



# ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Performance Appraisal Handbook 2012-13  
(Technical Departments of Universities)

## ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

### Performance Appraisal System for Maintenance of Standards of Technical Entities of Universities (declared under various provisions of State / Central Government /UGC Act)

#### Technical Entities more specifically designated as:

1. Technical Institutions/Technical Departments/ Technical Schools and Technical Campuses of the Universities,
2. Technical Department/Technical Schools and Technical Campuses of the Deemed to be Universities declared under Section 3 of the University Grants Commission (UGC) Act, 1956,
3. Technical Department/Technical Schools and Technical Campuses of Private Universities established under the provision of UGC (Establishment of and Maintenance of Standards in Private Universities) Regulations, 2003
4. Technical Department/Technical Schools and Technical Campuses of State Universities declared under concerned State Act under the provisions of section 2(f) and 12B of the UGC Act, 1956.
5. Technical Department / Technical Schools and Technical Campus of any other University declared under any of the provision of State / Central Government from time to time.

#### **1. The AICTE Act, 1987**

The AICTE Act, 1987 was passed by the Parliament, to provide for the establishment of the All India Council for Technical Education (AICTE) with a view to ensure proper planning and coordinated development of the Technical Education System throughout the country, qualitative improvement of such education in relation to planned quantitative growth and the regulation and proper maintenance of norms and standards in the Technical Education System and for matters connected therewith.

#### **2. Important Provisions of the AICTE Act on Performance Appraisal System for Universities imparting Technical Education**

Clause 10 (g)	Evolve suitable performance appraisal system for Technical Institutions and Universities imparting Technical Education, incorporating Norms and Mechanisms for enforcing accountability.
Clause 11 (1)	For the purpose of ascertaining the financial needs of Technical Institution or a University or its standards of teaching, examination and research, the Council may cause an inspection of any department or departments of such Technical Institution or University to be made in such manner as may be prescribed and by such person or persons as it may direct.
Clause 11 (2)	The Council shall communicate to the Technical Institution or University the date on which any inspection under sub section (1) is to be made and the Technical Institution or University shall be entitled to be associated with the inspection in such manner as may be prescribed.
Clause 11 (3)	The Council shall communicate to the Technical Institution or the University, its views in regard to the results of any such inspection and may, after ascertaining the opinion of that Technical Institution or

	University recommend to that Institution or University the action to be taken as a result of such inspection.
Clause 11 (4)	All communications to a Technical Institution or University under this section shall be made to the executive authority thereof and the executive authority of the Technical Institution or University shall report to the Council the action, if any, which is proposed to be taken for the purposes of implementing any such recommendation as is referred to in sub-section (3).

### 3. Definitions

	<b>Technical Entity</b>	Technical Institutions / Technical Departments/ Technical Schools and Technical Campuses set up by any University declared under any of the provision of State / Central Government from time to time.

### 4. Performance Appraisal System for Universities imparting Technical Education

1.		<b>Introduction</b>
	1.1	Technical Institutions/Technical Departments/ Technical Schools and Technical Campuses set up by any University established under any of the provisions of UGC Act and concerned Regulations can start technical programme on grant of approval by concerned competent authority.
	1.2	All Technical Entities may apply to AICTE for grant of approval for starting technical programs / courses as specified in the AICTE Act.
	1.3	All technical programs run by Technical Entities are required to conform to the norms and standards specified for the specific program by AICTE from time to time.
	1.4	For ensuring conformance to AICTE norms and standards in Technical Entities, the Universities are required to submit mandatory online information on AICTE web portal in the prescribed Performa related to technical programs / courses being run in the technical entities immediately after seeking approval of the concerned authority before commencement of the program / course for the purpose of performance appraisal.
	1.5	All Technical Institutions, Technical Departments, Technical Schools and Technical Campuses of the Universities/Deemed Universities/Private Universities/State Universities are required to furnish declaration in the desired format in the prescribed manner under the provision of Clause 10 (g) of AICTE Act with respect to availability of infrastructure facilities, faculty and other requirements in accordance with the concerned Regulations and in conformity of the norms and standards notified by AICTE from time to time for Maintenance of quality and Standards of technical education.
	1.6	As universities are expected to excel in its area of specialization and is required to make distinct contribution to the objectives of the University education system through innovative programs in teaching and research in

		its area of specialization, these universities are required to maintain the high quality of standards. It is known that the institutions of the higher learning have to perform multiple roles like creating new knowledge, acquiring new capabilities and producing skilled human resource pool through channelizing teaching, research and extension activities with greater autonomy thus the quality of education imparted in these universities is a matter of great concern.									
	1.7	AICTE notifies a suitable Performance Appraisal System incorporating Norms and Standards for Universities imparting Technical Education, and Conduct of Inspection for ascertaining the conformance of AICTE Regulations, norms & standards notified from time to time as a means and mechanism for enforcing accountability.									
2.		<b>Submission of Application</b>									
	2.1	All Technical Entities are <b>mandatorily</b> required to submit on line <b>Performance Appraisal Form</b> , on the AICTE Web-Portal <a href="http://www.aicte-india.org">www.aicte-india.org</a> for maintenance of standards of universities imparting technical education.									
	2.2	A unique identification number, USER ID will be allotted to the University registering online on the AICTE web portal for further process on payment of Rs. 5000/ only or as notified by AICTE from time to time, through the payment gate way on the AICTE web portal <a href="http://www.aicte-india.org">www.aicte-india.org</a>									
	2.3	Using the allotted USER ID the Performance Appraisal Form (PAF) shall be uploaded on the AICTE web portal and applicant will be able to track the status of the application at various stages of processing.									
	2.4	A print of the duly completed Performance Appraisal Form as uploaded on the AICTE web-portal, printed thereon, along with the deficiency report generated through the University, is to be submitted to the concerned Regional Officer (RO), along with the enclosures as given under Check List as applicable.									
	2.5	The processing fee as stated below shall be paid in the name of Member Secretary, AICTE, through the AICTE payment gateway on the portal, failing which the PAF shall not be considered for further processing.									
	2.6	The payment options available is only through Corporate Internet Banking									
	2.7	<table border="1"> <thead> <tr> <th>S.No</th> <th>Courses run</th> <th>Processing fees (Rs. in lakhs)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Stand alone Engineering (upto five courses) / Technology / MBA / MCA / Pharmacy / Architecture / Hotel Management &amp; Catering Technology / Applied Arts &amp; Crafts</td> <td>3 lakh</td> </tr> <tr> <td>2.</td> <td>Addition of each new program / course ( Limiting to Rs 10 lakh irrespective of number of programmes/courses).</td> <td>1 lakh</td> </tr> </tbody> </table>	S.No	Courses run	Processing fees (Rs. in lakhs)	1.	Stand alone Engineering (upto five courses) / Technology / MBA / MCA / Pharmacy / Architecture / Hotel Management & Catering Technology / Applied Arts & Crafts	3 lakh	2.	Addition of each new program / course ( Limiting to Rs 10 lakh irrespective of number of programmes/courses).	1 lakh
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3.		<b>Procedure for evaluation</b>									

