

APPENDIX-6

Norms for Essential and Desirable Requirements of the Technical Institutions

6.1 Essential Requirements for Technical Institution

1. Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009) *
2. Establishment of Internal Committee (IC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F.AICTE/ WH/2016/01 dated 10th June, 2016 *)
3. Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989) *
4. Fire and Safety Certificate
5. Barrier Free Built Environment for disabled and elderly persons (as per Chapter VII of the Approval Process Handbook)
6. Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook* as well as Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University.(As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019) *All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) Regulations, 2021 vide F.No.1- 103/ AICTE/PGRC/Regulation/2021 dated 25.03.2021.
7. Compliance of the National Academic Depository (NAD) as per MoE directives, (Applicable for Standalone Institutions and Universities).
8. Safety and Security measures in the Campus (as per Chapter VII of the Approval Process Handbook)
9. Implementation of Food Safety and Standards Act, 2006 at the Institution
10. Digital payment for all financial transactions as per MoE directives
11. Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with the Copies of AICTE approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution
12. Information about available Courses and approved intake at the Entrance of the Institution
13. Mandatory disclosures in the prime location of the Website (as a quick link) of the Institution
14. Display board within the premises as well as on the Website of the Institution Indicating the feedback facility of students and Faculty available in AICTE Web-Portal
15. General notice Board and Departmental Notice Boards
16. Establishment of 24x7 women helpline number and a security system in the campus for providing safety to students and female faculty and non-teaching faculty.
17. Establishment of platform or hiring counsellors for seeking help and guidance w.r.t psychological counselling related to Mental Health for Students, faculty and non-teaching faculty

18. First Aid, Medical and counselling facilities
19. Potable Water Supply and outlets for drinking water at strategic locations.
20. Electrical Grid Power Supply Connection and Backup Electric Supply
21. Sports facilities
22. Sewage Disposal System - Waste Management and environment improvement measures to ensure a sustainable Green Campus
23. Students Safety Insurance and Group Accident Policy for the Employee
24. At least 5 MoUs with Industries
25. Institution-Industry Cell
26. Internal Quality Assurance Cell*
27. Institute Innovation Council (IIC)
28. Language Laboratory (for institutions having Diploma and Degree Programs)
29. Road suitable for use by Motor vehicle- Motorized Road
30. Provision for Vehicle Parking
31. Internship**
32. Implementation of PARAKH

* Appointment of Committees/ IQAC/ Grievance Mechanism should be made before commencement of the session, however, an **Affidavit 2** to that effect need to be submitted by the new Technical Institution at the time of inspection by Expert Visit Committee

** An Affidavit to be uploaded on the Portal for the compliance of Implementation of Internship Policy of AICTE.

NOTE: The above mentioned documents need to be uploaded before downloading the EoA. The Council shall verify their implementation at any point of time.

6.2 Desirable Requirements of a Technical Institution

1. Implementation of student Induction Programme***
2. Facilitate teachers for undergoing Pedagogical training through NITTT Guidelines
3. Applied for membership of National Digital Library
4. Implementation of exam reforms****
5. Facility to watch MOOCs through SWAYAM & SWAYAM PRABHA
6. Provision / Facilities to conduct online meetings, Webinars, classes and examinations
7. Implementation of Skill India Mission
8. Implementation of the schemes announced by Government of India
9. Offering of Skill development Courses approved by the Council
10. Fabrication facility Laboratory (FABLAB)/ AICTE-IDEA LAB/Tinkering Laboratory/ Innovation Laboratory

11. Availability of at least ONE Smart Class Room per Department
12. Installation of grid connected solar rooftops/ Power Systems
13. Public announcement system at strategic locations for general announcements/ paging and announcements in emergency
14. Enterprise Resource Planning (ERP) Software for Student-Institution-Parent Interaction
15. Efforts to encourage Final Year students to appear in various competitive Examinations.
16. Efforts to encourage students to participate in National/International competition like SIH, etc.
17. Efforts to encourage students to take-up internship and project work in Indian Knowledge System related Areas/Topics/Disaster Management
18. Transport
19. Banking Facility/ Automated Teller Machine
20. LCD (or similar) projectors in Class Rooms
21. Auditorium
22. Staff Quarters
23. Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)
24. General Insurance provided for assets against fire, burglary and other calamities
25. Intellectual Property Right Cell
26. Implementation of Unnat Bharat Abhiyan/ SaansadAdarsh Gram Yojana (SAGY)
27. Green and eco-friendly campus which focuses on energy efficiency by preserving natural resources for healthy living and a good learning environment.
28. Implementation of Start-up Policy
29. Social Media Cell
30. Participation in the National Institutional Ranking Framework (NIRF)
31. Participation in the National Innovation Ranking (ARIIA)
32. Plastic Free Campus
33. Measures for Cybersecurity
34. Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator
35. Rainwater Harvesting
36. Happiness Metrics Scheme

*** An Undertaking to be uploaded on the Portal that the Institution shall possess an UHV Induction Programme trained Faculty for every 20 newly joined students before AY 2022-23.

