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सत्यमेव जयते

**अखिल भारतीय तकनीकी शिक्षा परिषद्**

(भारत सरकार का एक सॉवधिक निकाय)

(शिक्षा मंत्रालय, भारत सरकार)

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**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**

(A Statutory Body of the Govt. of India)

(Ministry of Education, Govt. of India)

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**F.No. AICTE/P&AP/APH/2023**

**Dated: 08.12.2023**

**CIRCULAR**

**Subject: Norms and Policies with respect to Grant of Autonomy to Polytechnic Colleges.**

**Facilities and benefits to Autonomous Polytechnics:**

- Review existing courses/programmes and restructure, redesign and prescribe its own courses/programmes of study and syllabi.
- To formulate new courses/programmes within the nomenclature specified by AICTE.
- Eligible for Grant of Extended EoA up to the period of expiry of Autonomy of from AICTE
- Evolve methods of assessment of students' performance, conduct of examinations and notification of results.
- To announce results, issue mark sheets, migration certificates and other certificates.
- Autonomous polytechnics has to obtain equivalence to their programs from SBTE/AICTE by following due procedure
- The Competent Authority for carrying out the admission in autonomous polytechnics will be the state Government or the authority nominated by state Government.
- Constitute its own Governing Board, Academic Council, Board of Studies, Exam Committee and Finance Committee for funds received through external resources e.g. IRG/CRS etc.
- They shall have complete administrative autonomy and have the privilege of appointing their own administrative staff and teaching faculty including Principal in case of self-financing institute. In case of Govt. institute the policy in this matter shall be as decided by Government. However, the staff will be appointed as per the AICTE Regulations (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Polytechnics and



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Measures for the Maintenance of Standards in Technical Education) and as amended from time to time. In addition to this State Government guidelines/rules shall also be followed by autonomous polytechnics.

- The autonomous polytechnics shall be given priority while sanction of funds from the AICTE/ State Governments for various Quality Upgradation Schemes.
- Autonomy granted to the polytechnic is at the institutional level and shall cover the programmes at all levels offered by the polytechnic. The courses introduced by the polytechnic after the conferment of autonomous status shall automatically come under the purview of autonomy.
- Autonomous status shall be granted initially for a period of 5 years; further extension shall be for 5 years only after satisfactory performance.
- The polytechnic applying academic autonomy must fulfil the essential criteria as specified by AICTE/ DTE/SBTE.
- Head of Institution/Principal of Polytechnic has financial power to spend the funds generated through IRG/CSR/funding received from External resources on development activities following the due norms(GFR).

**Essential Criteria for grant of Autonomous status:**

- (i) The institute should have minimum 10-years of existence and must possess an NBA accreditation for minimum 30% of eligible programmes. The accreditation should be valid until a period of an additional year from the date of submission of the application.

OR

The institution is in existence for a period of minimum 25 years.

- (ii) 50% of the faculty members amongst the AICTE approved faculty pattern should be working on regular basis.
- (iii) At least 60% faculty should have experience more than 5 years and out of that 50% shall have retention during the last 3 years.
- (iv) Adequacy of infrastructure must be available as per AICTE norms i.e. NIL Deficiency report while granting EOA by AICTE for current Academic Year.
- (v) The results of the institution must be 60% and above in all semesters of last three academic years.
- (vi) Admission status of the institution should be minimum 80% in the previous 3 academic years.
- (vii) More than 50% of the faculty members of the institution should have undergone at least one: course in MOOCs or SWAYAM/FDP (Min. 2 weeks)/ Industrial Training (Min. 3 weeks) in the current/previous Academic Year.

- (viii) 75% of the students in accordance with the final year pass outs should have obtained placement or opted for entrepreneurship/ higher studies during previous 3 academic years.

### **Application Procedure:**

#### **i. Application:**

A Polytechnic college fulfilling the criteria mentioned in Annexure B can apply for grant of autonomy. The Institute need to submit an application to the respective Directorate of Technical Education in the prescribed format. After submission of the application form, the Institute will have to pay Rs. 25,000 (Exempted for Govt./ Govt. aided institutions) to the Directorate of Technical Education within stipulated time limit as a processing fees. The dully filled application along with the processing fee shall reach the Directorate of Technical Education on or before 31<sup>st</sup> October of the year preceding the year from which the autonomous status is applied for.

