## Granting NOC for the introduction of new technical courses i.e. MBA and MCA regulated by AICTE in Non - Technical Degree Colleges

1. Higher Education Institutions interested in starting any of these new courses will have to submit the application as per format given in **Annexure I**.

2. Applications that are found to be in order in all respects shall be processed further for physical examination by the 3 member **Expert Committee/Inspection committee** (at least one expert).

    **2.1** The Expert Committee shall physically visit the premises of the Institution to verify the following (Details mentioned in **Annexure II**):

    a. Readiness with respect to Built-up Area Requirements .

    b. Readiness with respect to Computer Software, Internet, Printers and Library facilities.

    c. Separate Head of the Department and 75% faculty for proposed courses must be identified and recruitment must be in process at the time of the visit.

    d. Infrastructure/ Equipment as per syllabi must be procured and in operational stage.

    e. Procurement of books and journals as per norms.

    f. Collaboration with Institutions for Placement.

    g. Collaboration with nearby industries/banks for providing internships to the students

    h. A projection of the minimum requirement of funds for various purposes including pay of the teaching/non-teaching staff/books/ equipment/ furniture etc.

    i. Proof of adequate working capital , in addition to the funds for certificate/degree course i.e five lacs for post graduate, in form of fixed deposit receipt (FDR) pledged with Director Higher Education , Haryana in respect of Non government colleges to introduce a new technical course in the college.

3. After the Evaluation, the proposal shall be forwarded for the approval by the EM and if the Institution is deemed to be fit for the issuance of "No Objection Certificate", it shall be issued on the following conditions:

a. No financial assistance/ grant in any form at any stage will be given by the State Government. The institution will be responsible to bear all the recurring and non-recurring expenses.

b. The institution will seek affiliation from the concerned University for the course ( and send a copy to the Department of Higher Education, Haryana) and shall follow all other conditions imposed by the affiliating University, AICTE and Government.

c. The institution will follow all the guidelines of the affiliating University for the recruitment of staff and staff strength.

d. There shall be reservation of seats for SC/ BC/OBC/Specially abled (Divyangjan)/ Ex-servicemen, Sports persons, Freedom Fighters and any other reserved category as per the State Government Policy.

e. The government shall be competent to impose any other condition(s) at any time which shall be binding on the College Management.

f. The NOC will be issued from the academic session mentioned above, however if the college fails to start the Course, the Directorate of Higher Education must be informed.

g. In case, the institute is not able to run/ sustain the course, the NOC will be withdrawn.

h. Any contravention of the above stated conditions shall result in withdrawal of the "No Objection Certificate" with a prior one month notice and legal actions against the defaulting College will be taken as follows:-

- Any institution running the course in violation of above set regulations shall be liable to appropriate initiation of penal civil action.
- If any institution contravenes any of the provision of concerned regulations the council after making such enquiry as it may consider appropriate and after giving institution concerned, an opportunity of being heard, under appropriate regulations, withdraw the approval to the concerned course.

- Provided further that in case of such a withdrawal the operation of such said course shall not be started again before completion of two academic years from the date of such a withdrawal.
- Provided further that the students admitted to the institute whose approval has been withdrawn shall be redistributed to other institutions in the jurisdiction of the affiliating university by the competent authority of the respective state government.

# Annexure I

## Application Form

**PART -A**
General Information

| | | | |
|---|---|---|---|
| 1 | Name of the institution | | |
| 2 | Postal Address | | |
| 3 | Telephone number with STD code | | |
| 4 | Fax No. | | |
| 5 | E-mail | | |
| 6 | Year of starting of the course | | |
| 7 | Status of the course conducting body: Government/ Aided/ Private [Enclose copy of Registration documents of Society/Trust] | | |
| 8 | Name, Address of the Society/ Trust/ Management (attach documentary proof) | | |
| 9 | Telephone number with STD code | | |
| 10 | Fax No. | | |
| 11 | E-mail | | |
| 12 | Court Case, if any (Status) | | |
| 13 | Name of the Principal | | |
| 14 | Qualification | | |
| 15 | Contact Nos. (Landline/ Mobile) | | |
| 16 | **Courses (Attach copy of AICTE Approval Letter/Application applied for approval)** | | |
| | Name Of Course | | AICTE approval (Yes/ No) |
| | | | |
| | | | |

Approval status of the institute for introducing post graduate degree course (attach copy of all the approved/affiliation letters)

| Approving authority | Letter Number / Proof of apply | Date | Annexures |
|---|---|---|---|
| AICTE approval | | | |
| Affiliation with University | | | |

**PART- B**
DETAILS OF THE LAND (Attach copy of all the land documents / NOC'S) [For the proposed Course(s)]

| 1 | Land available of existing institution (Area in acres ) | |
|---|---|---|
| 2 | Ownership of land (Please tick the applicable one) | ☐ Government<br>☐ Trust<br>☐ SOCIETY<br>☐ Govt. Leased<br>☐ Owned<br>☐ Company |
| 3 | Land registration details | NO.<br>Date |
| 4 | Khasra no. | |
| 5 | NOC | ☐ State Govt.<br>☐ Local Fire Service Authorities (to ensure fire and life safety |

**PART – C**
Availability of funds with the Trust /society / Institute [For the proposed Course(s)]

| Sr. No. | Funds available in account of trust for Proposed course | Funds required as per norms | Remarks |
|---|---|---|---|
| 1 | | Rs. 50 Lakhs | |
| | | | |

## 4.1 Masters in Computer Application (MCA)

**Course Duration** - 2 years

**Eligibility:**

I. Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree. OR Passed B.Sc./ B.Com./ B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University).

II. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

**Seats and Divisions:** A maximum of 60 Seats in a maximum of 3 divisions per course. Total 180 seats

**Faculty: Student** - 1:20

### 4.1.1 Norms for Built-up Area Requirements

| Particulars | Number of Rooms required | Carpet Area in m2 per Room |
|---|---|---|
| Classrooms | 1 per Division per Year | 66 |
| Computer Laboratory | 1 | 66 |
| Computer Centre | 1 | 150 |
| Seminar Hall | 1 | 132 |
| Library | 1 | 100 |

- If the Institution has more than 2 Divisions, one Additional Laboratory for each Division needs to be created.
- Each Class Room shall be equipped with LCD projector, Smart Board, Internet Connection, etc. Institutions shall have facilities for conducting online classes (theory and Practical)
- Seminar Hall shall have proper furnishing and equipment such LCD projector, Smart Board, PA(Public Address) System and Executive Chairs.
- Institutions shall have Massive Open Online Courses (MOOCs) Facility Centre and Innovation Laboratory.

**4.1.2 Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment:**

| Computers, Software, Internet and Printers | Laboratory Equipment and Experiments | Books and Library Facilities |
|---|---|---|
| Number of PCs/ Laptop to student ratio - 1:4 (Minimum 20 PCs) | The Laboratories shall have Equipment as appropriate for experiments as stated/suitable for the requirements of the affiliating University/ Board's Curriculum. It is desired that the number of experimental set-up be so arranged that maximum four students shall work on one set. | 50 Book Titles with 60 Volumes required at the time of starting, equally distributed per subject. |
| 3 System Software (Legal) and 20 Application Software (Legal) | | Reading Room Seating- 25% of Total Students (Max - 100) |
| 5% of total number of PCs/ Laptops shall be connected to Printers including Color Printer | | Minimum 10 Multimedia PCs for Digital Library/ internet Surfing located in the reading room |
| All computers to be connected to LAN and Internet with desirable Mail Server and Client | | |

**Subscription of Journals:** Subscription to 6 relevant Journals/ e-journals Published in India and 6 relevant Journals/ e-journals Published Abroad. At least 25% of total journals are to be indexed by Scopus/ Web of Science/ Medline.

## 4.2 Management (Masters in Business Administration)

**Course Duration** - 2 years

**Eligibility:** Passed Bachelor Degree of minimum 3 years duration and Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.

**Seats and Divisions:** A maximum of 60 Seats in a maximum of 5 divisions per course. Total 300 seats

**Faculty: Student** - 1:20
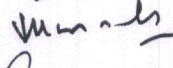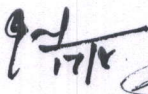
### 4.2.1 Norms for Built-up Area Requirements
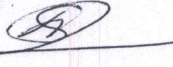
| Particulars | Number of Rooms required | Carpet Area in m2 per Room |
|---|---|---|
| Classrooms | 1 per Division per Year | 66 |
| Computer Centre | 1 | 150 |
| Seminar Hall | 1 | 132 |
| Library | 1 | 100 |

- Each Class Room shall be equipped with LCD projector, Smart Board, Internet Connection, etc.
- Institutions shall have facilities for conducting online classes (Theory and Practical).
- Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs. Institutions shall have Massive Open Online Courses (MOOCs) Facility Centre and Innovation Laboratory.
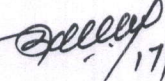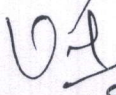
**4.2.2 Norms for Books, Journals, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment:**

| Computers, Software, Internet and Printers | Laboratory Equipment and Experiments | Books and Library Facilities |
|---|---|---|
| Number of PCs/ Laptop to student ratio - 1:6 (Minimum 20 PCs) | The Laboratories shall have Equipment as appropriate for experiments as stated/suitable for the requirements of the affiliating University/ Board's Curriculum. It is desired that the number of experimental set-up be so arranged that maximum four students shall work on one set. | 50 Book Titles with 60 Volumes required at the time of starting, equally distributed per subject. |
| 1 System Software (Legal) and 10 Application Software (Legal) | | **Reading Room** Seating- 25% of Total Students (Max - 100) |
| 5% of total number of PCs/ Laptops shall be connected to Printers including Color Printer | | Minimum 10 Multimedia PCs for Digital Library/ internet Surfing located in the reading room |
| All computers to be connected to LAN and Internet with desirable Mail Server and Client | | |

**Subscription of Journals:** Subscription to 6 relevant Journals/ e-journals Published in India and 6 relevant Journals/ e-journals Published Abroad. At least 25% of total journals are to be indexed by Scopus/ Web of Science/ Medline

Committee Members -
1. J.D, Dr. Anju Manocha
2. D.D, Dr. Hemant Verma
3. D.D, Dr. Ajit Singh
4. S.A.D, Sh. Harpal Singh
5. L.C, Sh. Avinash Sharma

Special Invitees -
1. Director, Technical Education
2. D.D, Dr. Subhvinder c   17/08/2021
3. D.D., URMIL CHAUDHARY   18/8/21