3.1	The Performance Appraisal Forms will be evaluated by a Scrutiny Committee comprising of 3 members constituted by Chairman, Regional Committee by selecting members using automated selection process provided on the AICTE Web-portal.
3.2	Concerned Regional Officer or an Officer of the Council will provide secretarial assistance to the committee. However, he will not be part of the Committee.
3.3	The Scrutiny Committee shall prima-facia scrutinize the availability of infrastructure facilities as per information furnished under Performance Appraisal Form for conformance of stipulated norms and standards and analysis of computer generated deficiency report with respect to : <ol style="list-style-type: none"> <li>1. <b>Class Size:</b> as given in <b>Appendix 1</b></li> <li>2. <b>Land:</b> as given in <b>Appendix 2</b></li> <li>3. <b>Built up area:</b> as given in <b>Appendix 3</b></li> <li>4. <b>Infrastructure Facilities:</b> i.e., computers, software, internet, printers, laboratories equipment, as given in <b>Appendix 4</b></li> <li>5. <b>Library Facilities:</b> Books, Journals, Library facilities etc. as given in <b>Appendix 5(a) &amp;(b)</b></li> <li>6. <b>Director and Faculty:</b> Availability of Principal/Director/Dean/HOD and faculty with respect to the qualification, experience and eligibility norms prescribed by the AICTE as given in <b>Appendix 6</b></li> <li>7. <b>Other Essential and desired facilities:</b> as given in <b>Appendix 7.</b></li> <li>8. <b>Academic and good Governance parameters</b> as given in <b>Appendix 8</b></li> </ol>
3.4	Only those cases which are recommended by the Scrutiny Committee for Expert Committee visit will be processed further.
3.5	The cases which are not recommended by the Scrutiny Committee on account of the deficiencies noted, if any, shall be communicated for information and compliance of the University.
3.6	The Universities will be given adequate time (not exceeding three months) to furnish compliance report against the notified deficiencies.
3.7	The names of such universities along with the observed deficiencies will be displayed on AICTE web site.
4.	<b>Conduct of inspection</b>
4.1	All cases recommended for Expert Committee visit by the Scrutiny Committee shall be communicated the date of Expert Committee visit at least two weeks in advance.
4.2	The expert committee comprising of one Chairman, minimum two academic experts, One Chartered Accountant and one Architect as Member shall be constituted by the Chairman AICTE. The composition of the Expert Committee will be as follows : <ol style="list-style-type: none"> <li>1. Chairman at the level of Vice Chancellor (sitting or retired) or Director of the Government and Government aided Institutions</li> <li>2. One Professor in each of the programmes being inspected.</li> <li>3. One Chartered Accountant.</li> <li>4. One Architect</li> </ol>
4.3	The designated officer of the AICTE will provide secretarial assistance to the committee , however, will not be part of the committee

5.		<b>Evaluation of Application by Expert Visiting Committee</b>
	5.1	<p>An Expert Visiting Committee shall inspect all the Technical Institutions / Technical Departments/ Technical Schools and Technical Campuses of the Universities which come under the purview of AICTE to physically verify the correctness of information furnished by the University and checked by Scrutiny Committee (Copy of scrutiny committee report will be provided to Expert visiting committee) and conformance of norms and standards with respect to:</p> <ol style="list-style-type: none"> <li>1. <b>Class Size:</b> as given in <b>Appendix 1</b></li> <li>2. <b>Land:</b> as given in <b>Appendix 2</b></li> <li>3. <b>Built up area:</b> as given in <b>Appendix 3</b></li> <li>4. <b>Infrastructure Facilities:</b> i.e., computers, software, internet, printers, laboratories equipment, as given in <b>Appendix 4</b></li> <li>5. <b>Library facilities:</b> books, Journals, library facilities etc. as given in <b>Appendix 5</b></li> <li>6. <b>Director and faculty:</b> availability of Principal/Director/Dean and faculty with respect to the qualification, experience and eligibility norms prescribed by the AICTE as given in <b>Appendix 6</b></li> <li>7. <b>Other essential and desired facilities:</b> required as given in <b>Appendix 7</b></li> <li>8. <b>Academic and good Governance parameters</b> as given in <b>Appendix 8</b></li> </ol>
	5.2	<p>The technical programmes in the University must have the minimum specific infrastructure facilities required for the particular programme however, it may share the following common facilities with the other programmes if the need be:</p> <ol style="list-style-type: none"> <li>1. Central Computer Centre,</li> <li>2. Central Library and Reading Hall</li> <li>3. Administrative area: Principal/Director's office, Board Room, Administrative offices for various other purpose, Central Stores, Maintenance office, Security office, Housekeeping office, Examination Control office and Placement office, reception area</li> <li>4. Amenities area: Toilets, Boys and Girl Common rooms, Cafeteria, Stationery stores Reprography centre, First aid cum sick room, Dispensary</li> <li>5. DG Set</li> </ol>
	5.3	The expert committee shall submit its report in the prescribed format along with attested copies of the relevant documents submitted by the University at the time of visit in a sealed envelope within 7 days of the visit to the AICTE Head quarter.
	5.4	The reports of Scrutiny Committee and Expert Visiting Committee will be placed before the Executive Committee of AICTE.
	5.5	The copy of the Expert Visit Report along with the recommendations of the Council will be forwarded to concerned authorities of Central / State Government/UGC.
6.		<b>Communication to the applicant</b>
		The observations and finding of the expert committee will be forwarded to the concerned University and then opportunity will be given to explain its position and comply with the deficiencies in the stipulated time before a

		duly constituted (Standing Committees)
7		<b>Hearing/ Appeal before Standing Committees</b>
	7.1	The concerned University if does not agree with the findings of the Expert committee and the recommendations of the Council, it may submit an appeal furnishing clarifications / justification substantiated with the documentary evidences within 10 days from the date of communication.
	7.2	All such appeals will be examined by the Standing Committee constituted by the Chairman, AICTE.
	8.3	The Council shall place the records submitted by the University before the Standing Committee. The Universities will be informed about the date of meeting of the Standing Committee and if the University feels it may also send a representative of the University to place the point of view before the Standing Committee.
	8.4	The Standing Committee at its discretion may recommend an expert committee re-visit for verification of the claims made by the University. All expenditure for the re-visit will be borne by the Concerned University.
	8.5	The Expert visit committee, if recommended for revisit by the Standing Committee, shall verify all the requirements of AICTE as per the prevailing norms and this report shall prevail on all the earlier Expert Committee reports that may have been submitted earlier.
	8.6	The report of the Expert Committee shall be processed by the concerned Bureau and with due approval of the Chairman, the final findings and recommendations will be forwarded to the concerned authorities of Central/State Government/UGC.
9.		<b>Communication to the concerned Agencies / Government</b>
	9.1	The Council after giving due opportunity as above to the concerned University to explain its position shall publish the names of such Technical Institutions and the technical departments of the Universities and Technical Institutions declared as Deemed to be University / Private University / State Universities on its official website, who as per the performance appraisal process are not maintaining the standards of technical education as prescribed by the Council and/or not following the Regulations/norms/standards/ policies laid down by the Council or Government from time to time for maintaining the standards of the technical education.
	9.2	The Council shall also report, its findings along with its recommendations to the University Grants Commission, Central/State Government concerned and the relevant accreditation bodies/agencies in India for necessary action at their end.
	9.3	The list of universities posted on the AICTE website that are not maintaining the standards of technical education as prescribed by the Council and/or not following the norms/standards/ policies laid down by the Council will not be entitled to receive any kind of financial assistance from AICTE.

## **Appendix 1**

### **1.1 Class Size for Theory classes of various programmes**

<b>S.No</b>	<b>Programme</b>	<b>Diploma / Post Diploma</b>	<b>Degree</b>	<b>PG</b>
1.	Engineering & Technology	60	60	30
2.	Pharmacy	60	60	30
3.	Architecture & Town Planning	60	60	30
4.	Applied Arts and Crafts	60	60	30
5.	HMCT	60	60	30
6.	MBA	-	-	60
7.	MCA	-	-	60

#### **NOTE:**

1. The class size means maximum number of students that can be accommodated in one section.
2. If number of students increase more than above prescribed number for class size, a new section has to be started.
3. Maximum no of students in one Tutorial batch would be 30
4. Maximum no of students in one Practical batch would be 20



## Appendix 2

### 2.1 Norms for Land requirement for the Technical Entities

	<b>Land Area requirement in Acres</b>					
	<b>Other than Rural places (Competent Authority to certify that the place is not located in a rural area)</b>			<b>Rural Places as defined by Competent Authority</b>		
	<b>UG Programs</b>	<b>Diploma</b>	<b>Stand alone Post Graduate Programs</b>	<b>UG Programs</b>	<b>Diploma</b>	<b>Stand alone Post Graduate Programs</b>
<b>Engineering &amp; Technology</b>	2.50	150	2.5	10.0	5.00	10.0
<b>Pharmacy</b>	0.75	0.75	0.75	2.00	2.00	2.00
<b>Architecture &amp; Town Planning</b>	1.00	1.00	1.00	2.50	2.50	2.50
<b>Applied Arts &amp; Crafts</b>	0.75	0.75	0.75	2.00	2.00	2.00
<b>HMCT</b>	1.00	1.00	1.00	2.50	2.50	2.50
<b>MCA</b>	--	--	0.50	--	--	1.50
<b>Management</b>	--	--	0.50	--	--	1.00

	<b>2.1.1</b>	a	The land area requirement shown above is for technical programmes, If University is running other programmes also, then additional land area required as per UGC norms for other courses should be available with the university..
		b	Land area shall cover hostel facilities, if any
		c	Land shall be in one continuous piece.
		d	Considering hilly nature of land in North Eastern States, land may be made available in 3 pieces which are not away from each other by more than 1 Km

	<b>2.1.2</b>	<b>Program</b>	<b>Number of students generally allowed per acre land available when FSI = 1</b>
	a	Engineering & Technology	300
	b	Pharmacy	250
	c	Architecture & Town Planning	250
	d	Applied Arts & Crafts	250
	e	HMCT	300
	f	MCA	300
	g	Management	300

**NOTE:**

1. Up to two programmes the requirement of total land will be calculated by adding land requirements for each programme.
2. For more than two programmes, the two programmes requiring larger area of land will be taken as core programme.
3. Concession in land requirement for additional programs will be granted.
4. The total land requirement will be calculated as follows.

