

DIRECTORATE OF TECHNICAL EDUCATION
VOCATIONAL AND INDUSTRIAL TRAINING
HIMACHAL PRADESH SUNDERNAGAR

Application No.



INFORMATION BROCHURE - CUM- APPLICATION FORM

FOR

**ESTABLISHMENT OF NEW DIPLOMA LEVEL TECHNICAL INSTITUTION,
VARIATION IN INTAKE / INTRODUCTION OF ADDITIONAL COURSES IN THE
EXISTING INSTITUTIONS IN PRIVATE SECTOR IN HIMACHAL PRADESH
FOR THE ACADEMIC SESSION 2008-2009**

FOR RUNNING

**DIPLOMA IN ENGINEERING / TECHNOLOGY ,
PHARMACY , ARCHITECTURE, APPLIED ARTS & CRAFT,
HOTEL MANAGEMENT & CATERING TECHNOLOGY**

Phone :- 01907-266120, 266572,266716, 267426 Tele Fax :- 01907-266120, 266840

Website: www.techeduhp.com, email: dtevithotmail.com

Price:- (i) On Counter Rs. 5,000/-
(ii) By Regd. Post Rs. 5050/-

SECTION-I

Guidelines for Establishment of New Diploma Level Technical Institution in Private Sector in Himachal Pradesh

The Department of Technical Education, Govt. of Himachal Pradesh in pursuance of AICTE guidelines for approval Process Prescribes the following guidelines for Submission of Applications and other documents for the establishment of new Diploma Level Institution in Himachal Pradesh.

1. Only Registered Trusts / Societies will be eligible to run the Diploma level courses in Private Sector in Himachal Pradesh. The Regd. Society / Trust should submit their application through Chairman / Secretary of the Society / Trust.
2. The State Level Committee for granting AICTE approval for the establishment of new institution to run Diploma Courses in Engg./Tech./Pharmacy/Hotel Management/ Architecture/ Applied Art & Craft will consider only those applications from the registered Trusts /Societies, which have been submitted on the prescribed form in original issued by the Director Technical Education for the establishment of diploma level Technical Institution. The copy of the Application Form should also be sent to the Regional Office of All India Council for Technical Education (AICTE), Plot No.1310, Sector 42-B, Chandigarh - 160 036.
3. Duly filled in Application Form alongwith photo copies of other necessary documents as per the check list given at the end of the application form received in the office of Director Technical Education Himachal Pradesh Sundernagar on or before **31-03-2008** will only be considered and processed for the session **2008-09**. Applications received after 31-03-2008 will be considered / processed for the next sessions i.e. 2009-2010 and 2010-2011.
4. If the applicant Society / Trust fail to fulfill any of the above requirements or as laid down in the instructions contained in the Information Brochure-cum-Application Form, the proposal is liable to be rejected.
5. The proposals received by the Director Technical Education will be scrutinized by a committee constituted by the State Govt. and the comments of this committee on each proposal will be placed before the State Level Committee for examining and further forwards its recommendations to the concerned Regional Office of AICTE for issuance of Letter of Intent (LOI).
6. Based on the recommendation of State level Committee, the concerned Regional Office of the AICTE shall issue the Letter of Intent or otherwise to the applicants. The State Level Committee shall consider the proposal as per norms and standards of AICTE for establishment of New Technical Institutions, while making recommendations.

7. The Letter of Intent (LOI) shall be valid for a maximum period of 3 years, during which the institution shall complete all requirements as per the Norms & Standards and conditions as decided by the Council from time to time. In respect of cases, in which Letter of Intent is denied the grounds for rejection shall be duly communicated to the concerned Applicant Institution. The Applicant may submit Compliance Report along with documentary evidence to substantiate the claims to be considered for reconsideration by the State Level Committee.

