Engineering
29	Microgrid Technologies	Electrical Engineering
30	Infrastructure Engineering	Civil Engineering
31	Environmental Geotechnology	Civil Engineering
32	Earthquake Engineering	Civil Engineering
33	Waterways Transport Engineering	Civil Engineering
34	Lean Construction Technology	Civil Engineering
35	Organ Printing Technology	Biotechnology
36	Nutrition Technology	Biotechnology
37	Drug Engineering	Biotechnology
38	Aqua-food Technology	Chemical Engineering; Biotechnology
39	Cellular Agriculture	Biotechnology

Disclaimer:

Areas in which Minor Degree/Hons. may be offered are numerous. It is up to the Universities with the help of their Academic Board/Council to decide whether Minor Degree/Hons. is to be offered or not in any particular area, which is not mentioned above. **AICTE approval is not required for offering Minor Degree/Hons. in any such area**, however the criteria that “Minor Degree or Hons. will cumulatively require additional 18 to 20 credits in the specified area in addition to the credits essential for obtaining the Under Graduate Degree in Major Discipline (i.e. 160 credits)”.

- 7.4 To maintain the quality of Education, 60% of the eligible Courses in any Technical Institution shall be accredited in the next 3 years' time, else EoA shall not be issued by the Council.
- 7.5 The “Maximum Intake Allowed” in a new Technical Institution offering Technical Programme(s) at Diploma/ Post Diploma Certificate/ Under Graduate Degree/ Post Graduate Diploma/ Post Graduate Degree Level shall be as per the Appendix 3 of the Approval Process Handbook. The same shall also be applicable to an existing Institution **WITHOUT NBA**.
- 7.6 The Council shall permit the Introduction/ Continuation of NRI/ OCI/ PIO/ FN/ Children of Indian Workers in the Gulf Countries seats **ONLY** in the Courses conducted in the timing of Regular/ First Shift.
- 7.7 Course(s) conducted in the timing of Part time are permitted with the rationale that the existing facilities of the same Course(s) offering in the timing of Regular/ First Shift shall be utilized. Therefore, Course(s) shall not be conducted in the timing of Part Time, if the Institution is not offering the same Course(s) in the timing of Regular/ First Shift or other Level (Diploma/ Under Graduate Degree) of the same Programme.
- 7.8 The Council shall not permit the Post Graduate Course(s) (except MCA and Management), if the Institution is not offering an Under Graduate (Core) Course in the same Programme. However, the same is permitted to State/ Central Universities or Autonomous Government Institutions offering Only Post Graduate Courses in Engineering and Technology.
- 7.9 The Council shall not permit the conduct of PGDM and MBA Courses in the same Institution.



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each Course, as per the convenience of all stakeholders. All such Institutions shall have to create the necessary Faculty, Infrastructure and other facilities WITHIN 1 YEAR (by A/Y 2022-23) to fulfil the norms and an affidavit for the same shall have to be submitted to AICTE. Student enrolment details shall be uploaded in the Web-Portal.

The Institutions may run Skill Development Courses, student developmental activities such as Research Park, Start-up Centre, Innovation Club, Entrepreneurship, etc. in the excess Built-up area without affecting the regular academic activities.

- 7.11** The AICTE approved Institutions shall be permitted to collaborate with each other for Student Exchange Programme so that the students admitted in an Institution may spend one Semester in another Institution.

Further, the institutions running courses of a specialized nature with more than 50 years of existence and unable to modify/improve/change infrastructure (heritage building), such institutions' infrastructural / faculty etc. calculation shall be done on their "existing intake". Such institutions shall NOT be subjected to the prevalent norms of infrastructure as prescribed by the Council for other institutions. However, the faculty norms for such institutions shall be kept on a pro-rata basis and not on the basis of division size intake as prescribed in **Appendix 3**.

- 7.12** An Institution shall only allow up to 40% or as per the new regulation of UGC /AICTE of the total courses being offered in a particular Programme in a Semester through the Online Learning courses provided through SWAYAM/ MOOCs platform as per the AICTE (Credit Framework for online learning course through SWAYAM) Regulations, 2016 as amended from time to time.