1.	2 Core programmes ( $P_1$ and $P_2$ )	Sum of land required for each programme	$P_1 + P_2$
2.	Up to four programmes ( $P_1, P_2, P_3, P_4$ )	Sum of land required for the two core programmes and 95% of land requirement for the other two programmes.	$P_1 + P_2 + [95\% \text{ of } (P_3 + P_4)]$
3.	Up to six programmes ( $P_1, P_2, P_3, P_4, P_5, P_6$ )	Sum of land required for the two core programmes and 90% of land requirement for the other four programmes.	$P_1 + P_2 + [90\% \text{ of } (P_3 + P_4 + P_5 + P_6)]$
4.	More than six programmes up to any number $P_1, P_2, P_3, P_4, \dots, P_n$	Sum of land required for the two core programmes and 85% of land requirement for the other programmes.	$P_1 + P_2 + [85\% \text{ of } (P_3 + P_4 + \dots + P_n)]$

### Appendix 3

#### 3.1 Norms for the building space for Technical Entities

<b>3.1.1</b>	a	The Institution area is divided in, Instructional area (INA, carpet area in sq. m.), Administrative area (ADA, carpet area in sq. m.), Amenities area (AMA, carpet area in sq. m.).
	b	Circulation area (CIA) is equal to $0.25 \times (INA+ADA+AMA)$ .
	c	Total built up area in sq. m. is equal to $(INA+ADA+AMA) + (CIA)$ .
	d	Universities are required to show the proof for availability of total built up area in each category before the Expert Visiting Committee.

#### NOTE:

1. Up to two programmes the requirement of total built up area will be calculated by adding area requirements for each programme.
2. For more than two programmes, the two programmes requiring larger built up area will be taken as core programme.
3. Concession in built up area requirement for additional programs other than core programmes will be granted
4. The total built up area requirement will be calculated as follows.

1.	2 Core programmes ( $P_1$ and $P_2$ )	Sum of built up area required for each programme	$P_1 + P_2$
2.	Up to four programmes ( $P_1, P_2, P_3, P_4$ )	Sum of built up area required for the two core programmes and 95% of built up area requirement for the other two programmes.	$P_1 + P_2 + [95\% \text{ of } (P_3 + P_4)]$
3.	Up to six programmes ( $P_1, P_2, P_3, P_4, P_5, P_6$ )	Sum of built up area required for the two core programmes and 90% of built up area requirement for the other four programmes.	$P_1 + P_2 + [90\% \text{ of } (P_3 + P_4 + P_5 + P_6)]$
4.	More than six programmes up to any number $P_1, P_2, P_3, P_4, \dots, P_n$	Sum of built up area required for the two core programmes and 85% of built up area requirement for the other programmes.	$P_1 + P_2 + [85\% \text{ of } (P_3 + P_4 + \dots + P_n)]$

### 3.1.2 Instructional Area (Carpet Area) in sqm

#### A) Engineering / Technology (Degree level)

	Number of Divisions	Duration of course in	Class Rooms(C)	Tutorial Rooms(D) PG Class rooms (H)	Laboratory (including additional WS/Labs for category "X" courses)	Research Lab	Work Shop (for all courses)	Additional WS/Labs for Category "X"	Computer Centre	Drawing Hall	Library & Reading Room	Seminar Halls	Total requirement (Sum of column 3 to 12)	requirement per student (T/60)
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Carpet Area in sqm per room			66	33	66	66	200	200	150	132	400	132	T	
Number of rooms required for new Technical Entity	A	4	C=A	D=C/4	02/Course	-	1	-	1	1	1	1		-
Total Number of rooms (UG)	A	4	C=Ax4	D=C/4	10/Course#	-	1	2	1	1	1	1/Course		-
Total Number of rooms (PG)	F	2	-	H=Fx2	1/Specialisation	1/Specialisation		4						-

1	Category X of courses: Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied courses of each.
2	Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively to achieve total number as stated.
3	Additional Library (Reading room) area of 50 sq m / per 60 student (UG+PG) intake beyond 420.
4	UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum
5	#Progressive requirement, 2nd year onwards shall be calculated as 3+3+2 labs/course
6	#Additional 5 Labs/Course when number of divisions are more than 2/course.
7	Round off fraction in calculation to the next integer.

**B) Engineering / Technology (Polytechnic - Diploma and Post Diploma Institute)**

	Number of Divisions (Class of 60)	Duration of course in Yrs	Class Rooms(C)	Tutorial Rooms(D)	Laboratory(including additional WS/Labs for category "X"	Work Shop (for all courses)	Additional WS/Labs for Category "X" courses	Computer Centre	Drawing Hall	Library & Reading Room	Seminar Halls	Total requirement (Sum of column 3 to 11)	requirement per student (T/60)
	1	2	3	4	5	6	7	8	9	10	11	12	13
Carpet Area in sqm per room			66	33	66	200	200	100	132	300	132	T	
Number of rooms required for new Technical Entity	A	Y	C=A	D=C/4	02/Course	1	-	1	1	1	-		-
Total Number of rooms	A	Y	C=A x Y	D=C/4	06/Course #	1	2/Course (Maximum 4)	1	1	1	1		-

1	Category X of courses: Mechanical, Production, Civil, Electrical, Chemical, Textile, Marine, Aeronautical and allied courses of each.
2	Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively to achieve total number as stated.
3	Additional Library (Reading room) area of 50 sq m / per 60 student (UG+PG) intake beyond 420.
4	# Progressive requirement, 2nd year onwards shall be calculated as 2+2 labs / course
5	Round off fraction in calculation to the next integer.

**C) Pharmacy (Degree Institute)**

	Number of Divisions UG (Class of 60) PG (Class of 18)	Duration of course in yrs. X sem.	Class Rooms	Tutorial Rooms	Laboratory (includes Machine room & Instrumentation	Research Laboratory	Animal House	Computer Centre	Library & Reading Room	Seminar Hall	Total requirement (Sum of column 3 to 10)	requirement per student (T/60)
	1	2	3	4	5	6	7	8	9	10	11	12
Carpet Area in sqm per room			66	33	75	75	75	75	150	132	T	
Number of rooms required for new Technical Entity	A	4	C=A	D=C/4	4	-	1	1	1	1	-	
Total Number of rooms (UG)	A	4	C=Ax4	D=C/4	12	-	1	1	1	1	-	
Total Number of rooms (PG)	F	2	-	H=Fx2	1/Specialisation	1/Specialisation					-	

1	Laboratories include Machine room & Instrumentation room
2	Classrooms, Tutorial rooms and Laboratories required for 2nd, 3 <sup>rd</sup> and 4 <sup>th</sup> year may be added progressively (3+3+2) to achieve total number as stated.
3	UG Laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.
4	Round off fraction in calculation to the next integer

**D) Pharmacy (Diploma / Post Diploma Institute)**

	Number of Divisions (Class of 60)	Duration of course in Yrs $\sqrt{\quad}$	Class Rooms(C)	Tutorial Rooms(D)	Laboratory (includes Machine & Instrumentation room)	Animal House	Computer Centre	Library & Reading Room	Seminar Hall	Total requirement (Sum of column 3 to 9)	requirement per student (T/60)
	1	2	3	4	5	6	7	8	9	10	11
Carpet Area in sqm per room			66	33	75	75	75	150	132	T	
Number of rooms required for new Technical Entity	A	Y	C=A	D=C/4	4	1	1	1	-		
Total Number of rooms	A	Y	C=AxY	D=C/4	9	1	1	1	1		

1	Laboratories include Machine room & Instrumentation room
2	Classrooms, Tutorial rooms and Laboratories required for 2nd and 3rd year may be added progressively (3+2) to achieve total number as stated.
3	UG Laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.