8. The applicant Society / Trust to whom the Letter of Intent issued would be required to comply with the following requirements and submit the documents to the Director of Technical Education Himachal Pradesh Sundernagar.
 - i. A non - refundable processing fee of Rs. 25,000/- drawn in favour of "The Director Technical Education Himachal Pradesh Sundernagar" .
 - ii. A Joint Fixed Deposit of Rs. 15 Lakhs created in the joint names of the President / Chairman of the Applicant Society / trust and the Director Technical Education Himachal Pradesh Sundernagar.

The original Joint Fixed Deposit Receipt shall be kept under the custody of the proposed institutions. A copy of the Joint Fixed Deposit Receipt shall be submitted to the Director Technical Education Himachal Pradesh Sundernagar along with an affidavit on non judicial stamp paper of prescribed value stating that the Joint Fixed Deposit shall not be encashed or modified without prior consent of AICTE and Director Technical Education Himachal Pradesh. The Applicant Society / Trust / institution may be permitted to encash the Joint Fixed Deposit on expiry of the term of the Fixed Deposit. However, the terms of the fixed deposit could be extended for a further period as may be decided on case to case basis and / or no-performance by the institution and / or complaints against the institution.

9. The State Govt. shall coordinate the visit of expert committee to the institutions. The applicant is required to make available following documents to the visiting expert committee.
 - i) A Copy of the application submitted to Director, Technical Education.
 - ii) The letter of intent issued by AICTE (in original)
 - iii) A Copy of DPR
 - iv) Society / Trust Registration documents indicating members of the Society / Trust and its objectives.
 - v) A copy of Refundable Performance Guarantee Fee (RPGF)

- vi) Minutes of the Meeting of Society / Trust.
- vii) Original land Documents.
- viii) Village Map / Location Map / Index Map / Topo Graphic Sketch / City Road Map.
- ix) Land Use Certificate / Land Conversion Certificate, allowing the land for education purpose.
- x) Original Approved Building Plan.
- xi) Copy of the syllabus of concerned affiliating University/Board.
- xii) Details of built up structure available exclusively for the proposed Institute at the permanent site.
- xiii) Proof of sanction of required electrical load.
- xiv) List of equipment required as per syllabus and equipment available
- xv) Stock Register of library Books.
- xvi) Accession Register for Library Books.
- xvii) Copy of invoice / Cash memo for equipment and library Books.
- xviii) Cash Book of the Society / Trust.
- xix) Copy of the advertisement for recruitment to faculty.
- xx) Composition of Selection Committee.
- xxi) Minutes of Selection Committee of Faculty.
- xxii) Architectural Drawing of building construction duly prepared by the Architect and approved by the concerned statutory authority.
- xxiii) Master plan of the Campus of the entire land indicating land use. Circulation, landscaping , infrastructure etc.
- xxiv) Floor Plans , Sections and Elevations of all existing Academic building including Area details.
- xxv) Letter of appointment / Offer letter issued to faculty.
- xxvi) List of faculty appointed./ Identified with qualification and experience.
- xxvii) Joining report./ consent of faculty members.

- xxviii) One page Bio-data of Principal / Director
- xxix) Acquaintance Register.
- xxx) Fund position / Original FDR and Bank Certificate / Statement
- xxxi) Phase Wise plan of construction.
- xxxii) Cash Flow statement for next two years for the proposed Institution showing projected expenses and sources of fund, as indicating in DPF.
- xxxiii) Audited statement of accounts of the Society./Trust for last 3 years .
- xxxiv) Photograph (colored) of the building attested by the Chairman / Secretary of the Society / Trust.
- xxxv) Video CD (Compatible with Windows Media Player) indicating the complete physical infrastructure / facilities and highlighting following:
 - Front side of the entire building.
 - Back side of the entire building
 - Internal portion of at least one class room.
 - Internal portion of computer room alongwith computers. Internal portion of one laboratory.
 - Internal portion of Principal's room.
 - Internal portion of library.
 - Internal portion of faculty room.

The Expert Committee will verify all the above mentioned facilities/documents and submit its report alongwith the relevant documents to the State level Committee.

