

# **APPLICATION FORM AND GUIDELINES**

**FOR**

**INTRODUCTION OF ADDITIONAL COURSE (S) / INCREASE IN  
INTAKE AND / OR VARIATION IN INTAKE IN THE SANCTIONED  
COURSES / EXTENSION OF THE APPROVAL TO THE COURSES  
IN EXISTING APPROVED TECHNICAL DIPLOMA INSTITUTION  
(ENGINEERING SCHOOL / POLYTECHNIC)  
FOR THE ACADEMIC YEAR 2010-2011**

**DIRECTORATE OF TECHNICAL EDUCATION & TRAINING,  
ORISSA KILAMAIDAN, CUTTACK – 753001  
Ph. No. (0671) – 2301061, 2301730, 2302443  
Fax No. (0671) – 2301961.**

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**GUIDELINES FOR PROCESSING OF PROPOSALS FOR INTRODUCTION OF ADDITIONAL COURSE(S) AND/OR VARIATION IN INTAKE/ INCREASES IN INTAKE OF THE SANCTIONED COURSES IN EXISTING APPROVED DIPLOMA ENGINEERING SCHOOLS/POLYTECHNICS FOR ACADEMIC YEAR 2010 – 2011.**

The Director of Technical Education and Training ;Orissa, Cuttack on behalf of the All India Council for Technical Education(AICTE)invite proposals for introduction of additional course(s) and/or variation in intake/increases in intake of the sanctioned courses in existing approved diploma engineering Schools/Polytechnics for the academic year 2010 – 2011 for the following COURSES;

- **DIPLOMA COURSES IN ENGINEERING AND TECHNOLOGY**
  - **DIPLOMA IN HOTEL MANAGEMENT AND CATERING TECHNOLOGY.**
2. Applicants [Societies/Trusts/Government (Central/State/Aided)] may obtain APPLICATION FORM from the Directorate of Technical Education and Training; Orissa, Killamaidan, PO: Buxibazar, Cuttack-753001 on payment of **Rs. 5,000/-**(Rupees five thousand)only for each course through a A/C Payee Demand Draft in favour of the **Director of Technical Education and Training; Orissa, Cuttack payable at Cuttack.**

The application Form and the Guidelines can also be down loaded from the Web Site [www. Oritechcouncil.org](http://www.Oritechcouncil.org). However, a Demand Draft of Rs.5000/- in favour of DTE&T, Orissa, Cuttack Payable at Cuttack must be enclosed with such application failing which the Applications shall not be considered.
  3. Government Institutions and Universities are exempted from paying Rs.5, 000/- towards APPLICATION FORM.
  4. State Government/AICTE will not consider proposals for courses other than those listed at Annexure-A for Diploma Engineering and Technology.
  5. Four copies of the proposals are required to be submitted to the following on or before last date of submission of application forms.
    - a. Director of Technical Education and Training;Orissa,Killamaidan, PO:Buxibazar,Cuttack,PIN:753001(IN ORIGINAL)
    - b. Regional Officer, All India Council for Technical Education (ERO), LB Block, Sector – III, Salt Lake City, Kolkata – 700098.
    - c. Principal Secretary to Government of Orissa, Industries Department, Bhubaneswar.
    - d. Vice-Chairman, State Council for Technical Education & Vocational Training; Orissa, Unit – VIII, Bhubaneswar – 751012.
- NOTE:** The Government/Director of Technical Education & Training; Orissa, Cuttack/AICTE shall not consider any proposal, which is not submitted in the prescribed application form or for any other courses, which is/are not mentioned above & at Annexure-A.
6. All India Council for Technical Education (AICTE) has taken some important decisions on the following issues related to approval matters for establishment of new Technical Institutions/Introduction of additional course(s) /Variation in annual intake/Extension of AICTE approval.

**i. LOCATION OF AN INSTITUTION:**

Location/Station of an institution shall be as per permanent land document submitted to AICTE / State Government along with the proposal and the same cannot be changed without prior approval of AICTE. Change of location/station may be permitted after getting NO OBJECTION CERTIFICATE (NOC) from the concerned State Government/UT Administration and Affiliating Body, by the Competent Authority in AICTE as per laid down procedure subject to the condition that no request/representation/application for change of site will be considered after submission of application/proposal for establishment of a new Technical Institution till the completion of at least two years after a new institution is started with the approval of the Competent Authority in AICTE. The norms for land prevailing at the time of submitting the application for change of site shall have to be fulfilled for the proposed changed site.