E) Architecture & Town Planning (Degree Institute)

	Number of Divisions UG (Class of 60) PG (Class of 18)	Duration of course in Yrs	Class Rooms(C)	Tutorial Rooms(D) PG Class rooms (H)	Laboratory including Computer Laboratory	Research Laboratory	Model making & Studio / Material Museum	Computer Centre	Library & Reading Room	Seminar Halls	Total requirement	requirement per student (T/60)	
	1	2	3	4	5	6	7	8	9	10	11	12	13
Carpet Area in sqm per Room			66	33	66	66	200	132	75	150	132	T	
Number of Rooms required for new Technical Entity	A	5	C=A	D=A/4	1	-	1	1	1	1	1		
Total Number of rooms (UG)	A	5	C=Ax5	D=C/4	5	-	1	5	1	1	1		
Total Number of rooms (PG)	F	2	-	H=Fx2	1/Specialization	1/Specialization							

1	Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd 4th and 5th year may be added progressively (1+1+1+1) to achieve total number as stated. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.
2	Round off fraction in calculation to the next integer



**F) Architecture & Town Planning (Diploma / Post Diploma Institute)**

	Number of Divisions (Class of 60)	Duration of course in Years	Class Rooms(C)	Tutorial Rooms(D)	Laboratory including Photography and Computer Laboratory	Work shop	Studio / Display Room	Computer Centre	Library & reading Room	Seminar Halls	Total requirement (Sum of 1-10)	requirement per student (T/60)
	1	2	3	4	5	6	7	8	9	10	11	12
Carpet Area in sqm per room			66	33	66	200	132	75	150	132		
Number of rooms required for new Technical Entity	A	Y	C=A	D=A/4	1	1	1	1	1	-		
Total Number of rooms	A	Y	C=AxY	D=C/4	3	1	1	1	1	1		

1	Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd, 4th and 5th year may be added progressively (1+1+1) to achieve total number as stated. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.
2	Round off fraction in calculation to the next integer

**G) Applied Arts & Crafts (Degree Institutions)**

	Number of Divisions UG(Class of 60) PG(class of 18)	Duration of course in	Class Rooms(C)	Tutorial Rooms(D) PG class rooms (H)	Laboratory including Photography and Computer Laboratory	Research Laboratory	Work shop	Studio / Display Room	Computer Centre	Library & reading Room	Seminar Halls	Total requirement (Sum	requirement per student
	1	2	3	4	5	6	7	8	9	10	11	12	13
Carpet Area in sqm per room			66	33	66	66	200	132	75	150	132		
Number of rooms required for new Technical Entity	A	5	C=A	D=A/4	1	-	1	1	1	1	1		
Total Number of rooms (UG)	A	5	C=Ax5	D=C/4	3	-	1	1	1	1	1		
Total Number of rooms (PG)	F	G	-	H=F xG	1/ specialisation	1/ specialisation	1	1	1	1	1		

1	Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd, 4th and 5th year may be added progressively (1+1+1) to achieve total number as stated. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.
2	Round off fraction in calculation to the next integer

H) Applied Arts & Crafts (Diploma / Post Diploma Institute)

	Number of Divisions (Class of 60)	Duration of course in y <sub>r</sub>	Class Rooms(C)	Tutorial Rooms(D)	Laboratory including Photography and Computer Laboratory	Work shop	Studio / Display Room	Computer Centre	Library & reading Room	Seminar Halls	Total requirement (Sum of column 3 to 10)	requirement per student (T/60)
	1	2	3	4	5	6	7	8	9	10	11	12
Carpet Area in sqm per room			66	33	66	200	132	75	150	132		
Number of rooms required for new Technical Entity	A	Y	C=A	D=A/4	1	1	1	1	1	-		
Total Number of rooms	A	Y	C=AxY	D=C/4	3	1	1	1	1	1		

1	Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd, 4th and 5th year may be added progressively (1+1+1) to achieve total number as stated. UG laboratories if shared for PG courses shall be upgraded to meet requirements of PG curriculum.
2	Round off fraction in calculation to the next integer

**I) Hotel Management & Catering Technology (Degree Institute)**

	Number of Divisions UG (Class of 60) PG (Class of 18)	Duration of course in	Class Rooms(C)	Tutorial Rooms(D)	Laboratory /Guest Room	Kitchen	Restaurant	Computer Centre	Library & reading Room	Seminar Halls	Total requirement (Sum	requirement per student
	1	2	3	4	5	6	7	8	9	10	11	12
Carpet Area in sqm per room			66	33	66	132	66	75	150	132		
Number of rooms required for new Technical Entity	A	4	C=A	D=C/4	3	1	1	1	1	1		
Total Number of rooms (UG)	A	4	C=A x4	D=C/4	10	2	2	1	1	1		
Total Number of rooms (PG)	F	G	-	FxG	1/Specialisation	1/Specialisation						

1	Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd and 4th year may be added progressively (3+2+2) to achieve total number as stated. UG laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum
2	Round off fraction in calculation to the next integer

**J) Hotel Management & Catering Technology (Diploma / Post Diploma Institute)**

	Number of Divisions UG (Class of 60) PG	Duration of course in Yrs	Class Rooms(C)	Tutorial Rooms(D)	Laboratory / Guest Room	Kitchen	Restaurant	Computer Centre	Library & Reading Room	Seminar Hall	Total requirement (Sum of column 3 to 10)	requirement per student (T/60)
	1	2	3	4	5	6	7	8	9	10	11	12
Carpet Area in sqm per room			66	33	66	132	66	75	150	132		
Number of rooms required for new Technical Entity	A	Y	C=A	D=C/4	3	1	1	1	1	-		
Total Number of rooms	A	Y	C=AxY	D=C/4	6	1	1	1	1	1		

1	Classrooms, Tutorial rooms and Laboratories required for 2nd and 3rd year may be added progressively (3+3) to achieve total number as stated. UG laboratories if shared for PG courses, shall be upgraded to meet requirements of PG curriculum
2	Round off fraction in calculation to the next integer

### K) Management

	Number of Divisions UG (Class of 60)	Duration of course in Yrs	Class Rooms(C)	Tutorial Rooms(D)	Computer Centre	Library & Reading Room	Seminar Halls (E)	Total requirement (Sum of column 3 to 6)	requirement per student (T/60)
	1	2	3	4	5	6	7	8	9
Carpet Area in sqm per room			66	33	150	100	132		
Number of rooms required for new Technical Entity	A	Y	$C=A$	$D=C/4$	1	1	1		
Total Number of rooms	A	Y	$C=A \times Y$	$D=C/4$	1	1	$E=C/4$		

1	Classrooms, Tutorial rooms and Laboratories required for 2nd (and 3rd) year may be added progressively to achieve total number as stated
2	Round off fraction in calculation to the next integer

**L) MCA**

	<b>Number of Divisions UG (Class of 60)</b>	<b>Duration of course in Yrs</b>	<b>Class Rooms(C)</b>	<b>tutorial Rooms(D)</b>	<b>Computer Laboratories</b>	<b>Computer Centre</b>	<b>Library &amp; Reading Room</b>	<b>Seminar Halls (E)</b>	<b>Total requirement (Sum of column 3 to 9)</b>	<b>requirement per student (T/60)</b>
	1	2	3	4	5	6	7	8	9	10
Carpet Area in sqm per room			66	33	66	150	100	132		
Number of rooms required for new Technical Entity	A	3	$C=A$	$D=C/4$	2	1	1	1		
Total Number of rooms	A	3	$C=Ax3$	$D=C/4$	4	1	1	$E=C/4$		

1	Classrooms, Tutorial rooms and Laboratories required for 2nd, 3rd year may be added progressively (1+1) to achieve total number as stated.
2	Round off fraction in calculation to the next integer

**3.1.3 Administrative Area (Carpet Area) in sq m**

	Principal/Director Office	Board Room	Office all inclusive	Department Offices	Cabins for Head of Departments	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for staff	Examinations Control Office	Placement office
Carpet Area in sqm per room	30	20	150* /300 <sup>s</sup>	20	10	5	30	10	10	10	10	30	30
Number of rooms required for New Technical Entity	1	1	1	-	-	First Year Student intake/15	1	1	1	1	1	1	-
Total Number of rooms	1	1	1	1/Dept	1/Dept	One per teaching faculty (as per norms) in the Institution	1	1	1	1	1	1	1