The institution shall arrange for Video graph of the visit conducted by the expert Committee.

(For detailed guidelines/ instructions and other requirements please visit AICTE website www.aicte.ernet.in.)

SECTION-II

GUIDELINES FOR GRANT OF EXTENSION OF AICTE APPROVAL / VARIATION IN INTAKE / STARTING OF NEW COURSE(S) TO THE INSTITUTIONS OFFERING DIPLOMA PROGRAMMES IN ENGG. / TECHNOLOGY / ARCHITECTURE / PHARMACY / APPLIED ART & CRAFT TO TECHNICAL INSTITUTION IN PRIVATE SECTOR IN HIMACHAL PRADESH

The Department of Technical Education, Govt. of Himachal Pradesh in pursuance of AICTE guidelines prescribes the following guidelines for processing of Applications for Extension of Approval / Variation in Intake / Starting of New Course(s) for Technical Institutions offering Diploma Programmes in State of Himachal Pradesh.

The existing institutions in Himachal Pradesh which are conducting AICTE approved diploma courses may submit their application on the prescribed proforma which will be available in the Directorate of Technical Education Himachal Pradesh Sundernagar on Cash payment of Rs. 5000/- on counter or Rs. 5050/- by post through demand draft drawn in the name of Director Technical Education H. P. Sundernagar payable at Sundernagar. The application form can also be downloaded from our website www.techeduhp.com which should be submitted alongwith the requisite demand draft of Rs. 5000/- .

(For detailed guidelines / instructions and other requirements please visit AICTE website www.aicte.ernet.in.)

AICTE NORMS FOR DIPLOMA LEVEL TECHNICAL INSTITUTIONS

1. **Intake and No. of courses** :-Diploma level technical institutions may be started with 5 courses with an intake of 300. The class size should be 60 in each discipline. Intake could be increased subject to providing additional infrastructure, faculty and Other facilities as per the AICTE norms and accreditation of Programmes.
2. In order to put the available resources to optimum use, diploma level institutions may start courses in relevant clusters / groups such as:
 - a. Mechanical Engineering Group
 - b. Information Technology and Electronics Communication Engineering Group
 - c. Electrical Engineering Group
 - d. Civil Engineering and Architecture Group
 - e. Hotel Management, Food Technology and Travel and Tourism Group
 - f. Applied Arts and Crafts Group
 - g. Pharmacy Bio Medical and Lab Technologies Group
3. Select diploma level institutions with adequate infrastructure faculty and other facilities may be allowed to conduct two shifts provided that such arrangements does not affect the quality of education. More specially, it should not lead to any reduction in Workshop, Laboratories and Contact teaching hours. Adequate faculty and other resources have to be also provided to ensure quality diploma level education.

4. **Land:-** Diploma level institutions may be permitted to be established with land norms as per the following table:

Table I	Mega Cities	Metro including Capitals	Cities state	Others
Diploma level Technical Institutions	1.5 Acres	2.5 Acres		5.0 Acres

5. **Teacher Student Ratio :** Diploma level institutions should be provided faculty in the teacher student ration of 1:20. The faculty should be appointed with approved designations, i.e. Heads of Department, Senior Lecturers and Lecturers. Ration between Senior Lecturer and Lecturer should be 1:3
6. **Built-** Up area requirements : Diploma level technical institutions should be provided built up area (instructional area) at the rate of 5 sqm per student. Since the built up area permitted be constructed vary from location ot location depending upon the local norms of construction the institutions may be allowed to construct building vertically to meet the built up area requirement in the light of reduction in land area.
7. **Beside the built** –up area for instruction of 5 sqm per student appropriate additional area may be provided as administrative area plus circulation area etc. This includes area for Principal 's Room , Store Room , Reception Office, Maintenance etc. The additional built-up area could be 4 to 5 Sqm per student.
8. **Experiments :** the experimental setups should be arranged as per the requirements of the affiliating body's curriculum and normally not more than four students should work in a team for the experiment.
9. **Requirement of Computers:** As per the requirements of the affiliating Body's curriculum and not more than 2 students to work on one computer and not more than four students to work in an experiment.