#### **ii. Evaluation of application:**

An Evaluation Committee under the Chairmanship of the Director of Technical Education and the following members will evaluate the received applications:

- |    |                             |              |
|----|-----------------------------|--------------|
| 1. | Nominee of State Government | - One Member |
| 2. | Nominee of State Board      | - One Member |
| 3. | Subject/Domain Experts      | - Two Member |
| 4. | AICTE Nominee               | - One Member |

The same committee will manage to visit the institute for physical verification and correctness of the information submitted in the application. The institute will have to produce the necessary documents in support of it to the visiting committee. The criteria for evaluation is 100 marks. Institution obtaining 70 marks and above shall be considered eligible for grant of autonomy. The committee report along with the recommendation shall be forwarded to AICTE latest by 31<sup>st</sup> March. AICTE shall scrutinize and shall announce the grant/ non-grant of autonomy latest by 30<sup>th</sup> April. The list of Polytechnics obtaining autonomy shall be intimated to the respective state governments by the AICTE.

### Evaluation guidelines w.r.t. Essential Criteria for Grant of Academic Autonomy

The polytechnic applying for academic autonomy from AICTE must be evaluated as per following criteria:

Sr. No.	Criteria	Yes / No
01	The institute should have minimum 10-years of existence.	
02	The institution possess NBA accreditation for all eligible programmes (if applicable)	
03	NBA Accreditation status valid for next one Academic year at the time of submission of application for Academic Autonomy to AICTE (if applicable)	
04	50% of the faculty members amongst the AICTE approved faculty pattern should be working on regular basis	
05	At least 60% faculty should have experience more than 5 years and out of that 50% shall have retention during the last 3 years	
06	Adequacy of infrastructure must be available as per AICTE norms i.e. No Deficiency report while granting EOA by AICTE for current Academic Year.	
07	The results of the institution must be 60% and above in all semesters of last three academic years	
08	Admission status of the institution should be minimum 80% in the previous three academic years.	
09	More than 50% of the faculty members of the institution should have undergone at least one: course in MOOCs or SWAYAM/FDP (Min. 2 weeks)/ Industrial Training (Min. 3 weeks) in the current/previous Academic Year	
10	75% of the students in accordance with the final year pass outs should have obtained placement or opted for entrepreneurship/ higher studies during previous 3 academic years	

### Application form for Academic Autonomy

(The proposal should be submitted to State board in the following format with supporting documents)

#### Basic Information about the Institute

1	Name, Address & contact details of the Institute	
2	Name of Principal with Contact details & email	
3	Year of Establishment	
4	Type & status of Institution (Govt. /Govt. Aided /Private Self-Financing)	
5	Name and Address of the Management (if Private Self-Financing)	
6	Copy of State Government approval for establishment of Institute*	Yes/ No
7	Copy of First Approval letter by AICTE *	Yes/ No
8	Present EoA letter by AICTE*	Yes/ No
9	Overall deficiency	Yes/No
10	List of courses with approved intake and actual enrolment (Attach previous 3 years details)	Yes/ No
11	Letter of NBA Accreditation	Yes/ No
12	Date of validity of NBA	
13	Whether any Grants received from State/ Central Govt./ AICTE during last three years*	Yes/ No
14	An undertaking by the Head of the Institutions that no litigation against State/ Central Govt./ AICTE	
15	An undertaking by the Head of the Institutions that no penalty were imposed by State/ Cenral Govt./ AICTE against the institutions	

**Academic reputation and previous performance in Board examinations and its academic / co-curricular / extension activities in the past.**

Sr. No	Criteria & Sub-criteria	Related Documents to be submitted	Institutional Response with supporting documents	Marks	Remarks if any
1	No of programmes approved by AICTE and affiliated to SBTE	AICTE Approval Letter, SBTE Affiliation Certificate			
2	Institute Vision and Mission a. Statement Available b. Appropriateness & Relevance c. Proper dissemination	Vision & Mission statement & its dissemination documents			
3	NBA Accreditation Rating	NBA Accreditation Letter & evaluation sheet			
<b>Total</b>					

<b>II Academic achievements of the faculty</b>					
Sr. No	Criteria & Sub-criteria	Related Documents to be submitted	Institutional Response with supporting documents	Institutional claim of Marks	Remarks if any
1	No. of paper presented by the faculties in previous and current academic year in SCI/ Scopus/ UGC-CARE National / International Journals	Letter of acceptance and/or copy of paper published.			
2	No. of patent published /submitted by the faculties in previous 2 years and current academic year	Letter of acceptance and copy of patent published.			
3	No. of sponsored projects under taken by faculty in previous 2 years and current academic year	Document from sponsoring industry / organisation indicating direct support related to sponsored project.			
4	No. of state/ National/ international level award won by the Institute/Faculty in previous 2 years and current academic year for Activities conducted	Letter of award, relevant certificate & photographs			
<b>Total</b>					