1	<sup>s</sup> Technical entity having more than one Program
2	* Technical entity having one Program



### 3.1.4 Amenities Area (Carpet Area) in sqm

	Toilets (Ladies & Gents)	Boys Common Room	Girls Common Room	Cafeteria	Stationery Store & Reprography	First Aid cum Sick room	Principal 's quarter	Guest House	Sports Club / Gymnasium	Auditorium / Amphi Theater	Boys Hostel	Girls Hostel
Carpet Area in sqm per room for Technical Campus having more than one Program	350*	100	100	150	10	10	150	30	200	400	Adequate	Adequate
Carpet Area in sqm per room for Technical Campus having one Program	150 <sup>s</sup>	75	75	150	10	10	150	30	100	250		
Number of rooms required for New Technical Campus	Adequate	1	1	1	1	1	-	-	-	-	-	-
Total Number of rooms	Adequate	1	1	1	1	1	Desired	Desired	Desired	Desired	Desired	Desired

1		* Estimated total area for Technical entity having more than one Program
2		<sup>S</sup> Estimated total area for Technical entity having one Program

**3.1.5 Circulation Area in sqm**

3.1.5	a	Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walk ways, staircases, entrance lobby etc.
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## Appendix 4

### Norms for Infrastructure facilities:

#### 4.1 Computers, Software, Internet and Printers

		Number of PCs to students ratio (Min 20 PCs)	Legal System Software@	Legal Application Software*	LAN & Internet	Mail Server & Client	Internet Mbps / intake of 24 students with Bandwidth Contention of 1:1 Min 1 Mbps	0 Printers including Color Printer (% of total no of PC's)
Engineering / Technology	Dip	1:6	03	20	All	Desired	02	10%
	UG	1:4						
	PG	1:2						
Pharmacy	Dip	1:6	01	10	All	Desired	01	5%
	UG	1:6						
	PG	1:6						
Architecture & Town Planning	Dip	1:6	01	10	All	Desired	01	5%
	UG	1:5						
	PG	1:5						
Applied Arts & Crafts	Dip	5%	01	10	All	Desired	01	5%
	UG	1:5						
	PG	1:5						
HMCT	Dip	1:6	01	10	All	Desired	01	5%
	UG	1:6						
Management	PG	1:2	01	10	All	Desired	02	10%
MCA	PG	1:2	03	20	All	Desired	02	10%

4.2	a	Utilization of Open Source Software may be encouraged
	b	Secured Wi Fi facility is highly recommended
	c	Purchase of most recent hardware is desired.
	d	Library, Administrative offices and Faculty members be provided with exclusive computing facilities along with LAN and Internet over and above the requirement meant for students
	e	@ Adequate number of software licenses is required
	f	# Central Xeroxing facility for students is preferred

#### 4.3 Laboratory Equipments and Experiment

4.3	a.	The laboratories shall have equipments as appropriate for experiments as stated / suitable for the requirements of the University curriculum. It is desired that number of experiment set up be so arranged that maximum four students shall work on one set.
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**Appendix 5(a)**

**5.1 Books, Journals and Library facilities**

Program	Total number of Divisions	Titles	Volumes	National Journals	International Journals	E Journals	Reading Room seating	Multimedia PCs for Digital Library/ internet Surfing in reading room
		Number					% of total students	% of total students
Engineering / Technology(UG)	B	100	500xB	6xb	Desirable	As per Appendix 10	15 % (Max 150)	1% ( Max 10)
		50 per course	250 per course - division					
Pharmacy(UG)	B	100	500xB	6xb				
		50	500xB					
Architecture & Town Planning (UG)	B	100	400xB	6xb				
		50	400xB					
Applied Arts & Crafts(UG)	B	100	500xB	6xB				
		50	500xB					
HMCT	B	100	500xB	6xB				
		50	500xB					
MBA / PGDM / MCA (PG)	B	100	500xB	12xB				
		50	500xB					
Engineering / Technology / Pharmacy Architecture & Town Planning / Applied Arts & Crafts (PG)	B	50	200	5xB				
		As required	100					
Diploma in Engineering / Tech / Pharmacy / Architecture & Town Planning Applied Arts & Crafts, HMCT	B	Half the number as required for UG course in the same Program	Half the number as required for UG course in the same Program	Half the number as required for UG course in the same Program	-	-	15 % (Max 150)	1% (Max 10)

B= Number of divisions at I year+ Number of II Year direct division.

	Book titles and volumes required at the time of starting new entity
	Yearly increment.
	Component for additional division / course.
	Hard Copy International Journals is desirable to procure. However subscription to E-Journals and National Journals as per Appendix 9 is essential.
	Journals and Books may also include subjects of Science & Humanities.
	Digital Library facility with multimedia facility is essential.
	Reprographic facility in the library is essential.
	Document scanning facility in the library is essential.
	Document printing facility in the library is essential.
	Library books/non books classification as per standard classification methods is essential.
	Availability of NPTEL facility at the library is essential .
	Computerized indexing with bar coded / RF tagged book handling is desired.

**Appendix 5(b)**

**Subscription of E-Journals**

Subscription of e-Journal Packages for all Engineering Institutions conducting Undergraduate / Postgraduate Courses

S No	Publisher	Subjects	E-Content	Annual Subscription Rate for AICTE approved Institutes
1	IEEE	Computer Engineering + Computer Science + Electrical & Electronics Engineering + Telecommunications & related disciplines	IEEE- All Society Periodicals E Package (ASPP) (145 e-Journals) (2011) (Backfile Access - since 2000) -	US\$4980
2	ASME	Mechanical Engineering		US\$2156
3	ASCE	Civil Engineering	ASCE e journals Package (33 e-Journals)™ (2011 ) (Backfile Access - since 1983 )	US\$2520
4	Mc Graw Hill	General Engineering & Reference	Access Engineering Library	US\$1969
5	ELSEVIER	Engineering + Computer Science (Electrical + Electronics + Mechanical + Civil & Structural + Aerospace + Biomedical + Industrial & Manufacturing + Ocean Engineering + Computational Mechanical & Safety Risk, Reliability & Quality+ Computer	Science direct 275 Journals (Back File Access From 2000 Onwards)	US\$6500

		Network and Communication, Artificial Intelligence, Computer Science, Computational Theory and Mathematics, Computer Graphics & Computer -Aided Design, Information Systems, Control & System Engineering & Software.		
6	ASTM Digital Library Online version	Online Dictionary Of Engineering Science And Technology & Electronics Engineering, Mechanical Engineering, Civil, Metallurgical, Petroleum, Instrumentation	ASTM DL (Digital library) Over 1700 E- Book & Over 13,000 Journals and Articles	US\$1100

NOTE:

1. Institutions having only 1st & 2nd Year UG Students and Institutions being established need to subscribe to Elsevier & ASTM Digital Library Packages Only (At S.No.5 & 6 of the table above)
2. All Institutions other than 1 of note shall subscribe to all the Packages from S. No. 1 to 6 given of the table above.
3. Institutions not offering Civil Engineering Courses need not Subscribe To ASCE Package
4. Institutions Not Offering Mechanical Engineering Courses need not subscribe to ASME Package
5. Institutions who already subscribe to IEL Online need not subscribe To IEEE - ASPP Package until the subscription of the same is valid.