- 7.13** Institutes having less Enrolment / Poor Academic Performance

- a) Institutions having less enrolment

Institutions having Course(s) in which admissions are less than 30% of the "Approved Intake" for the consecutive past 5 years consistently, and if in the following year, the admitted student strength does not exceed 50% of the "Approved Intake" in the course(s) by filling vacant seats through lateral entry, then the Council shall reduce the intake by 50%, in such Course(s) in the current Academic Year.

In the Courses approved by the Council, if the Institution fails to admit the students/ not started the Course(s) due to Non-affiliation by the University/ Board or Non-Fulfilment of State Government/ UT requirements in the year of establishment, the same shall be informed to the Council, else ALL the Courses shall be considered for implementing the above Clause.

The Institution falling under this category need not apply for restoration in the next Academic Year and the Intake shall be automatically reinstated by the Council, if the enrolment becomes more than 30% based on the student enrolment data provided by the Institution. However, such Institutions shall not be eligible to apply for other categories listed under Chapter II/ III/ V/ VI of the Approval Process Handbook except Extension of Approval.

Further, if such Institutions apply for restoration of Intake against the punitive action if any, in the previous Academic Year(s) and if the earlier "Approved Intake" being restored through EVC followed by SHC/ SAC, then this Clause shall be applied after five years.

- b) Institutes having poor academic performance:

Institutes having poor academic performance in University/Board examinations, a joint decision of respective affiliating University / Board along with AICTE shall be taken. The institute with poor academic performance shall be given a warning to improve the academic performance of the students within 2 years.

- 7.14** Admission to Lateral Entry to Second Year Course(s)

- a) Lateral Entry to Second Year Diploma Course(s) shall be permissible up to a maximum of 10% of the "Approved Intake" which shall be over and above, supernumerary to the "Approved Intake", plus the unfilled vacancies of the First year as specified in the Approval Process Handbook.



- b) Lateral Entry to Second Year Under Graduate Degree Course as applicable in **Appendix 1** shall be permissible up to a maximum of 10% of the "Approved Intake" which shall be over and above, supernumerary to the "Approved Intake", plus the unfilled vacancies of the First year as specified in the Approval Process Handbook.
- c) The Institution applied for Closure (if the same is under process/ approved for Progressive Closure) are eligible for admission to the Lateral Entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year.
- d) The Institutions where "No Admission" have been issued for the current Academic Year are eligible for admission to the Lateral Entry in the current Academic Year, as Extension of Approval was issued in the previous Academic Year and students were admitted during that year. However, in the Institutions where "No Admission" have been issued for the previous Academic Year are not eligible for admission to the Lateral Entry in the current Academic Year.
- e) Institutions applied for the Conversion of Degree Level into Diploma Level and vice-versa/ Conversion of Women's Institution to Co-ed Institution and vice-versa and approved for the conversion are eligible for admission to the Lateral Entry as per the approval that of the previous Academic Year.
- f) Any Foreign National obtained Diploma in a Foreign Institution (having an equivalency Certificate issued by the Association of Indian Universities) or Diploma in an Indian Institution shall also be eligible for Lateral Entry into the Second Year under Graduate Degree Course. The Institutions having approval for the supernumerary seats in such Course(s) as per **Clause 2.12** of the Approval Process Handbook are ONLY eligible to admit the Foreign Nationals as per the norms, else the Institution shall apply for the same on AICTE Web-Portal. However, the total Foreign Nationals admitted under supernumerary seats and the Lateral Entry shall not exceed the 15% of the "Approved Intake" in an Academic year.
- g) NRI candidates shall also be permitted for admission in Lateral Entry to Second Year, subject to the approval from AICTE for the NRI seats and fulfilment of requisite norms as specified in the Approval Process Handbook.
- h) Vacant seats arising out of the students withdrawing the admission in the First Year shall also be considered for Lateral Entry.

7.15 The Technical Institutions shall follow Norms for Faculty requirements and Cadre ratio at Under Graduate/ Post Graduate Level as provided in the **Appendix 7** of the Approval Process Handbook.