**** An Undertaking to be uploaded on the Portal that the Internal Assessment & Laboratory Work shall be carried out following AICTE Exam Reforms and all the existing Faculty shall be trained for the same.

6.3 Structure of the Committees

6.3.1 Structure of Anti Ragging Committee

Every Institution/ University including Institution Deemed to be University imparting Technical Education shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of Civil and Police Administration, Local Media, Non-Government Organizations involved in youth activities, representatives of Faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff and shall have a diverse mix of membership in term of Level as well as gender.

6.3.2 Grievance Redressal Mechanism

In order to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such institutions, AICTE has notified All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions. Non-compliance of the above Regulations shall call for punitive action.

Student Grievance Redressal Committee (SGRC)

- A complaint from an aggrieved student relating to the institution shall be addressed to the Chairperson, Student Grievance Redressal Committee (SGRC).
- Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely:
 - a. Principal of the College- Chairperson;
 - b. Three senior members of the teaching faculty to be nominated by the Principal as Members and out of three one member shall be female and other from SC/ST/OBC category;
 - c. A representative from among students of the College to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities- Special Invitee.
- The term of the members and the special invitee shall be of two years.
- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- In considering the grievances before it, the SGRC shall follow principles of natural justice.
- The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

Appointment, Tenure, Removal and Conditions of Services of Ombudsperson:

- Each affiliating University, Technical University, Private University, Deemed to be University shall appoint Ombudsperson for redressal of grievances of students under the UGC (Redress of Grievances of Students) Regulations, 2019.
- There shall be one or more part-time functionaries designated as Ombudsperson to hear, and decide on, appeals preferred against the decisions of the SGRCs.

- For institutions which are offering diploma level course(s) and are affiliated to Board of Technical Education (BTE), the concerned Directorate of Technical Education (DTE) shall appoint an Ombudsperson for redressal of grievances of students.
- For Institution which are not affiliated to any University and offering Diploma, Post Diploma, Post Graduate Certificate, Post Graduate Diploma Course(s) in Management, Computer Applications & Travel and Tourism, the Council shall appoint an Ombudsperson for redressal of grievances of students.
- The Ombudsperson shall be a Retired District Judge or a retired Vice Chancellor or Professor (who has worked as Dean/HOD and 10 years' experience as Professor at State/Central Universities/Institution of eminence).
- The Ombudsperson shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as Ombudsperson, be in a conflict of interest with the Institution where his/her personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the Institution.
- The Ombudsperson shall be appointed for a period of three years or until he or she attains the age of 70 years, whichever is earlier, from the date of assuming office, and shall be eligible for reappointment for another one term for the same State or region, as the case may be.
- For conducting the hearings, the Ombudsperson shall be paid a sitting fee, per diem, in accordance with the norms fixed by the Council, and shall, in addition, be eligible for reimbursement of the expenditure incurred on conveyance.
- The State Government, in the case of an Ombudsperson of a State, and the Council (for Council appointed Ombudsperson), may remove the Ombudsperson from office, on charges of proven misconduct or misbehaviour as defined under these Regulations.
- No order of removal of Ombudsperson shall be made except after an inquiry made in this regard by a person not below the rank of judge of the High Court in which a reasonable opportunity of being heard is given to the Ombudsperson.

Functions of Ombudsperson:

- The Ombudsperson shall hear appeals from an aggrieved student(s), only after the student has availed all other remedies provided under these Regulations.
- While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
- The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

Procedure for Redressal of Grievances by Ombudspersons and Student Grievance Redressal Committees:

- Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student may submit an application seeking redressal of grievance.
- On receipt of an online complaint, the institution shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.