**Mandatory Subscription of e-journals for all Institutions conducting program in Management**

Publisher	Subjects	E-Content	Annual Subscription Price Per Institute
EBSCO	Management	Business Source Elite e-journal Collection ( 1802 e-journals & magazines) (2011)	US\$ 3500

**Mandatory Subscription of e-journals for all Pharmacy Institutions conducting Undergraduate / Postgraduate Programs**

Publisher	Subjects	E-Content	Annual Subscription Price Per Institute
BENTHAM	Pharmacy	Pharmacy Collection (23 e-journals) (2011) ( Backfile Access - since 2000)	US\$1000
ELSEVIER	Pharmacy	SCIENCEDIRECT 70 JOURNALS (Back File Access from 2000 onwards)	US\$4500

**Mandatory Subscription of e-journals for all Architecture Institutions conducting Undergraduate / Post graduate Program.**

Publisher	Subjects	E-Content	Annual Subscription Price Per Institute
EBSCO	Architecture	Art & Architecture Complete (1081 e-journals, Magazines & Trade Publications) (2011)	US\$3800



**Mandatory Subscription of e-journals for all Hotel Management Institutions conducting Undergraduate / Post Graduate Programme**

<b>Publisher</b>	<b>Subjects</b>	<b>E-Content</b>	<b>Annual Subscription Price Per Institute</b>
EBSCO	Hotel Management	Hospitality & Tourism Complete (761 e-journals, Magazines & Trade Publications) (2011)	US\$3500

**Mandatory Subscription of e-journals for all Institutions conducting the following special Postgraduate Courses.**

<b>Name of Publisher</b>	<b>Courses</b>	<b>E-Content</b>	<b>Annual Subscription Price Per Institute</b>
ELSEVIER	Bio Technology	70 (Back File Access from 2000 onwards)	US\$4000
	Chemical Engineering	30 (Back File Access from 2000 onwards)	US\$3000 <sup>1</sup>
	Environmental Engineering-	60 (Back File Access from 2000 onwards)	US\$4500
	Nano Technology	10 (Back File Access from 2000 onwards)	US\$2000
	Geo Technology	10 (Back File Access from 2000 onwards)	US\$1500 <sup>1</sup>

All Institutions running program / course in engineering and management should subscribe for engineering as well as management package. Similarly if the institution is running management, architecture, pharmacy and engineering then the institution should subscribe to all the packages of relevant disciplines.

### Optional package for institutions imparting post graduate engineering courses

#### ISO JTC 1 Collection - Standards on Information Technology

Publisher	Subjects	E-Content	Annual Subscription Price Per Institute
ISO	ISO JTC 1 Information Technology & Electronics and Telecommunication	( 2630) Standards	<b>CHF 2300</b> CHF - Swiss Franc

#### Terms & Conditions

**Subscription period:** Calendar Year subscription i.e. 1<sup>st</sup> January 2012 - 31<sup>st</sup> December 2012.

**Payment:** Institutions to make 100% advance payment along with a confirmed subscription order to the publisher or its authorized representative.

Subscription prices to be paid in Indian rupees (foreign currency price converted to INR as per the goods office committee / GOC conversion rate prevailing of the ordering month).

**Access:** Campus wide online access will be activated on IP authentication to the subscribing institutions. Any number of simultaneous users can access, browse and download the subscribed e-journals within the institution campus.

**Subscription Agreement:** All subscribing institutions need to enter into a subscription agreement with the respective publisher or their representative.

The subscription agreement entered in between institutions & publishers will cover the key licensing terms (including but not limited to fair use policy, subscribed content, price & arbitration in case of dispute).

## Appendix 6

**6.1 Norms for faculty requirements:** availability of Principal/Director/Dean and faculty with respect to the qualification, experience and eligibility norms prescribed by the AICTE

### 6.2 Norms for Cadre Ratio (Diploma/Post Diploma)

	Faculty : Student ratio	Principal / Director	Head of the Department	Lecturer	Total
		A	B	C	D
Engineering / Tech / Pharmacy / Architecture & Town Planning Applied Arts & Crafts, HMCT	1:20	1	1 per Department	S/20	A + B + C

6.2 a | S= Sum of number of students at all years

### 6.3 Norms for Cadre Ratio (UG)

	Faculty : Student ratio	Principal / Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A + B + C+D
Engineering / Tech	1:15	1	$\frac{S}{15xR} - 1$	$\frac{S}{15xR} \times 2$	$\frac{S}{15xR} \times 6$	$\frac{S}{15}$
Pharmacy	1:15	1	$\frac{S}{15xR} - 1$	$\frac{S}{15xR} \times 2$	$\frac{S}{15xR} \times 6$	$\frac{S}{15}$
Architecture & Town Planning	1:10	1	$\frac{S}{10xR} - 1$	$\frac{S}{10xR} \times 2$	$\frac{S}{10xR} \times 6$	$\frac{S}{10}$
Applied Arts & Crafts	1:10	1	$\frac{S}{10xR} - 1$	$\frac{S}{10xR} \times 2$	$\frac{S}{10xR} \times 6$	$\frac{S}{10}$
HMCT	1:15	1	$\frac{S}{15xR} - 1$	$\frac{S}{15xR} \times 2$	$\frac{S}{15xR} \times 6$	$\frac{S}{15}$

6.3 a | S= Sum of number of students at all years, R= (1+2+6)

### 6.4 Norms for Cadre Ratio (PG)

	Faculty : Student ratio	Principal / Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A + B + C+D
*Engineering / Tech	1:12	-	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
*Pharmacy	1:12	-	$\frac{S}{12 xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
*Architecture & Town Planning	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*Applied Arts & Crafts	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
*HMCT	1:12	-	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
#MBA/PGDM	1:15	1	$\frac{S - 1}{15xR}$	$\frac{S}{15xR} \times 2$	$\frac{S}{15xR} \times 6$	$\frac{S}{15}$
#MCA	1:15	1	$\frac{S - 1}{15xR}$	$\frac{S}{15xR} \times 2$	$\frac{S}{15xR} \times 6$	$\frac{S}{15}$

6.4 a | S= Sum of number of students at all years, \*R= (1+2), #R =(1+2+6)

## **Appendix 7**

### **Other essential and desired facilities:**

1.	<b>Language Laboratory:</b> The Language Laboratory is used for language tutorials. These are attended by students who voluntarily opt for Remedial English classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. This especially benefits students who are deficient in English and also aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skits etc. These sessions are complemented by online learning sessions which take place in the Multipurpose Computer Lab. This Lab shall have 25 Computers For every 1000 students	Essential
2.	Potable Water supply and outlets for drinking water at strategic locations	Essential
3.	Electric Supply	Essential
4.	Backup Electric Supply	Desirable
5.	Sewage Disposal	Essential
6.	Telephone and FAX	Essential
7.	Vehicle Parking	Essential
8.	Institution web site	Essential
9.	Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer guidelines and space standards for Barrier Free Built Environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment, India.	Essential
10.	Safety provisions including fire and other calamities	Essential
11.	General Insurance provided for assets against fire, burglary and other calamities	Essential
12.	All weather approach road	Essential
13.	General Notice Board and Departmental Notice Boards	Essential
14.	Hostels, Playground, Gymnasium	Essential
15.	First aid, Medical and Counseling Facilities	Essential
16.	Public announcement system at strategic locations for general announcements/paging and announcements in emergency.	Desirable
17.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction	Essential
18.	Transport	Desirable
19.	Post, Banking Facility / ATM	Desirable
20.	CCTV Security System	Desirable
21.	LCD (or similar) projectors in classrooms	Desirable
22.	Group Insurance to be provided for the employees	Desirable
23.	Insurance for students	Desirable
24.	Staff Quarters	Desirable

## Appendix 8

### Academic and good governance parameters.

	Item No.	Item Description	Evaluation Guidelines
<b>8.1</b>	<b>Organization and Governance, Resources, Institutional Support, Development and Planning</b>		
	8.1.1	Organization, governance and transparency	Governing body, administrative setup and functions of various bodies; Defined rules, procedures, recruitment and promotional policies etc.; Decentralization in working and grievance redressal system; Transparency and availability of correct/unambiguous information.
	8.1.2	Budget allocation, utilization and financial practices	Adequacy of budget allocation; Utilization of allocated funds; Publicly available the detailed audited statements of all the receipts and expenditures
<b>8.2</b>	<b>Students admission</b>		
	8.2.1	Students admission	Method of admitting students (through Entrance Examination and/or based on 12 <sup>th</sup> Standard result) Level of exam: National/ State / local The number of seats filled Examination scores of admitted students(highest and lowest) Quality of students Minority, equity access Enrollment ratio of boys : girls
<b>8.3</b>	<b>Curriculum</b>		
	8.3.1	Contents of basic sciences, HSS, professional core and electives, and breadth	Well balanced components of basic sciences, HSS, breadth subjects, professional core and elective subjects. The professional core subjects should encompass all the major areas of the programme. Relevance to Industries Sufficient Options for selecting elective subjects from which the students can choose their field of interests.
	8.3.2	Content delivery	Content delivery Course Planning Teacher maintaining course files Project based learning Effectiveness of lab works Use of Technology Effectively External Expertise as faculty and learning Class committees

