



OFFICE OF THE DEAN ACADEMIC AFFAIRS RAJASTHAN TECHNICAL UNIVERSITY

AKELGARH, RAWATBHATA ROAD, KOTA-324010

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No: RTU/Acad./F(17)19/24/ 3378

Date: 09.01.2024

**Principal/Director
All RTU Affiliated Colleges**

Ref.: AICTE public notice for Approval Process 2024-25.

Please refer to the Public notice issued by AICTE for approval process (copy enclosed) declaring 31st January, 2024 as the last date for the submission of application, as per the case mentioned in APH 2024-25 to 2026-27 by existing technical institutions for session 2024-25.

For setting up of new technical institute, it is mandatory to obtain a stamped receipt with official seal from the Dean, Academic Affairs of the Rajasthan Technical University as proof of submission of Detailed Project Report (DPR). The institute has to deposit fees as per affiliation fee rules displayed on RTU website (**Refer to Office Order RTU/F(3)/Acctt./132/14th FC/2015-16/1510-35, dated 21.07.2015 and any other such orders available on University's website**).

Further, the existing institutes seeking required NOCs, as per the requirement of AICTE APH 2023-24 from the University for the following cases, are advised to submit the applications along with all supporting documents and requisite fees, as per the guidelines enclosed latest by **25th January, 2024:**

- (1) Closure of Course/Program
- (2) Change of Name of the Institution
- (3) Conversion of Women's only Institute into Co-Ed Institute and vice-versa
- (4) Change of Site/Location of the Institute
- (5) Closure of Institution
- (6) Conversion of Diploma Level Institute to Degree Level Institute & vice-versa
- (7) Change in Name of the Trust/Society/Company
- (8) Merger of Institutions under the same Trust/Society/Company operating in the same campus or city
- (9) Change in Name of the Affiliating University
- (10) Any other case as per AICTE APH 2023-24

Also Trust/Societies applying for seeking extension of approval and applying for the additional program/new courses in an existing program for 2024-25 are required to refer the AICTE APH 2024-25.


Dean, Academic Affairs

**GUIDELINES REGARDING NOC FROM RAJASTHAN TECHNICAL UNIVERSITY,
KOTA FOR THE APPROVAL OF AICTE FOR THE SESSION 2024-25**

<p>Affiliated colleges of RTU going to apply for the NOC for the following purposes are required to submit the documents, as per the case mentioned below, along with the application.</p>	<p>Link for formats</p>
<p>(1) CLOSURE OF COURSE /PROGRAM/CHANGE IN NAME OF COURSE/MERGER OF COURSE</p> <p>(a) Resolution by the trust/society in original (b) Affidavit 2, in original as per the case, on Rs.100/- non-judicial stamp (c) NOC issued by State Government (d) Requisite fee for the closure of each program/course is Rs.50,000/-+ 18% GST (e) Detail of the re-arrangements ensuring the education of existing students as per enclosed format A & B.</p> <p>(2) CHANGE OF NAME OF INSTITUTE</p> <p>(a) Resolution by the trust/society in original (b) Affidavit 2, in original as per the case, on Rs.100/- non-judicial stamp (c) NOC issued by State Government (d) Requisite fee Rs.1,00,000/-+ 18% GST</p> <p>(3) CONVERSION OF WOMEN'S ONLY INSTITUTE INTO CO-ED. INSTITUTION & VICE-VERSA</p> <p>(a) Resolution by the trust/society in original (b) Affidavit 2, in original as per the case, on Rs.100/- non-judicial stamp (c) NOC issued by State Government (d) Requisite fee Rs.1,00,000/-+ 18% GST</p> <p>(4) CHANGE OF SITE/LOCATION OF THE INSTITUTE</p> <p>(a) Resolution by the trust/society in original (b) Affidavit 2, in original as per the case, on Rs.100/- non-judicial stamp (c) NOC issued by State Government (d) Requisite fee of Rs.1,00,000/-+ 18% GST</p> <p>(5) CLOSURE OF INSTITUTE (PROGRESSIVE/COMPLETE)</p> <p>(a) Resolution by the trust/society in original (b) Affidavit 4, in original as per the case, on Rs.100/- non-judicial stamp (c) NOC issued by State Government (d) Details of Endowment Fee made with the University. (e) Requisite fee for the Closure of Institute is Rs.50,000/- for each program (Engg.-B.Tech., M.Tech.), MBA, MCA, BHMCT, B.Arch. offered by the institute (subject to a maximum of Rs.2,50,000/-) + 18% GST (f) Detail of the re-arrangements ensuring the education of existing students as per enclosed format A & B.</p> <p>(6) CONVERSION OF DIPLOMA LEVEL INSTITUTE TO DEGREE LEVEL INSTITUTE & VICE VERSA</p> <p>(a) Resolution by the trust/society in original (b) Affidavit 10, in original as per the case, on Rs.100/- non-judicial stamp (c) NOC issued by State Government (d) Copy of NOC from affiliating University/Board (e) Requisite fee is Rs. 50,000/- for each program (Engg.-B.Tech., M.Tech.), MBA, MCA, BHMCT, B.Arch. offered by the institute (subject to a maximum of Rs.2,50,000/-) + 18% GST</p>	<p align="center">https://www.aicte-india.org/bureaus/approval/attachments</p>

[Handwritten Signature]