10. **Library / Books and Journals**

Table 2 : books and Journals Requirement in Library			
Category of New Institutions	Books		Journals
Diploma level technical institutions	2 reference books per students	6 text books for student	As per the requirement of the curriculum of affiliating body

11. **Funds :**

1. For new institutions:
 - a. Rs 50 Lakhs (excluding land and buildings)
 - b. Joint Fixed Deposit Rs 15 Lakhs
2. For Existing Institutions:
 - a. Rs 50 Lakhs Operational funds

No.....

APPLICATION FORM FOR
ESTABLISHMENT OF
NEW TECHNICAL
INSTITUTION(DIPLOMA)
FOR THE ACADEMIC YEAR 2008 – 2009

(Block Year 2008-2010)



**Directorate of Technical Education,
Vocational & Industrial Training,
Sunder Nagar, Himachal Pradesh.**

PHONE: 01907-266120, 267426, 266716, Telefax: 01907-266120

Web site: www.techeduhp.com

SUMMARY

Please fill in details

Proposal for Establishment of New Technical Institution in the year 2008-09

Diploma Programme applied for(Please tick):-

Diploma in E&T	Diploma in Pharmacy	Diploma in Architecture Assistantship	Diploma in HM&CT	Diploma in Applied Art & Crafts

Name and Address of the Applicant	Name & Address of the Proposed Institution	File No. (To be filled by the Department)
Date of Registration of Society:		
Land Specification (Please tick)	(i) Category - State Capital <input type="checkbox"/> - Municipal Corporation Limits <input type="checkbox"/> - Others <input type="checkbox"/>	
	(ii) Land Area in Acres :	
	(iii) <input type="checkbox"/> Registration Sale deed <input type="checkbox"/> Registered Gift deed <input type="checkbox"/> Govt. lease <input type="checkbox"/> Date of Registration <input type="checkbox"/> Mortgaged with Bank-Yes/No Other Institution in the same land area/premises (Please Tick✓) <input type="checkbox"/> Engg. <input type="checkbox"/> Pharmacy <input type="checkbox"/> Architecture Assistantship <input type="checkbox"/> HMCT <input type="checkbox"/> Art& Craft <input type="checkbox"/> Other.....(Specify)	
Land Use Certificate	Issued by on date for..... purpose.	
Building Plan in the name of proposed Institution prepared by Architect and approved by the Competent Authority .	Issued byon date.....	

<p>Whether the construction of the Building is completed as per Approved Building Plan for the proposed institution</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>☞ If No- Stage of construction</p> <p>.....</p>			
<p>Funds Position</p>		<p style="text-align: center;">Number</p>	<p style="text-align: center;">Amount</p>	<p style="text-align: center;">Name of Bank</p>
	<p>FDR's</p>			
	<p>Saving Bank A/C. and Current A/C.</p>			
<p>Whether applied for establishment of any other institution simultaneously for the year 2008-2009.</p>	<p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name of the Course.....</p>			

Application for the Establishment of a New Technical Institution(Diploma)

1. Name and Address with Pin Code) of the Applicant Society / Trust / Government / University:-

Name :

.....

Address:

.....

..... Pin Code.....

STD Code: Fax No.....

Phone No..... Mobile No.....

E-Mail..... Website(If any).....

2. (i) Programmes Applied for (Please Tick only one Class)

Diploma in Engg. & Tech. Diploma in Pharmacy Dip in Applied Art& Craft

Diploma in Architecture Assistantship Dip.HMCT Other.....(Specify)

(ii) Has the Society / Trust applied for more than one Programme.

Yes

No

If yes, please indicate other Programmes

Diploma in E&T	Diploma in Pharmacy	Diploma in Architecture Assistantship	Diploma in HM&CT	Diploma in Applied Art & Crafts

3. Details of the Applicant Society/Trust.

(i) Society Trust

.....