<b>Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard</b>					
<b>Sr. No</b>	<b>Criteria &amp; Sub-criteria</b>	<b>Related Documents to be submitted</b>	<b>Institutional Response with supporting documents</b>	<b>Institutional claim of Marks</b>	<b>Remarks if any</b>
1	The average percentage of admitted students to first year in previous 2 years and current academic year	Approved Merit List from RO in excel format with average of marks			
2	Faculty as per AICTE Norms Student to Faculty Ratio for last 3 years	Appointment orders of faculty			
3	Head of the Department	SBTE/DTE approval letter, Qualification related documents			
4	Regular Faculty	SBTE/DTE approval letter, Qualification related documents			
5	% of faculties having higher education.	PG/PhD Award certificates			
<b>Total</b>					

<b>IV Quality of Institutional Management</b>					
<b>Sr. No</b>	<b>Criteria &amp; Sub-criteria</b>	<b>Related Documents to be submitted</b>	<b>Institutional Response with supporting documents</b>	<b>Institutional claim of Marks</b>	<b>Remarks if any</b>
1	Number of industries visited for the placement in last 3 years.	Letters/Emails from industry Documents related to actual visits			
2	% of placement of students in last 3 years.	Placement orders			
3	Institute Initiative towards Industry Internship/Training	Relevant documents & Students Feedback			
4	Number of students opted for higher studies/ entrepreneurship in last 3 years	Relevant higher study admission documents			
5	<ul style="list-style-type: none"> <li>• Whether TPO cell exist &amp; functioning</li> <li>• Whether EDP Cell exist &amp; functioning</li> </ul>	Relevant letters/office order			

	• Whether Incubation Cell exist & functioning				
<b>Total</b>					

<b>V Financial Strength of the Institution</b>					
<b>Sr. No</b>	<b>Criteria &amp; Sub-criteria</b>	<b>Related Documents to be submitted</b>	<b>Institutional Response with supporting documents</b>	<b>Institutional claim of Marks</b>	<b>Remarks if any</b>
1	Financial Status and provision for Autonomy (The annual working capital shall be 15% more than the expenditure of previous financial year) (if applicable)	Balance Sheet of last 3 years			
2	Salary to regular staff paid as per AICTE Norms	Bank Statement & Salary Sheet of last 3 years (if applicable)			
3	Budget of the Institute for previous three years with department wise separate allocation	Budget Document			
4	Internal Revenue Generation through testing/ consultancy	Balance Sheet/Receipt statement			
5	Financial assistance received through various authorities viz. AICTE, GOI, GOM, SBTE, Industry etc.	Letters related to financial assistance.			
<b>Total</b>					

<b>VI Motivation and involvement of faculty in the promotion of innovative reforms</b>					
<b>Sr. No</b>	<b>Criteria &amp; Sub-criteria</b>	<b>Related Documents to be submitted</b>	<b>Institutional Response with supporting documents</b>	<b>Institutional claim of Marks</b>	<b>Remarks if any</b>
1	Learning Materials (First Year Courses) faculties using Self-developed power point/ flash presentation/ Video Presentation as a teaching aid during imparting the instructions.	Related documents			
2	Whether CAS to the faculty and promotional prospects to the supporting staff is available.	Office orders/ Committee reports			



3	Online courses in MOOC or SWAYAM/ FDPs completed by faculty in current & previous year	Certificates			
4	Faculties deputed / sponsored for attending trainings & workshops in previous and current academic year	Letters related to deputation/sponsorship			
5	Supporting Staff deputed/sponsored for attending trainings & workshops in previous and current academic year	Letters related to deputation/sponsorship			
6	Whether faculty involved in attracting revenue generation and projects for Institutional development is awarded through monetary benefits	Letters/office orders of monetary benefit distribution			
7	Faculty and staff welfare mechanism	Relevant documents			
<b>Total</b>					

<b>VII Responsiveness of administrative structure</b>					
<b>Sr. No</b>	<b>Criteria &amp; Sub-criteria</b>	<b>Related Documents to be submitted</b>	<b>Institutional Response with supporting documents</b>	<b>Institutional claim of Marks</b>	<b>Remarks if any</b>
1	Governing Board (As per Norms)	Office Order, Meeting Register, Acceptance Letter of Members			
	Adequate presentation of Industry and academician on GB	Office Order, Meeting Register, Acceptance Letter of Members			
	GB Meeting conducted minimum twice a year	Meeting Register, Minutes of Meeting			
2	Board of Studies (Formed or Identified as per norms)	Office Order, Meeting Register, Acceptance Letter of Members			
	Adequate presentation of Industry and academician on Board of Studies	Office Order, Meeting Register,			