- (7) **CHANGE IN NAME OF THE TRUST/SOCIETY/COMPANY**
- Resolution by the trust/society in original
 - Affidavit 10, in original as per the case, on Rs.100/- non-judicial stamp
 - NOC issued by State Government
 - Requisite fee is Rs. 1,00,000/- + 18% GST as per order no. RTU/Acad/F(17)59thBOI/18/1326-29, dated 02.02.2018 and F(3)/Acctt./132/14th FC/2015-16/1510-35, dated 21.07.2015.
 - Any other document, as deemed fit under appendix 17.
- (8) **MERGER OF INSTITUTIONS UNDER THE SAME TRUST/SOCIETY/COMPANY OPERATING IN THE SAME CAMPUS**
- Resolution by the trust/society in original
 - Affidavit 2, in original as per the case, on Rs.100/- non-judicial stamp (
 - NOC issued by State Government
 - Requisite Fee is Rs.1,00,000/-+ 18% GST
 - Any other document, as deemed fit under appendix 17.
- (9) **CHANGE IN NAME OF AFFILIATING UNIVERSITY**
- Resolution by the trust/society in original
 - Affidavit 2, in original as per the case, on Rs.100/- non-judicial stamp
 - NOC issued by State Government
 - NOC from University where the institute is to be affiliated with.
 - Requisite fee is Rs. 50,000/- for each program (Engg.-B.Tech., M.Tech.), MBA, MCA, BHMCT, B.Arch. offered by the institute (subject to a maximum of Rs.2,50,000/-) + 18% GST
 - Detail of the re-arrangements ensuring the education of existing students as per enclosed format A & B.

Societies applying for the following are required to submit following documents along with application to obtain stamped receipt of Application, as per the case (Existing Colleges).

- Extension of Approval (Based on Self Disclosure)
 - Change in Name of Course
 - Merger of Course
 - Continuation of approval after a break in the preceding academic year/ Restoration of Intake
 - To start new Programme(s)/Level(s) in the existing institutions
 - Extended EOA
 - Break in EOA
 - Increase in Intake/ Additional Course(s) in an existing program of Engineering (B.Tech., M.Tech.), B.Arch., BHMCT, MBA, MCA
 - Reduction in Intake
 - Change in Name of Bank
 - Introduction/Continuation of Fellowship Programme in Management
 - Any other case as per AICTE APH 2024-25
- Resolution by the trust/society in original
 - Affidavit 2, 8 & 9 in original as per the case, on Rs.100/- non-judicial stamp
 - Detailed documents, in a spiral binding, refer to the submission of application on AICTE web portal by the affiliated institutes. Institutes are required to submit the faculty information viz. latest salary sheet giving details such as scale of pay, gross pay, PF deduction & TDS for all the faculty and staff.

(d)	Requisite affiliation fee (Refer to Office Order RTU/F(3)/Acctt./132/14 th FC/2015-16/1510-35, dated 21.07.2015 and for the cases of the Merger of Course(s) shall be as per office order no. RTU/Acad/F(17)Aff.Fee Rules/BOM-27/17/1701-10, dated 29.05.2017 placed on University website).
(e)	Fire safety certificate issued from competent authority.
Application must reach latest by 25th January, 2024.	
Societies applying to start new college are required to submit following documents along with application to obtain stamped receipt of, DPR (New College).	
(a)	Resolution by the trust/society in original
(b)	Affidavit 2, in original as per the case, on Rs.100/- non-judicial stamp
(c)	Detailed Project Report (DPR) applying for a new college as per AICTE APH 2024-25.
(d)	Requisite affiliation fee (Refer to Office Order RTU/F(3)/Acctt./132/14 th FC/2015-16/1510-35, dated 21.07.2015 placed on website).
(e)	Application must reach latest by 25th January, 2024.

Note:

1. NOC will be issued only after the receipt of NOC from the State Government.
2. NOC/Stamped Receipt, as per the case, will only be issued after clearing all outstanding dues towards affiliation/inspection and development fee.
3. No new program/course shall be allowed without prior approval by the University.
4. Extension of Approval for 2024-25 shall be based on self disclosure (Stamped Receipt is not required for EOA only)

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FORMAT -A

**FORMAT OF UNDERTAKING FOR CLOSURE OF BRANCH/COURSE/PROGRAM/
INSTITUTE/ REDUCTION IN INTAKE**

(To be issued on Institute's letter head)

To:

The Dean Academic Affairs
Rajasthan Technical University
Kota

Ref: Closure of

Sir

We undertake that-

1. The institute shall provide requisite fund and facility like infrastructure, laboratory, library, computers, faculty etc. till all the students of this program complete their course. Institute shall also make all such arrangements for students who are trailing due to failure.
2. The institute shall born liability of refunding the caution money to passing out of the regular as well as trailing students.

(Signature of Principal with seal)

FORMAT -B

Closure of Institute/Programs/Course

(Format of affidavit to be submitted by the applicant on a non-judicial stamp paper of Rs.100/-) duly sworn before first class Judicial Magistrate or Notary or an Oath Commissioner

I/ We <name>, **Chairman**, <name of the Trust Society>, **Secretary**, <name of the trust/ Society>, **Son of** , aged , resident of, do hereby solemnly affirm, state and undertake to comply with the following in connection with our application of <College Name and Address> to Rajasthan Technical University, Kota for Closure of Programme/Course/ Institute <Name of Course/Programme>,

1. Consequently, I hereby declare that the Trust (Name of Trust and full address) is responsible for
 - The Education and Exam. related work of the students already admitted in this program/course till completion.
 - Administrative issues of such students & all staff (Teaching & Non-teaching).
2. There is no any court case is pending against AICTE/Rajasthan Technical University, Kota.
3. There is no any Ragging/Women Harassment/Police case is pending.
4. There is no any punishable action taken by AICTE/ Rajasthan Technical University, Kota regarding non-compliance of norms.

Name of the authorized person executing the undertaking
along with his/her official position with (seal)

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at <name of the place> **on this the** <date>.

DEPONENT

(Name, Designation and Address
of the Executants) Seal