



Approval Process 2024-25

Guidelines for Working Professionals

(Engineering & Technology)

Guidelines for Working Professionals in AICTE Approved Institutions for Diploma, UG and PG Courses in Engineering & Technology (w.e.f. A/Y 2024-25)

AICTE Approved Institutes fulfilling the criteria mentioned below are eligible to run Diploma, UG (B.E/B.Tech) and PG (M.E /M. Tech) Courses from the A/Y 2024-25 for working Professionals ONLY in the approved disciplines/Courses. 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 ONLY with the Approval of AICTE.

1.	Eligibility Criteria for the Institutes for Obtaining AICTE Approval	
	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. (OR) Institutions operating in Aspirational Districts (as per the latest list notified by NITI Aayog). (OR) Institutions belonging to Jammu, Kashmir and Leh/ Ladakh and NER States.	
2.	Courses & Intake	
i	Number of Permitted Courses	Maximum Three Courses per Institute/Level
ii	Permitted Intake per Course	15/30 (PG-Level Course) 30/60 (Diploma/UG Level Course) (Supernumerary in nature)
ii	Minimum Admission Required to Run the Course	1/3 of the Approved Intake in each course
3.	Eligibility for Admission	
i	Professionals working in Registered Industry / Organization (Central / State) / Private/ Public Limited Company/ MSMEs located within 50 KM radial distance from the Institute.	
ii	Minimum of ONE Year Full time / Regular working Experience	
iii	Qualification Same as candidates eligible for Lateral Entry to Second Year (As Specified in Approval Process Handbook published by AICTE from time to time)	



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4.	Duration of the Course
i	<p>Diploma Level: Same as Lateral Entry to Second Year with a total course duration NOT less than TWO years and shall fulfill the total contact hours as prescribed by the Affiliating Body/Board/ University for completion of duration of the course.</p> <p>(or)</p> <p>Same as Lateral Entry to Second Year 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>
ii	<p>Under Graduate Level: Same as Lateral Entry to Second Year with a total course duration NOT less than THREE years and shall fulfill the total contact hours as prescribed by the Affiliating University for completion of duration of the course.</p> <p>(or)</p> <p>Same as Lateral Entry to Second Year 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>
iii	<p>Post Graduate Level: Total course duration NOT less than TWO years and shall fulfill the total contact hours as prescribed by the Affiliating University for completion of duration of the course.</p>
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 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. However for Diploma level institutes, other MOOCs platform similar to NPTEL/SWAYAM recognised by State/Central Government may also be considered.
iv	Examination shall be same as the regular students.



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06	Faculty & Staff Requirement
i	As per the prevailing AICTE Norms. 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. No additional Infrastructure is Required.
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.
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. Note: If any seats are vacant after the last round, candidates from other States/UTs may also be considered for admission, if they reside within a 50 KM radial distance from the institute.
09	State Government, Board & University Requirements
	State Government, DTE (Board) & University (as applicable) 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.
<p>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.</p>	