



Approval Process 2024-25

Guidelines for Grant of Approval for Off-Campus

As per the norms mentioned in the Approval Process Handbook 2024-27, an institution can be established as a single entity spread over a maximum of 3 pieces of land provided the distance between the farthest pieces is less than or equal to 2 kms.

An entity established by a Trust/Society/Section 8 Company with the same name and style of an already established institution by the same Trust/Society/Section 8 Company within a distance of 2 to 5 kms offering same or different Programs/Courses/Levels under Technical Education can be termed as an Off Campus : Category 1. If such an entity is established in a distance of 5 to 75 kms from the already existing institution, then it could be termed as an Off Campus : Category 2 and if established beyond 75kms, then an Off Campus : Category 3. The category shall be determined by calculating the distance between the farthest pieces of plots. However, the Total Land Area Required shall fulfil the area requirement based on FSI/FAR Norms as applicable depending on the number of Programs/Courses proposed to be offered.

Note: The distance indicated should be 'Road Distance' as per application GoogleMaps or AppleMaps or MapmyIndia

Sr. No	Category	Distance between Main Campus and Off-Campus
1	Off Campus: Category-I	Distance more than 2 km and less than 5 km
2	Off Campus: Category-II	Distance more than 5 km and less than 75 km
3	Off Campus: Category-III	Distance more than 75 km

In case of merger of two or more institutions, if more than 3 pieces of land get acquired, then all pieces of land within distance less than 2 km will be considered part of Main Campus and other campuses which are separated by distance of more than 2Km but less than 5 km will be treated as Off-campus: Category-I and more than 5km but less than 75km will be treated as Off-campus: Category-II. Any campus beyond 75km will be treated as Off-campus: Category-III as stated above.

Off Campus : Category 1

1. Intake permitted shall be as per Clause 1.7 / Table 1.3 (Pg.no.7).
2. No Separate Director/Principal is Required.
3. No separate Administrative /Governance setup is Required.



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4. No Security Deposit for the Programs / Courses of Off-Campus, if the proposed Programs/Courses are same as those offered in Main Campus. However, if new Program/Level is proposed, then Security Deposit as per Clause 1.12 (Pg.no.10) shall be applicable.
5. Faculty Members movement is Permitted between the Main and Off Campus.
6. No intraday movement of students permitted for academic purposes.
7. All the Amenities/Facilities of the Main Campus can be shared with Off- Campus.
8. The Faculty, Infrastructure, Laboratories, Library etc. can be shared with Off-Campus. However, all these requirements as per the prevailing Norms need to be fulfilled as per the Programs/ Courses offered in the Main Campus and Off-Campus based on Intake (by treating them like a single entity).
9. Annexure-1, 2, 3, 4 and 5 (Pg.no.70 to 89) of APH 2024-27 are applicable

Note: Any other Annexure as mentioned in APH shall be applicable depending on the type of Programs/Courses proposed.

Off Campus : Category-2:

1. Intake permitted shall be as per Clause 1.7 / Table 1.3 (Pg.no.7).
2. No Separate Director/Principal is Required. However a Campus Head needs to be assigned to monitor the activities
3. Basic separate Administrative / Governance setup is Required which shall work in co-ordination with administration setup of main campus.
4. TER Charges as per Clause 2.3.2 /Table 2.1 (Pg.no.12/13) (Introduction of Off-Campus plus per division charges for Courses) shall be applicable.
5. No Security Deposit for the Programs / Courses of Off-Campus, if the proposed Programs/Courses are same as those offered in Main Campus. However, if new Program/Level is proposed, then Security Deposit as per Clause 1.12 (Pg.no.10) shall be applicable.
6. Faculty Members movement is Permitted (However, NO Intraday movement shall be entertained) between the Main and Off Campus.
7. Movement of students is NOT Permitted for academic purposes.



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8. Facilities like Auditorium, LMS, ERP, e-Books, e-Journals, Research Laboratories (with specialized Equipment's) and Hostel facilities of the Main Campus can be shared with Off-Campus.
9. The Faculty, Infrastructure, Laboratories, Library (Physical books) Requirements as per the prevailing Norms need to be fulfilled separately as per the Programs/Courses offered in the Main Campus and Off- Campus based on Intake.
10. Annexure-1, 2, 3, 4 and 5 (Pg.no.70 to 89) of APH 2024-27 are applicable.

Note: Any other Annexure as mentioned in APH shall be applicable depending on the type of Programs/Courses proposed.

Off Campus : Category-3:

1. Intake permitted shall be as per Clause 1.7 / Table 1.3 (Pg.no.7).
2. No Separate Director/Principal is Required. However, Campus Head (Professor-In-Charge of the Campus) is Required.
3. Administrative / Governance setup is required, which shall work in coordination with the administrative/Governance setup at the Main campus
4. TER Charges as per Clause 2.3.2 /Table 2.1 (Pg.no.12/13) (Introduction of Off- Camus plus per division charges for Courses) shall be applicable.
5. No Security Deposit for the Programs / Courses of Off-Campus, if the proposed Programs/Courses are same as those offered in Main Campus. However, if new Program/Level is proposed, then Security Deposit as per Clause 1.12 (Pg.no.10) shall be applicable.
6. Faculty Members movement is NOT Permitted between the Main and Off Campus.
7. Movement of students is NOT Permitted for academic purposes
8. Facilities LMS, ERP, e-Books, e-Journals, Research Laboratories (ONLY with very specialized Equipment's) of the Main Campus can be shared with Off-Campus.
9. The Faculty, Infrastructure, Laboratories, Library (Physical books) Requirements as per the prevailing Norms need to be fulfilled separately as per the Programs/Courses offered in the Main Campus and Off-Campus based on Intake.
10. Annexure-1, 2, 3, 4 and 5 (Pg.no.70 to 89) of APH 2024-27 are applicable.

Note: Any other Annexure as mentioned in APH shall be applicable depending on the type of Programs/Courses proposed.