

7 INSTRUCTIONS FOR FILLING OF APPLICATION FORMS FOR ESTABLISHMENT OF NEW TECHNICAL INSTITUTIONS

1.
 - a) Proposals for each class of institutions viz. NDEG, NDEGP, NDEGC, NDEGA, NDEGH, MBA & MCA should be submitted in separate APPLICATION FORMS.
 - b) The completed proposal on the prescribed APPLICATION FORM (**in original**) should be submitted to the Member Secretary, AICTE, New Delhi through proper channel as mentioned below:
 - (i) Application for approval from the Government Institutions and Government Aided Institutions should be submitted through Chairman of Governing Body.
 - (ii) Application pertaining to a University, University department or Deemed to-be University should be submitted through the Registrar of University.
 - (iii) Registered Society or Trust should submit their application through the Secretary.
2. Applications should include all pertinent documents supporting the information provided and claims made therein as per checklist.
3. The Applicant, through certified documents, should indicate specifically the location of the proposed site for setting up of New Institution.
4. Applicants should clearly indicate the educational activities or institutions (if any) being run by the applicant.
5. The Applicant should submit proof of the land earmarked for establishing the new institute, as per norms given at **Annexure A**.
6. The Trust / Society should provide proof of availability of funds for construction of building for first year of the proposed programme, the required fixed deposit and operational fund as per **Annexure A** for starting the proposed institution. **Document showing application for loans to individuals or Promissory Notes shall not be accepted as proof of possession of funds.**
7. **The original APPLICATION FORM should be submitted to the AICTE in the envelope (printed in colour as indicated below) provided with this FORM.** Only Photostat copies may be submitted to the concerned agencies.

Class	Colour	Class	Colour
NDEG	Blue	MBA	Green
NDEGP	Blue	MCA	Green
NDEGC	Blue		
NDEGA	Blue		
NDEGH	Blue		

8. Each application must contain a contents page, which should give page numbers of all the enclosures.
9. **Please do not skip any item or section in the applications form.** If any item is not applicable, record **“Not Applicable”** otherwise applications shall be treated as incomplete, & is liable to be rejected.
10. Application form and enclosures preferably to be submitted in bound form along with page numbers. Photographs should be attested on the obverse side with all particulars, giving date on which such a photograph is taken.
11. The sequence of contents in the proposal should conform to the following documents.
 - i. Acknowledgement Form
 - ii. Synopsis
 - iii. Application Form.
 - iv. Xerox copies of receipt from concerned agencies as listed in the submittal form.
 - v. List of enclosures (Checklist).

12. In the event, the information and statements given by the applicant in the prescribed form are found incorrect / incomplete, the application is liable to be rejected. Any future correspondence / information on such proposals will not be entertained.
13. All Applicants whose proposals are complete in all respects and received on or before the deadline shall be given an opportunity to present their cases along with all original documents before the Hearing Committee. No subsequent information regarding the proposals shall be accepted except at the time of HEARING.
14. In case an Applicant applies for more than one institution, separate resources (land, funds, building, etc.) for each proposal are required exclusively.
15. If the applicant submits more than one proposal, preference in order of priority should be indicated, as the Council may not consider for the issue of **Letter of Intent** to more than one proposal.
16. **Any enquiry or correspondence regarding status of the proposal(s) during its processing shall not be entertained.**