**ii. INSTITUTIONS FUNCTIONING ON TEMPORARY LOCATION/SITE:**

Institutions which are functioned at temporary premises shall not be considered for additional course (S) and increase intake & such institutions will not be granted extension of approval during 2010 – 2011.

7. The AICTE has also decided that the following criteria will be strictly followed while processing the applications/proposals.

**a. Institutions which are functioning from temporary premises shall not be considered for additional courses and/or increase / variation in annual intake.**

**b. Additional courses and/or increase/variation in annual intake may be considered with maximum limit given below, subject to compliance of all the Norms & Standards of AICTE by the applicant.**

Year	Engineering & Technology (Diploma)		Hotel Mgt. & Catering Technology. (Diploma)
	Intake	Courses	Intake
1 <sup>St</sup> Year	240	4	60
2 <sup>nd</sup> Year	300	5	60
3 <sup>rd</sup> Year	360	6	60
4 <sup>th</sup> Year	420	6	60
5 <sup>th</sup> Year	420	6	120
6 <sup>th</sup> Year	*	*	**

**\* Further increase can be considered after accreditation**

**\*\* No further increase**

8. The completed Application form along with required documents & processing/inspection fee for Rs. 25,000/- (Rupees Fifteen Thousand) only in safe of Account payee Bank Draft in Favor of Director of Technical Education & Training Orissa, Cuttack payable at Cuttack should reach on or before **30.11.2009** at DTE&T Orissa, Killamaidan, Cuttack – 1. The Govt. institutions are only exempted from such fees.
9. An Expert Committee will visit the institution any time during **January/February 2010** & will inspect the land, Buildings, Laboratories, Workshops, Faculty position, Fund & Fixed deposits and other infrastructure etc as per AICTE norms & will also verify all related records.
10. **The decision of the AICTE /State Government with regard to additional course(s) and/or variation in intake/increase in intake of the Sanctioned courses in existing approved Diploma Engineering Schools/Polytechnics & extension of AICTE approval for the Academic year 2010 – 2011 shall be final.** Canvassing for the application is strictly prohibited. No correspondence shall be entertained during the processing of the application.

**NOTE:**

1. **As per AICTE & guidelines / policy, running both Degree & Diploma Engineering programmes in the same premises / sharing the facilities is not permissible. Separate building & other facilities should be created with separate approach road and entry point.**
2. **The size of class shall be sixty for each course except Architecture Assistant. Where in it shall be forty.**

**NOMENCLATURE OF DISCIPLINES IN DIPLOMA  
ENGINEERING AND TECHNOLOGY**

<b>Sl. No.</b>	<b>Name of the Course</b>	<b>Duration of Course</b>
01	Applied Electronics & Instrumentation	03 Years
02	Architecture Assistant	-- do --
03	Automobile Engineering	-- do --
04	Ceramic Engineering /Technology	-- do --
05	Chemical Engineering	-- do --
06	Civil Engineering	-- do --
07	Computer Science & Engineering	-- do --
08	Computer Programming & Application	-- do --
09	Drilling Engineering	-- do --
10	Electronics & Telecommunication Engineering	-- do --
11	Electrical Engineering	-- do --
12	Food Technology	-- do --
13	Information Technology	-- do --
14	Mechanical Engineering	-- do --
15	Metallurgical Engineering	-- do --
16	Mining Engineering	-- do --
17	Mining Survey	-- do --
18	Textile Engineering / Technology	-- do --

**NON-ENGINEERING**

<b>Sl. No.</b>	<b>Name of the Course</b>	<b>Duration of Course</b>
19.	Beauty Culture	02 Years
20.	Garment Technology	03 Years
21.	Hotel Management & Catering Technology	03 Years
22.	Library & Information Science	02 Years
23.	Modern Office Management	03 Years

**NOTE:**

1. And any other approved Diploma courses (Engineering & Technology) of AICTE from time to time, subject to issue of NO OBJECTION /CLEARANCE from the State Council for Technical Education & Vocational Training, Orissa, Near Rajbhawan, Unit – VIII, P.O Nayapali, Bhubaneswar - 751012.
2. No new institutions shall be eligible for approval to Diploma label programmes in Bio-Technology. Diploma label programmes in Bio-Technology shall be restricted to institutions that have strong & established (existing) Departments in Chemical Engineering / Pharmacy / Food Technology/ Textile Technology or have relevant interdisciplinary strength.