		Acceptance Letter of Members			
	Meeting conducted minimum twice a year (BOS)	Meeting Register, Minutes of Meeting			
Establishment of Examination Cell					
3	Examination Control Room Identified	Sanctioned Plan			
	Availability of Security and safety facility to Exam Control Room	Related documents			
4	Principal	DTE/SBTE approval/qualification related documents.			
5	Examination Section Staff a) Controller of Examination/ Examination in-charge b) Data entry operator c) Ministerial Staff	Appointment orders			
6	Dean/In-charge Curriculum Development	Office order			
7	Establishment of CDC/ CDTP cell	Office order			
8	Effective working of CDC	Meeting documents			
Programme wise Status (Considering all programmes)					
9	Programme-wise Board of Studies (Formed or Identified as per Norms)	Appointment order, Minutes of meeting/meeting register			
	Adequate presentation of Industry and academician on Board				
	Meeting conducted minimum twice a year (PBOS)				
10	Finance Committee formed & Meeting conducted minimum twice a year -	Office Order, Minutes of meeting			
11	The institute must have various committees in place, functional and conducting meetings at least twice a year, for e.g. <ul style="list-style-type: none"> <li>• Prevention &amp; Prohibition of Ragging,</li> <li>• Grievance Redressal Mechanism for Students &amp; Faculty,</li> <li>• Committee for SC/ST,</li> <li>• Internal Committee for women grievances etc.</li> </ul>	Appointment /Office orders, Register of record of each committee meetings & action taken reports			

	<b>Total</b>	
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<b>VIII Involvement in SBTE Activities</b>					
<b>Sr. No</b>	<b>Criteria &amp; Sub-criteria</b>	<b>Related Documents to be submitted</b>	<b>Institutional Response with supporting documents</b>	<b>Institutional claim of Marks</b>	<b>Remarks if any</b>
1	Contribution to RBTE/SBTE in Curriculum aspect , Monitoring , Examination paper-setting, Evaluation, Inspection , Training , students activities etc.	SBTE/RBTE order/letters			
2	Conduction of SBTE Examination (Verify data of last three exam events)				
2.1	Office orders issued to Chief officer In-charge, Officer In-charge, supervisors etc.	Office orders			
	Procedure for opening sealed question paper packets	Related documents			
	Duly filled Supervisor's reports	Supervisor's report			
	Appointment & working of vigilance squad during exam	Vigilance squad report			
	Record of blank answer books and supplements	Answer book record register			
2.2	Malpractices and copying cases in current and two previous exams				
	• Mass copying	Malpractice / copy case related documents			
	• Number of coping cases reported				
• Reported by Internal squad					
3	<b>Assessment of Answer Books in RAC</b> (Data of last three RAC activities)				
	• Adequate space for Assessment centre	Documents related to assessment of answer books.			
	• Security of Answer books				
	• Quality assurance mechanism for assessment of answer books				
	• Moderation of Answer books				
	• Zero Error Status in last five RAC activities				
<b>Total</b>					

<b>IX Planning of Curriculum Development and its Evaluation as per NEP 2020</b>					
<b>Sr. No</b>	<b>Criteria &amp; Sub-criteria</b>	<b>Related Documents to be submitted</b>	<b>Institutional Response with supporting documents</b>	<b>Institutional claim of Marks</b>	<b>Remarks if any</b>
1	Status of curriculum development				

	a) Formation of Course wise curriculum development committee	Office order			
	b) Representation of minimum 2 industry experts in (a)	Office order			
	c) Readiness of First year Curriculum				
	<b>Total</b>				
	<b>Grand Total</b>				

### Summary

S. No	Parameters	Total no of Sub-Points (100)	Institutional claim of Marks	Remarks if any
1	Academic reputation and previous performance in Board examinations and its academic/co-curricular/extension activities in the past.	20		
2	Academic achievements of the faculty.	10		
3	Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard.	10		
4	Quality of Institutional Management.	10		
5	Financial strength of the Institution	10		
6	Motivation and involvement of faculty in the promotion of innovative reforms	10		
7	Responsiveness of administrative structure.	10		
8	Involvement in SBTE Activities	10		
9	Planning of Curriculum Development and its Evaluation as per NEP 2020	10		
		<b>Total</b>		
	<b>Percentage of marks obtained</b>			

With best regards,

Yours sincerely,

*Mamta*

(Dr. Mamta Rani Agarwal)

08 Dec 23