



Approval Process 2024-25

Guidelines for Working Professionals

Guidelines for Working Professionals in AICTE Approved Institutions for Courses in Management, Design, Planning, Applied Arts & Crafts and Hotel Management & Catering Technology (w.e.f. A/Y 2024-25)

AICTE Approved Institutes fulfilling the criteria mentioned below are eligible to run Courses from the A/Y 2024-25 for working Professionals ONLY in the approved disciplines/Core disciplines. As per the Provisions of the Approval Process Handbook 2024-25 to 2026-27 following guidelines are applicable to run the courses w.e.f. A/Y 2024-25.

1. Eligibility Criteria for the Institutes for Obtaining Approval	
	<p>Institutions having more than 80% average enrollment in last 3 years (Enrollment of First Year Only shall be considered (Lateral Entry Admission shall not be considered) for calculating Average Enrolment.</p> <p>(OR)</p> <p>Institutions operating in Aspirational Districts (as per the latest list notified by NITI Aayog).</p> <p>(OR)</p> <p>Institutions belonging to Jammu, Kashmir and Leh/ Ladakh and NER States.</p>
2. Courses & Intake	
i	<p>Number of Permitted Courses</p> <p>ONE Course per Institute/Program/Level</p>
ii	<p>Permitted Intake per Course (Supernumerary in nature)</p> <p>30/60 (UG/PG Level Courses) - Management / Computer Applications.</p> <p>10/15/30 (PG Level Courses) – Design, Applied Arts & Crafts, Planning and Hotel Management & Catering Technology.</p> <p>20/30/60 (UG Courses) - Design, Applied Arts & Crafts, Planning and Hotel Management & Catering Technology.</p>
ii	<p>Minimum Admission Required to Run the Course</p> <p>1/3 of the Approved Intake in each course</p>
3. Eligibility for Admission	
i	<p>Professionals working in Registered Industry / Organization (Central / State) / Private/ Public Limited Company/ MSMEs located within 75 Km radial distance from the Institute.</p>
ii	<p>Minimum of ONE Year Full time / Regular working Experience</p>
iii	<p>Qualification as Specified in Approval Process Handbook published by AICTE from time to time.</p>



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04	Duration of the Course
	<p>Diploma Level: Same as the course duration prescribed by the Board/University and shall fulfill the total contact hours as prescribed by the Affiliating Body/Board/University for completion of duration of the course. (or) Same as the course duration prescribed by the Board/University with at least minimum of one semester extra to fulfill the total contact hours as prescribed by the Affiliating Body/Board/University for completion of duration of the course.</p>
i	
	<p>Under Graduate Level: Same as the course duration prescribed by the University and shall fulfill the total contact hours as prescribed by the Affiliating University for completion of duration of the course. (or) Same as the course duration prescribed by the University with at least minimum of one semester extra to fulfill the total contact hours as prescribed by the Affiliating University for completion of duration of the course.</p>
ii	
	<p>Post Graduate Level: Total course duration NOT less than the duration prescribed by the University and shall fulfill the total contact hours as prescribed by the Affiliating University for completion of duration of the course.</p>
iii	
iv	Timings for conduct of classes normally shall be in the evening hours/any flexible convenient timings in alignment with timings of Industry / Organization.
v	Mode of Conduct of Classes shall be as applicable for Regular Programs as defined in the AICTE Public Notice Vide. No. AICTE/AB/Academic/2020-21, dated 13th August, 2020(In Regular Face to Face Mode).
05	Academic Requirements
i	Total Credits as specified in the AICTE Model Curriculum (or) Affiliating Board / University are required to be earned for getting the Degree.
ii	Syllabus shall be same as applicable to Regular students.
iii	As per the AICTE Regulation up to 40% of credit transfer is permitted through MOOCs / SWAYAM.
iv	Examination shall be same as the regular students.



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06	Faculty & Staff Requirement
i	As per the prevailing AICTE Norms (SFR Shall be applicable). Existing Faculty in the Institute / Industry Experts with requisite qualification as per AICTE Norms are permitted with additional remuneration / honorarium as per the Affiliating University / State Government / Institute Norms.
ii	Existing staff (Technical / Supporting) are permitted with additional remuneration / honorarium as per the Affiliating University / State Government Norms.
07	Infrastructure Requirements
	Existing Infrastructure can be used.
08	Mode of Admission or Admission Policy
i	As per the University /State Admission Policy. In absence of any such Admission Policy, Institute can devise transparent mechanism for short listing the eligible candidates in a highly transparent manner based on Merit of the Qualifying Examination, in Consultation with State Admission Authority.
ii	Reservation Policy of the respective State/UT is applicable. However, One Seat in Every Institute Shall be Reserved for Candidates working in Central Government Organizations / Industries /Companies / Autonomous Organizations purely on MERIT Basis. In absence of any such Candidates the vacant seat may be transferred to General Category.
09	State Government & Board / University Requirements
	State Government & Board / University should devise a mechanism to affiliate the Working Professionals admitted in AICTE Approved Institutes for Courses under this Policy of AICTE.
10	Other Requirements
	AICTE Approved Institutes shall fulfill any other requirements as specified / required which are notified from time to time.
NOTE-1: Above Guidelines are also applicable to State Public Universities/State Private Universities, provided, ONLY if they are having Approval of AICTE.	
NOTE-2: UGC Norms /Guidelines /Rules (If any) are also applicable.	