(ii) Registration Number

.....

(iii) Date of Registration

.....

(iv) Place of Registration

.....

(v) Registered under which Act(please tick) (Trust Act/Society Act.).....

Please attach copy of Registration of Society/Trust along with details of constitution, memorandum of association of the society/Trust as Annexure-I)

4. Name and address of the proposed institution at the Permanent Site((State clearly whether the proposed site falls within Corporation/ State Capital / Others)

Name of the Proposed Institution	Address of the Proposed Permanent Site with PIN Code	Classification of the proposed permanent site
		State Capital <input type="checkbox"/>
		Municipal Corp. Areas <input type="checkbox"/>
	State Pin Code	Others <input type="checkbox"/>
	Fax No. STD No.	
	Phone No.	
	Mobile:	
	Email:	

5. Type of Technical Institution [Government (Central / State / aided) / University / Private etc.] proposed to be started

Central Govt. <input type="checkbox"/>	State Govt. <input type="checkbox"/>	Govt. Aided <input type="checkbox"/>
Deemed University <input type="checkbox"/>	University Department <input type="checkbox"/>	Self Financing <input type="checkbox"/>

6. LAND

- (i) Location(Strike out whichever is not applicable) **State Capital/ Municipal Corporation limit/Others)**

(Attach copy of letter from Competent Authority for classification of land, if claimed to be within the limits of State Capital//Municipal Corporation as Annexure-II)

- (ii) **Land Area**(Please note that lease land is not acceptable except in case of government lease as per regulations)

Whether owned by applicant Society/Trust

Yes No

If yes, then

Area Acres / Heacters

(Attach copy of land document as Annexure-III)

Note: In case the land measurements are in units other than Acres/Heacters/Sq. mts., a conversion certificate from the Competent Authority may be provided.

- (iii) Whether the land is registered through a Sale Deed/Gift Deed/Leased by Government in the name of the Applicant Society/Trust/Proposed Institution.
(Please tick ✓) Yes No

If yes, then

Registration Number :

Date :

Place :

- (iv) If the land is on lease from Government bodies then please mention the purpose for which it was leased and period of lease (lease granted for a minimum period of 30 years is only acceptable).

Whether the full payment for the land leased by Govt. has been made and whether the lease has been registered (Yes / No) . _____

Date of possession of land _____

(Please attach a copy of possession certificate).

(Land, if leased from private bodies / persons are not acceptable.)

- (v) Any loans / mortgage raised against the titles of the land. Yes No

- (vi) Whether the land has been exclusively earmarked for the Yes No

the proposed Institution by any resolution.

(Attach copy of land use certificate stating that the land can be use for educational purposes as Annexure – V)

- (vii) Details of other institutions (if any) being run in the same premises.

Name & Discipline of the Institution	Whether Approved by AICTE, if yes,		Land Area in Acres	Sy. No./Khasara No.
	Year for 1 st Approval	Year for Last Approval		
TOTAL:-				

7. Building(for exclusive use of the Proposed institution at the Permanent Site)

- (i) Whether building plan is approved by the Competent Authority.
Yes No

If yes, then give name of authority with date of approval

(Attach copy of approved building plan and resolution of Applicant earmarking building for the proposed programme as Annexure – VI)

- (ii) Whether the approved Building Plan is in the name of the proposed Institution.
Yes No

- (iii) Whether Master plan duly approved by the Competent Authority for the entire institutional complex with the details of the plinth area including area of laboratories, class rooms, drawing halls, workshops, library, administrative block, hostel, etc. along with the phase wise plan for construction with details of financial estimate and sources of funds has been submitted. (Please tick)
Yes No
- (iv) Whether the approved Building Plan has survey Nos' / identification of land on it.
Yes No
- (v) Please state if part of building of an existing institutional complex is proposed to be used for establishment of the new institution. Yes No