- The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- An aggrieved person may appear either in person or authorize a representative to present his/her case.
- Grievances not resolved by the Student Grievance Redressal Committee shall be referred to the Ombudsperson, within the time period provided in these Regulations.
- Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee, in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the Council, which shall take action in accordance with the provisions of these Regulations.
- The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons therefore as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the institution shall place it for general information on its website.
- The institution shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the Council any failure on the part of the institution to comply with the recommendations.
- The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

Information Regarding Ombudspersons and Student Grievance Redressal Committees:

An institution shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Students Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.

Consequences of Non-Compliance:

The Council shall in respect of any Technical institution, which wilfully contravenes or repeatedly fails to comply with the recommendation of the Ombudsperson or the Student Grievance Redressal Committee, as the case may be, proceed to take one or more of the following actions, namely:

- Withdrawal of approval granted to the Technical Institution;
- Withdrawal of declaration of fitness or entitlement to receive grants or financial assistance from the Council;
- withholding any grant allocated to the Technical Institution;
- Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Council;
- Informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of Council, declaring that the institution does not possess the minimum standards for redressal of grievances;
- Recommend to the affiliating University for withdrawal of affiliation, in case of a University affiliated institution or DTE affiliated institution;
- Such other action as may be deemed necessary and appropriate against an institution for non-compliance.

Provided that no action shall be taken by the Council under these Regulations, unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

Prevention and Prohibition of Ragging:

Implementation of the above shall be in line with norms prescribed in Appendix 12

Grievance Redressal Cell (GRC) for Faculty/Staff:

Implementation of the above shall be in line with norms prescribed in Appendix 15

6.3.3 Committee for SC/ST

Committee shall consist of five members, out of which at least 2 members shall be SC/ST and one member shall be a woman.

6.3.4 Internal Committee (IC)

Responsibilities of the Technical Institution as per Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions (All India Council for Technical Education Regulations, 2016)

Every Technical Institution shall Publicly notify the provisions against sexual harassment and ensure their wide- dissemination

- a. Include in institution's Website, prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for Redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee, complaints procedure and so on
- b. Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations
- c. Organise regular orientation or training Programmes for the members of the IC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity
- d. Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation
- e. Every Technical Institution shall constitute an Internal Committee (IC) with an inbuilt mechanism for gender sensitization against sexual harassment. The IC shall have the following composition:
- f. A Presiding Officer who shall be a woman Faculty member employed at a senior Level (not below a Professor in case of a University, and not below an Associate Professor in case of an Institution) at the Educational Institution, nominated by the Executive Authority
- g. Two Faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority
- h. Three students (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/ Diploma Level Institution, as the case may be One member from amongst Non-government Organisation or Associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority
- i. At least one-half of the total members of the IC shall be women.
- j. Persons in senior positions such as Chairman/ Secretary of the Society, Principal/ Director of the Institution, etc. shall not be the members of the ICs in order to ensure autonomy of their functioning

- k. The term of office of the members of the IC shall be for a period of three years. Institutions may also employ a system whereby one-third of the members of the ICC may change every year
- l. All Technical Institutions approved by AICTE shall upload the Annual Report containing the following details by 30th June of the Calendar Year:
 - m. Number of complaints of sexual harassment received in the year
 - n. Number of orientation or training Programmes carried out for the members of the IC to deal with complaints
 - o. Number of complaints disposed of during the year
 - p. Number of cases pending for more than 90 days
 - q. Number of workshops or awareness Programme carried out for the officers, functionaries, faculty and students to sensitize them against sexual harassment
 - r. Nature of action taken by the Technical Institution against the perpetrator.

6.3.5 Establishment of Institution's Innovation Council (IIC)

To create an enabling ecosystem for Innovation and Entrepreneurship in educational institutions, MoE's Innovation Cell and AICTE are encouraging all higher technical institutions to establish Institution's Innovation Council (IIC) in their campuses. The 1st step towards establishing an IIC is to register in the IIC portal <https://iic.mic.gov.in/signup> followed by formation and function of the council. In the AICTE's annual approval process, establishment of IIC in HEI is an essential item, for which all participating institutes are required to upload the copy of the IIC establishment certificate and IIC registration number.

Institutions with a functional IICs in campus can download the establishment certificate available at <About My Institute>, <My Profile>, <Certificates> in the Institute's IIC login page for the above purpose. If an institution has not yet established an IIC, the head of the institute can register for an IIC at <https://iic.mic.gov.in/signup> and complete the 'My Council' formation along with nomination for the president to lead the IIC activities. Institute can go through the manual of IIC formation and operation at <https://iic.mic.gov.in/assets/html/index.html>. For more details about the IIC, visit <https://iic.mic.gov.in/>.