## SUBMITTAL FORM

Date. \_\_\_\_\_

From:

The Secretary of the Trust

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Director of  
Technical Education and Training;  
Orissa, Killamaidan, PO: Buxibazar ,  
Cuttack-753001.

Sub: Proposal for introduction of additional courses and /or variation in the sanctioned intake of courses for academic year 2010 - 2011.

Sir,

We are submitting application form for introduction of additional courses and /or variation in the sanctioned intake of courses in academic year 2010 - 2011.

We certify that the trust/society has submitted the application form for above mentioned purpose and that the information provided in the application form are true to the best of my knowledge and belief.

We have submitted Photocopies of above mentioned application form to the concerned agencies as listed below and receipt has been obtained.

Photocopy of receipt is enclosed herewith

- Industries Deptt. Govt. of Orissa, Bhubaneswar.
- Regional Office of AICTE, Kolkata.
- State Council of Technical Education & Vocational Training, Orissa BBSR.

Account Payee Bank Draft Bearing No. \_\_\_\_\_/Dated \_\_\_\_\_ for Rs.5000/- (Rupees Five Thousand) towards cost of the Application Form along with A/C payee Bank Draft Bearing No. \_\_\_\_\_/Dated \_\_\_\_\_ of Rs.25,000/- (Rupees Twenty Five Thousand) towards processing / Inspection fee are enclosed herewith.

Yours faithfully

(Authorized Signatory)

Place \_\_\_\_\_

Name : \_\_\_\_\_

( In capital letter )

Date \_\_\_\_\_

Designation \_\_\_\_\_

(Seal)

**Application form No.:** \_\_\_\_\_ / 2010 - 2011

**APPLICATION FORM FOR INTRODUCTION OF ADDITIONAL COURSE (S) / INCREASE IN INTAKE AND/OR VARIATION IN INTAKE IN THE SANCTIONED COURSES / EXTENSION OF THE APPROVAL TO THE COURSES IN EXISTING APPROVED TECHNICAL DIPLOMA INSTITUTION (ENGINEERING SCHOOL / POLYTECHNIC) FOR THE ACADEMIC YEAR 2010 - 2011**

**1. Name and address of the applicant society / Trust / Government / University**

STD Code:                      Fax No.:                      Phone No. :

**2. Name and address of the institution at the permanent site**

<b>Name of the Institution</b>	<b>Address of the permanent Site</b>

**3. Name and Designation of the Head of the Institution**

Name	:			
Designation	:			
STD Code	:	(Office) Phone No.:	Fax :	
STD Code	:	(Res) Phone No.	Fax :	
E-mail	:			

**4. Type of Technical Institution (Strike out whichever is not applicable)**

1. Central/ State Govt. College
2. Govt. Aided
3. Self Financing
4. Any other (Specify)

**5. Information on Establishment of the Institution**

- i) Year of Establishment of the Institution :
- ii) Date on which first approval was accorded by the A.I.C.T.E. :



ii. **Whether the institution is conducting courses which are not approved by AICTE, if so, give details**

Sl. No.	Courses	Affiliating Body	Degree / Diploma Certificate	Full / Part Time	Duration (Yrs.)	Actual Admissions During 2009-10	Status of recognition, if any,	Mode of Admission

9. Proposal for introduction of New Course(s) and variation in Annual intake

**(i) Additional Course(s) Proposed to be introduced during 2010 - 2011**

Sl. No.	Course	Duration (Yrs)	Proposed Annual Intake
01.			
02.			
03.			

**(ii) Existing Course(s) in which variation in Annual Intake is proposed for 2010 - 2011**

Sl. No.	Name of the Existing Course(s) Approved by AICTE	Duration (Yrs.)	Existing Annual Intake Approved by AICTE	Proposed Annual Intake
01.				
02.				
03.				

**(iii) Existing course in which variation in annual intake is not proposed for 2010 - 2011**

Sl. No.	Name of the Existing Course(s) Approved by AICTE	Duration (Yrs.)	Existing Annual Intake Approved by AICTE	Proposed Annual Intake
01.				
02.				
03.				
04.				
05.				
06.				

### 10. Full time faculty (Discipline wise)

Sl. No.	Courses	Year of Introduction	Sanctioned intake	Total No. of Full Time Faculty in position	Break up of faculty members		
					Sr. Lect.	Lecturer	Instructors
01.							
02.							
03.							
04.							
05.							
06.							
07.							