			<p>Hands on Experience  Feedback Analysis  Innovation in content &amp; delivery  Effective and innovative teaching methods</p>
	8.3.3	Laboratory and project work	<p>Laboratories/ project works should form the core of the curriculum in tune with the theory coverage.  Quality of equipments</p>
	8.3.4	Additional contents and flexibility to bridge curriculum gaps	<p>Programme specific contents which are added to bridge curriculum gaps in order to achieve programme/course objectives  Innovative teaching methods</p>
<b>8.4</b>	<b>Teaching and Learning Processes</b>		
	8.4.1	Academic process	<p>Published time-table with sufficient hours for lectures, labs, self-learning and extra-curricular activities  Published schedule in academic calendar for assignments/mid-semester tests, distribution of corrected scripts  monitoring of Attendance,</p>
	8.4.2	Tutorial classes/remedial classes/mentoring	<p>Tutorial classes to address personal level doubts, size of tutorial classes  Remedial classes and additional make-up tests to help academically weaker students  Mentoring system to help at individual levels</p>
	8.4.3	Teaching evaluation process : Feedback system	<p>Evaluation criterion and process for feedback evaluation  Feedback analysis and reward/corrective measures taken, if any  Feedback mechanism from alumni, parents and industry, if any</p>
	8.4.4	Self Learning and Learning beyond syllabus	<p>Flexibility in academics with scope for self-learning - provisions for advanced level and reading courses  Generation of self-learning facilities, and availability of materials for learning beyond prescribed curriculum  scope and mentoring mechanisms for learning beyond prescribed curriculum</p>
	8.4.5	Career guidance, Training, placement and Entrepreneurship cell	<p>Assessment : Effectiveness, Efficiency and Productivity  Career guidance services including counseling for higher studies  Training and placement facility with training and placement officer (TPO), industry interaction for training/internship/placement  Entrepreneurship cell and incubation facility</p>

	8.4.6	Co-curricular and extracurricular activities	Co-curricular and extra-curricular activities, e.g., NCC/ NSS, cultural activities etc. Sports grounds, facilities and qualified sports instructors
<b>8.5</b>	<b>Evaluation, Assessment of Performance of Students' and Declaration of results</b>		
	8.5.1	<b>Method of Evaluation</b>	Whether Assessment of learning is continuous and transparent evaluation process Showing of answer sheet External Involvement in examinations Credit and grade based evaluation process Timely display of results
	8.5.2	Success Rate	Percentage of success rate Carry over benefit
	8.5.3	Academic performance	Academic auditing Academic governance through various governing bodies Transparent mechanism observed through circulation of relevant information Overall monitoring of results / grades Academic collaboration with other institution
	8.5.4	Training / Placement and higher studies	Creation of Training and Placement office with suitable structure. Finishing school training for outgoing batch Practical training: seats offered by University to the students year wise % placement Minimum and Maximum package received Average package received No of companies visited for campus placement Number of students received more than one placement Facilities for oreintation of students for industrial absorption or job placement Student placement with partner institutions
	8.5.5	Professional activities	Number and type of functional chapters of professional societies Student participation and nature of activities in these chapters Awards, recognition and funding received by the present bodies Support infrastructure provided for the growth of professionaal activities No. of experts invited for professional programmes



	8.5.6	Innovation	Memberships of various innovation centres / other agency supported initiatives Institutional support for entrepreneurship/innovation/IPR in terms of funding and infrastructure Showcasing innovation through projects, seminars, symposium etc.
<b>8.6 Quality of Faculty &amp; Supporting Technical Staff</b>			
	8.6.1	Performance Appraisal	Evaluation of Teachers by Authorities Feedback mechanism and Evaluation of Teachers by Students Online and web based regular feed back mechanism Mid course corrections Analysis of feedback and implementation of corrective measures
	8.6.2	Faculty Development Initiatives	Organization participation in seminars/conferences etc. Research Grant Career path Whether sabbatical provided Other service benefit Whether faculty adequately provided financial and administrative and Professional development allowances / support International conferences Reward /recognition for journal publication / patents Support for quality improvement programme and higher studies
	8.6.3	Faculty Retention	Rate of attrition Percentage of faculty with beginning of University Percentage of faculty joined within one year % vacancy against required faculty
	8.6.4	Faculty Research Publications	Number of faculty members having publications in the relevant field Faculty Research Publications in number <i>Quality</i> of the research papers published in the past 3 years. <i>Impact factor of the journals</i> Citation of the papers and H-Index The research papers considered are those (i) which can be located on Internet and/or are included in hard-copy volumes/ proceedings, published by well known publishers, and (ii) the faculty member's affiliation, in the published paper, is of the current institution.

8.6.5	Faculty Intellectual Property Rights (IPR)	Number of patents filed IPR\Patents granted IPR includes awarded national/international patents, books and copyrights.
8.6.6	Faculty R & D Consultancy Work & Testing	Number of R&D Projects sanctioned the amount of the funds and/or the contributions made. Joint collaborative research projects with other institutes Participation in nationally co ordinate projects Amount of consultancy & Testing earned Rules for distribution of consultancy and testing income
8.6.7	Faculty Exposure to other institutions and Industry	interaction with a well known Institution abroad, Interaction with Institution of Eminence in India or National Research Labs, industry Interaction with State Level Institutions and others. MOUs with reputed institutions/ organizations
8.6.8	Technical Support Staff	Availability of adequate and qualified technical supporting staff for programme specific labs Incentives, skill-up gradation and professional advancement Online and web based regular feedback mechanism Mid course corrections.

Note:

1. The Academic performance appraisal is a continuous process and would be reviewed periodically.
2. It is expected that all Universities running technical programmes will go for NBA accreditation.

## **Appendix 10**

### **Checklist for submitting enclosures along with Performance Appraisal Form**

- A print of the complete application and the deficiency/status report as available on the AICTE web portal printed thereon shall be submitted to the concerned regional office of AICTE along with all the enclosures as given below duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner.
- Supporting documents other than affidavits shall be made on the applicant's letterheads and duly authenticated by the authorized signatory of applicant or by the head of the Institution/ University.

#### **Documents to be submitted**

1.	Building plan of the Technical Institutions/Technical Departments/ Technical Schools and Technical Campuses of the Universities, should have been prepared by an Architect registered with Council of Architecture and approved by the Competent Authority as designated by concerned State Government / UT
2.	An affidavit <sup>1</sup> , in a format as prescribed on the Web-Portal , on a Non-Judicial Stamp Paper of Rs. 100/-, duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner
3.	Certificate <sup>1</sup> issued by an advocate in a format as prescribed on the Web-Portal
4.	Certificate issued by an architect regarding approved building plans
5.	A print of the complete application as uploaded to the AICTE Web-Portal, printed there on.
6.	Detailed Performance Appraisal Report (PAR) attached as a .pdf file.
7.	Details of various Governing bodies as per statutes of the University.
8.	Details of Board of Governors of the University.
9.	Resolution by the applicant for allocation of land / building / funds to proposed activities in the format <sup>1</sup> prescribed on the Web-Portal
10.	Documents showing ownership in the name of the applicant in the form of Registered Sale Deed / Irrevocable Gift Deed (Registered) / Irrevocable Government Lease (for a minimum period of 30 years) by the concerned authority of Government or any other documents issued by the concerned competent authority establishing the ownership and possession of the land in the name of the applicant. In case, the land documents are in vernacular language, notarized English translation of the documents shall be produced
11.	Land Use Certificate permitting the land to be used for educational purpose, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of road map showing location of the proposed site of the University.
12.	Land Conversion Certificate permitting the land to be used for educational purpose to establish a college, from the Competent Authority along with Topo sketch / Village Map indicating land Survey Numbers and a copy of

		road map showing location of the proposed site of the University.
13.		Khasra plan (Master plan) to show that the land is contiguous issued by the Competent Authority.
14.		Wherever applicable, FSI / FAR certificate shall have been obtained from the Competent Authority as designated by concerned Municipal Corporation or the local authority that approves Building Plans, or the State Government / UT.
15.		Audited statement of accounts of the applicant organization for last three years as may be applicable
16.		Site Plan, Building Plan of proposed Technical Campus prepared by a an Architect registered with Council of Architecture (COA) and duly approved by the Competent Plan Sanctioning Authority of the concerned State / UT administration
17.		Floor plans, sections and elevations of all proposed/existing buildings exclusively intended for use for the proposed campus at the permanent site with a table clearly mentioning all rooms, with carpet area of each in sq. m., as specified in Instructional, Administrative and Amenities requirements certified by the Architect registered with the Council of Architecture. Safety and hygiene precautions ensured, if any, certified by the Architect registered with the Council of Architecture.
18.		Phase-wise plan of construction to achieve total carpet and built up area as required for conduct of all applied / existing courses from the first to final year. This shall be certified by Architect registered with the Council of Architecture.
19.		Syllabus copy of technical courses
20.		Certificate of the competent authority indicating whether the land for the proposed Technical Campus falls in the rural area or otherwise.

