

I. GENERAL NORMS FOR AICTE APPROVAL PROCESS

FOR DIPLOMA LEVEL INSTITUTIONS

(NOTIFICATION NO.L1/11990/09 dated: 27/05/2009)

APPROVAL PROCESS FOR DIPLOMA INSTITUTIONS

AICTE Norms for Diploma Level Technical Institutions

1. Intake and No. of courses:- Diploma level technical institutions may be started with 5 courses with an intake of 300. The class size should be 60 in each discipline. Intake could be increased subject to providing additional infrastructure, faculty and other facilities as per the AICTE norms and accreditation of programmes.
2. In order to put the available resources to optimum use, diploma level institutions may start courses in relevant clusters / groups such as:-
 - a. Mechanical Engineering Group,
 - b. Information Technology and Electronics Communication Engineering Group,
 - c. Electrical Engineering Group,
 - d. Civil Engineering and Architecture Group,
 - e. Hotel Management & Catering Technology
3. Land:- Diploma level institutions may be permitted to be established with land norms as per the following table.

Table 1	Mega Cities	Metro cities including State Capitals	Others
Diploma Level Technical Institutions	1.5 Acres	2.5 Acres	5 Acres

4. Teacher Student Ratio:- Diploma level institutions should be provided faculty in the teacher student ratio of 1:20. The faculty should be appointed with approved designations, i.e Heads of Department, Senior Lecturers and Lecturers. Ration between Senior Lecturer and Lecturer should be 1:3.
5. Built up area requirements :- Diploma level technical institutions should be provided built up area (instructional area) at the rate of 5 sqm per student. Since the built up area permitted to be constructed vary from location to location, depending upon the local norms of construction, the institutions may be allowed to construct building vertically to meet the built up area requirement in the light of reduction in land area.

Besides the built –up area for instruction of 5 sqm per student, appropriate additional area may be provided as administrative area plus circulation area etc. This includes area for Principal’s Room, Store Room, Reception Office, maintenance etc. The additional buit up area could be 4 to 5 sqm per student.

6. Experiments

The experimental setups should be arranged as per the requirements of the affiliating body's curriculum and normally not more than four students should work in a team for an experiment.

7. Requirement of Computers

As per the requirements of the affiliating Body's curriculum, and not more than 2 students to work on one computer and not more than four students to work in an experiment.

8. Library / Books and Journals

Table 2 : Books and Journals requirements in Library

Category of New Institute	Books		Journals
Diploma Level Technical Institutions	2 reference books per student	6 text books for student	As per the requirement of the curriculum of affiliating body.

9. Funds :

1. For new Institutions :

- a) Rs. 50 Lakhs (excluding land and buildings)
- b) Joint Fixed Deposit Rs. 15 Lakhs

2. For existing Institutions :

- a) Rs. 50 Lakhs Operational funds

Note: All other facilities shall be provided as per the requirement of curriculum of the concerned State Board of Technical Education / Affiliating Body.

AMOUNT OF PROCESSING FEES TO BE PAID BY SELF- FINACING DIPLOMA LEVEL TECHNICAL INSTITUTIONS

The following amounts of processing fee may be charged from self –financing Diploma level Technical Institutions which shall be in the form of Demand Draft (s) payable to the Director of Technical Education, Kerala.

1. Every year, all self-financing Diploma Level Technical Institutions will submit a compliance Report to the concerned Directors of Technical Education of the State, along with a processing Fee of Rs.25,000/- (Rupees Twenty five thousand only).
2. Whenever any self- financing Diploma Level Technical Institution submits any application for Additional Course (s) / Increase in take to the concerned Director of Technical Education of the State, a Processing Fee of Rs. 25,000/- (Rupees Twenty five thousand only) shall be submitted along with the Proposal / Application .
3. Whenever any Applications is submitted for Establishment of New Diploma Level Technical Institutions, an Application Fee cum Processing Fee of Rs. 5000/- (Rupees Five thousand only) may be submitted along with the Application.
4. If the Application for New Technical Institution gets letter of Intent (LOI) from the concerned Regional Office of AICTE, a fee of Rs. 25,000/- (Rupees Twenty five thousand only) has to be submitted to the concerned Director of Technical Education along with other documents required as per Approval Process for 2007 -08 of AICTE (Diploma).
5. There are provisions for submission of appeals in the following cases:
 - a. If approval is not received based on the Compliance Report / Visits (if undertaken).
 - b. If Letter of intent (LIO) is not issued for New Institution.
 - c. If Letter of Approval (LOA) for New Institutions is not issued.
 - d. If the Application for Additional Course (s) / Increase in take is not considered.
 - e. Whenever any Appeal is submitted by any Institutions along with documents prescribed, a processing Fee of 25,000/- (Rupees Twenty five thousand only) will be required.