### (ii) Qualifications and Experience of all Full time Faculty Members (discipline wise)

Name	Qualifications	Experience (in yrs.) Teaching / Industry	Date of Joining the institution	Present pay scales & date from which implemented	Recruitment procedure as per AICTE Yes / No	PF scheme implemented YES / NO

### Note: Attach a detailed list as proforma

- (iii) Total no. of full-time faculty recruited during the last three years :
- (iv) Total No. of full time faculty resigned / left during the last three years:
- (v) Total no. of non-teaching technical staff :

### 11. LAND

(Permanent site as approved by AICTE)

(i) Location (Metropolitan City / State Capital /

District HQ / Rural Area):

(ii) Area

Acres

(iii) Whether owned by the applicant Univ. / Govt. Institution/ Society/ Trust

Yes

No

(iv) Ownership / Govt. Lease

- (v) Approval of competent Town planning / Development / Other Authority for use of land for institutional (Education) purpose.
- (vi) Any loan raised against the titles of the land by mortgaging.
- (vii) Whether the land has been exclusively earmarked for the applicant institution.

**13. Built up area at permanent site (Submit approved building plan also):**

**Part A: Academic and Administrative:**

Sl. No.	Particulars	Existing		Under construction which is likely to be completed before Jan. 2011	
		Building with RCC roof (in sqm)	Building with Sheet roof (in sqm)	Building with RCC roof (in Sqm)	Building with Sheet roof (in sqm)
i.	Academic/Institutional area				
ii.	Administrative Area				
iii.	Amenities and students facilities				
iv.	Others				
	Total Area (in sqm)				

**Part B: Residential:**

Sl. No.	Particulars	Existing		Under construction which is likely to be completed before Jan, 2011	
		Building with RCC roof (in sqm)	Building with Sheet roof (in sqm)	Building with RCC roof (in Sqm)	Building with Sheet roof (in sqm)
i.	Hostels for Boys				
ii.	Hostels for Girls				
iii.	Staff Quarters				
iv.	Others				
	Total Area (in sqm)				





## 18. Financial Details

i) Sources of income of last year :

Sources of income	Rs.
Central Govt.	
State Govt.	
UGC	
Other Central/ State Govt. bodies	
Private Trust	
Donations	
Student Fees	
Internal Revenue Generation	
Others (please specify)	
Total	

(ii) **Expenditure during last year:**

Sl. No.	Particulars	Rs.
1.	Salary of full time faculty	
2.	Salary of non-teaching staff	
3.	Library	
4.	Computer Centre	
5.	Labs and workshops	
6.	Others (specify)	
	Total	

19. **Whether the applicant has any Court case pending against State Govt. / AICTE / DTE&T? If yes, give brief details.**

20. **Brief justification for introduction of proposed additional course and/ or variation in intake.**

21. **Whether the Governing body (GB) has been constituted as per AICTE norms?**

Yes

No

If yes, enclose copy of the list of members and date of last three meetings.

**22. Status of compliance of specific conditions indicated in the last approval extension approval by AICTE.**

<b>Sl. No.</b>	<b>Specific Conditions</b>	<b>Compliance Status</b>

**23. Declarations:**

It is certified that:

- (a) Existing courses are being conducted as per norms, standards and guidelines of the AICTE.
- (b) All the physical deficiencies stated in the last approval letter have been removed.
- (c) The Governing Body (GB) has been constituted as per guidelines laid down by AICTE
- (d) The AICTE scales of pay are being paid to the faculty members.
- (e) The admission are made on merit and on capitations fee or donation of any kind is charged for admission.
- (f) The Teaching faculty has been recruited as per qualifications and experience laid down by AICTE.
- (g) The tuition and the other fees are being charged as prescribed by the Competent Authority.
- (h) No new course has been started (since the last approval by AICTE) without prior approval of AICTE.
- (i) The intake in any of the AICTE approved course has not been increased beyond the sanctioned intake, without prior approval of AICTE.

I / We solemnly declare that no information has been withheld and all the information provided in this application form are true. If any information is found to be incorrect or false, I / we understand that proposal shall be liable for rejection.

Date:  
Place:

Name and Signature of the Authorized  
Signatory of the Institution.  
(With Seal)

**N.B: All pages of the application form must be signed by the authorised signatory of the institution with seal.**