## **Appendix 11**

### **Documents to be submitted at the time of Expert Committee visit**

Universities shall present following supporting documents **in original** along with one copy, duly attested by a gazetted officer or a first class Judicial Magistrate or Notary or an Oath Commissioner and other necessary information to the Visiting Expert Committee

1.	1.	Selection Committee minutes for recruitment of Principal / Director and faculty members as per AICTE qualification and pay scales
2.	2.	Stock Register of dead stock items including laboratory equipment, computers, system & application software, printers, office equipments and other dead stock items.
3.	3.	Proof of provision of Internet bandwidth in Mbps and contention ratio.
4.	4.	Details of subscription of E-Journals as per <b>Appendix 10</b>
5.	5.	List and details of hard Copy of National Journals subscribed
6.	6.	List and details of hard Copy of International Journals subscribed
7.	7.	Sanction of electrical load by electric supply provider company
8.	8.	Details of provision of backup power supply
9.	9.	A certificate by an architect giving details of sewage disposal system, barrier free environment and toilets created for physically challenged and all weather approach road.
10.	10.	Details and proof about medical facility and counseling arrangements
11.	11.	Details of reprographic facility available for students
12.	12.	Video recording with date and time of the entire proceedings of the Expert Committee Visit, which will form part of the Expert Committee report. This will include the video of the visit with date and time of shooting, a walk through video with date and time of shooting of all infrastructural facilities created indicating the complete physical infrastructure / facilities, highlighting Front & Back side of the entire Institute building/s Internal portion of the classrooms, tutorial rooms, laboratories, workshop, drawing hall, computer centre, library, reading room, seminar hall and all other rooms, as mentioned in program-wise Instructional area requirements, Internal portion of the principal's room, Board room, main office, departmental offices, faculty cabins / seating arrangement and all other rooms as mentioned in Administrative area requirements, Internal portion of toilet facilities, boys and girls common rooms, cafeteria and all other rooms as mentioned in Amenities area requirements, circulation area details highlighting entrance lobby, passages, escalators, staircases and other common areas.

**AFFIDAVIT<sup>1</sup>**

Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs. 100/- duly sworn before a First Class Judicial Magistrate.

of <name>, Chairman, <name of the Trust/Society>, son  
/we ....., aged ..... years and, resident of  
.....,

of <name>, Secretary, <name of the Trust/Society>, son  
....., aged ..... years and, resident of  
.....,

<name>, Vice Chancellor, <name of the University>, son of  
<name>, Principal/Director/Dean, <name of the Technical Entity>, son  
of  
....., aged ..... years and, resident of  
.....,

- in connection with our application dated made to AICTE for Performanc Appraisal of Technical Entity offering one or more Technical Program at Degree and / or Diploma and Post Diploma Level
- Hereby solemnly affirm and declare as under:
- That I am <designation>, <applicant institutions>
- That the information given by <name/s> in the application made to AICTE is true and complete. Nothing is false and nothing material has been concealed.
- That if any of the information is found to be false, incomplete, misleading and / or that the <name/s> fail/s to disclose all the information and / or suppress any information and / or misrepresent the information, I/we shall be liable to be prosecuted by the Council.
- That the Council shall also be free to take any action as deemed necessary against the <name/s> and others as the case may be and / or the individuals associated with the Society / trust / A company established under Section 25 of Companies Act 1956, and/or the Technical Entity/University.
- That the facts stated in this affidavit are true to my / our knowledge. No part of the same is false and nothing material has been concealed there from.
- < Reproduce only appropriate section/s related to application in the table below >

Sr.	Land Document No.	Date of Registration	Plot No.	Address (Village) Dist	Area in acres
	Total area in acres				

Room No	Room type (mention Class room / Lab / Toilet, etc.)	Carpet area (in sq m)	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting

Money Deposit	Amount	Name of Bank & address of account holder	ISFC code	Mode of payment

(Name, Designation and Address of the Executants)  
(Seal)

**DEPONENT**

**VERIFICATION**

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at <name of the place> on this the <date>.

(Name, Designation and Address of the Executants)  
(Seal)

**DEPONENT**

## CERTIFICATE<sup>1</sup>

### TO BE PRODUCED ON ADVOCATE'S LETTERHEAD

The copies of <Trust/Society> registration documents, land documents, land use certificate, land conversion certificate in respect of application submitted by <name & address of the applicant> who has applied for Performance Appraisal of Technical Entity of -< name of the University and address> were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness.

#### A. Trust/Society Registration Documents:

Registration Certificate No.	
Date of Registration	
Registered at	
Registered under act	

- I have verified the above-mentioned Trust/Society registration documents from the office of <Competent Authority>.
- The above-mentioned Trust/Society registration documents are/are not registered at the office of <Competent Authority>.
- The above-mentioned Trust/Society Registration Documents are /are not authentic.

#### B. Land Documents:

Sr. No.	Document No.	Survey No.	Registration No. and Date	Land Area in acres
			Total Area (in acres)	

I hereby certify that:

I have verified the above-mentioned land documents from the Sub Registrar Office <place>

The above-mentioned land documents are/are not registered at Sub Registrar Office <place>

The above-mentioned land documents are /are not authentic.

The above-mentioned land documents are / are not in the name of applicant.

The title of the land pertaining to the above-mentioned land documents is/ is not clear.

The applicant is / is not in lawful possession of the land pertaining to the above- mentioned land documents.

#### C. Land Use Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

The competent Authority to issue the Land Use Certificate respect of Land under reference and for the proposed institution mentioned above is .....

It has / has not been approved by the competent authority.



I verified the above-mentioned land use certificate from the Office of <Competent Authority>.

The above-mentioned land use certificate is / is not authentic.

It has been / not been issued for the full extent of Land.

I hereby certify that:

**D. Land Conversion Certificate:**

Letter No.	
Letter dated	
Issued by	
Extent of Land	

The competent Authority to issue the Land Conversion Certificate with respect of Land, under reference and for the proposed Technical Entity mentioned above is-.....

It has / has not been approved by the competent authority.

I verified the above-mentioned land conversion certificate from the Office of <Competent Authority>.

The above-mentioned land conversion certificate is / is not authentic.

It has been / not been issued for the full extent of Land.

Signature of the Advocate      Seal / Stamp of the advocate

Name of the .....      Practicing .....  
Advocate      at  
Registration .....  
No.  
Date .....      Place: .....

**CERTIFICATE<sup>2</sup>**

**TO BE PRODUCED ON LETTERHEAD OF ARCHITECT REGISTERED WITH COUNCIL FOR ARCHITECTURE**

The copies of approved site plan & building plans in respect of application submitted by <name & address of the applicant> who has applied for performance appraisal of the Technical Entities of the <name and address of the University) were provided to me by <name & address of the applicant> for verification regarding their authenticity and appropriateness.

**Details of Site Plan & Building Plans**

Plans approved by	
Approval Number	
Date of Approval	

I hereby certify that:

The competent authority for approving the site plan and building plans of the Technical entity of University <( Name and address) >at the proposed site mentioned above is:.....

I have verified the above-mentioned site plan & building plans from the office of <Competent Authority>.

The above-mentioned site plan & building plans have/have not been approved by the competent authority.

The above-mentioned site plan & building plans are /are not authentic.

Construction of building admeasuring with the following details has been completed in all respects as per the approved building plan.

Sr.	Room No	Room type (mention room / Lab / Toilet, etc. )	Class	Carpet area (in sqm)	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting

<b>Signature of the Architect</b>		<b>Seal</b>
Name of the Architect	.....	
Registration No	.....	
Date :	.....	Place : .....
	.....	.....