Guidelines fixed by Government to start new courses /Institutions

GOVERNMENT OF KERALA

ABSTRACT

Higher Education – Technical – Starting of new Courses / Colleges in the Government Aided Sector – Policy reviewed for New guidelines - Orders Issued.

HIGHER EDUCATION (L) DEPARTMENT

G.O (MS) No. 16/08/H.Edn

Dated, Thiruvananthapuram, 3/3/08.

Read:- 1. Government Letter No. 36739/L2/06/H.Edn dated 4/1/07.
2. Letter No. 51/08/H.Edn Council dated 4/2/08 of the Member Secretary, Kerala State Higher Education Council.

ORDER

Against the background of the proliferation of colleges / Courses in the last few years, Government have taken a policy decision not to grant approval for new colleges / Courses till the requirement or such Colleges / courses are properly assessed and also after ascertaining whether there are adequate number of qualified teachers for manning the existing college / courses. The decision has been communicated to All India Council for Technical Education also But Government have been receiving requests for starting new courses in new professional colleges / new generation courses. Government have reviewed its prior decision, and after due consultation with the Kerala State Higher Education council , and are pleased to issue the following guidelines for starting new colleges / Courses in the field of Technical education in order to rehash the existing policy.

- 1) New Colleges / Course shall be started in the Government / Aided sector, depending on the financial resources of the Government. The emphasis shall be on strengthening the public funded system, diversification of courses and ensuring maximum geographical distribution of colleges / courses within the state. Priority shall be given to new professional colleges / new generation courses. Disciplines which have not been fully opened up shall be preferred over others.
- 2) Only aided courses shall be sanctioned in Government Colleges and Aided Colleges. Courses which are proposed to be run in the self financing mode or on condition that there would be no additional financial commitment on the part of the Government, shall not be sanctioned in Government / Aided Colleges. Public private Partnership (PPP) mode in Government / Aided institutions through self-financing courses shall not be permitted.
- 3) Unaided colleges /courses shall be sanctioned selectively. NOC will be given for starting new unaided colleges preferably in areas where there are no adequate number of institutions of the same category.
- 4) In the unaided sector, preference will be given to institutions under Government control over others. Unaided colleges /unaided Courses in Unaided Colleges shall be sanctioned subject to the following conditions for ensuring adequate social control for the promotion of equity and excellence in higher education.

5) An undertaking in respect of the following shall be submitted by Managements as condition precedent for granting NOC for new aided colleges/Courses:

- (1) Colleges /Courses would be started only after providing adequate infrastructure, human and physical; as may be certified by the Department of Technical Education / affiliating university.
- (2) The procedure of admission would be as decided by the Government from time to time.
- (3) Only fees determined by the Government from time to time would be collected from the students.
- (4) Adequate number of scholarships on merit-cum means basis would be instituted as determined by the Government from time to time.
- (5) The appointment and service conditions of teachers and Non-teaching staff would be as determined by the Government from time to time.
- (6) An appropriate governance structure that would ensure transparency, efficiency and social accountability would be instituted in the institutions as determined by the Government / Universities from time to time.
- (7) Only Courses approved by government of the affiliating university would be permitted to conduct in the institution.
- (8) Details regarding the establishment and governance of the institution, admission, fees, courses, result, teaching and other staff, and any further information as required by the Government / University would be published on the website of the institution.
- (9) The affiliation granted would be temporary and there would be no claim for permanent affiliation. Government or University can withdraw NOC/ Affiliation, if the above conditions are violated.
- (10) Colleges / Courses that do not receive the NOC three months ahead of an academic year shall be permitted to start the courses only in the following Academic year.

(BY ORDER OF THE GOVERNOR)
DR. K.M. ABRAHAM
PRINCIPAL SECRETARY

To

The Regional Director, AICTE Bangalore (With Covering Letter)
The Senior Joint Director(PS), Thiruvananthapuram
The Joint Controller of Technical Examinations, Thiruvananthapuram
The Member Secretary, Kerala State Higher Education Council
The Director, Information and Public Relations Department
Private Secretary to Minister (Edn & C)
Stock file / Office Copy

Forwarded / By Order

Section Officer