The Institutions shall ensure the timely and complete payment of the salary of Faculty by Electronic Clearing Service through Nationalized Banks. Expert Visit Committee shall ensure the Faculty availability by the annual salary paid statements of the faculty in addition to their physical presence.

The Institution should not demand for the Original Degree Certificates from the Faculty members at the time of joining the Institution. The Faculty members shall avoid the practice of leaving an Institution in the middle of the semester without completing the Courses assigned to them in the Semester.

The institutions shall ensure that necessary addition/deletion of faculty ID (Details in case of new faculty have not worked in any other AICTE approved institutions so far) on AICTE web portal within the same month from the date of Joining/Leaving.

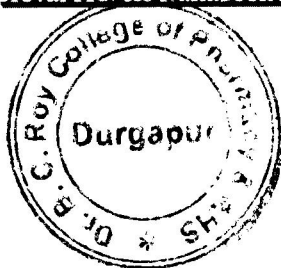
- a) In the following Programmes, the Adjunct Faculty/ Resource Person as per guidelines given in **Annexure 9** of the Approval Process Handbook are permissible (up to a maximum as mentioned below), as the Programmes require more practical exposure :

- Design - 20%
- Planning - 30%



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			and Qualifying NATA (Or) Any other Aptitude Test conducted by Competent Authority of the State Government/ UT.
iv	Planning	4 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Engineering Drawing/ Computer Science/ Biology/ Technical Vocational subject. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) marks in the above subjects taken together.
v	Applied Arts and Crafts	4 years	Passed 10+2 examination. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the qualifying Examination.
vi	Design	4 years	Passed 10+2 examination. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the qualifying Examination.
vii	Hotel Management and Catering Technology	4 years	Passed 10+2 examination. Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination.
viii	Engineering and Technology (Lateral Entry to Second year)	3 years	a. Passed Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) in ANY branch of Engineering and Technology. b. Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% marks in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject. c. Provided that the students belonging to B.Sc. Stream, shall clear the subjects Engineering Graphics/ Engineering Drawing and Engineering Mechanics of the First Year Engineering Programme along with the Second year subjects. d. Provided that the students belonging to B.Sc. Stream shall be considered only after filling the supernumerary seats in this category with students belonging to the Diploma stream. e. Passed D.Voc. Stream in the same or allied sector. f. In the above cases, a suitable bridge Courses, if required such as in Mathematics may be conducted.
ix	All Programmes other than	Lateral Entry to	Passed Diploma examination in a Programme with at least 45% marks (40% marks in case of candidates

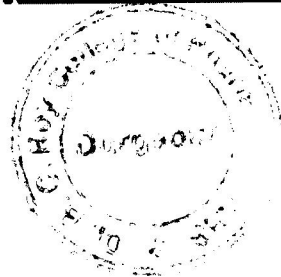


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x	Engineering and Technology/ Architecture/ Planning/ Design	Second year	belonging to reserved category) in appropriate Programme.
	Vocational (NSQF Level 7)	3 years	Passed 10+2 examination.

1.4 Post Graduate Diploma/ Post Graduate Degree

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	2 years	Passed Bachelor's Degree or equivalent in the relevant field. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
ii	Pharmacy M.Pharm.	2 years	Passed Bachelor Degree in Pharmacy. Obtained at least 55% marks (50% marks in case of candidates belonging to reserved category) in the qualifying Examination.
iii	Pharmacy Pharm.D.	6 years	Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject. OR Passed Diploma in Pharmacy.
iv	Pharmacy Pharm.D. (Post Baccalaureate)	3 years	Passed Bachelor Degree in Pharmacy. Obtained at least 55% marks (50% marks in case of candidates belonging to reserved category) in the qualifying Examination.
v	Architecture	2 years	Passed Bachelor Degree in Architecture. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
vi	Planning	2 years	Passed Bachelor Degree in Planning/ Architecture/ Civil Engineering/ Geography/ Economics/ Social Sciences or equivalent Degree. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
vii	Applied Arts and Crafts	2 years	Passed Bachelor Degree in Fine Arts or equivalent Degree. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
viii	Design	2 years	Passed Bachelor Degree of minimum 4 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.



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