F. No. AICTE/AB/Approval Process

To All the Principals/Directors

Subject: Submission of Occupancy Certificate by all the Institutes – making provision in the APH

The issue relating to submission of Occupancy Certificate (OC) by all the Institutes has been under consideration. Accordingly, during the Academic Year 2016-17, this condition was incorporated in the Applications for establishment of New Technical Institutes (Chapter-1) and the Institutes which have not submitted the Certificate were not approved considering this as a deficiency. However, this condition was not applied to the existing Institutes. Reports from Regional Officers as well as complaints are being received against some of the Institutes that they are running the Institutes either in the rented buildings or at the addresses other than that were mentioned in the application submitted online at the time of first approval. Even if, the Institute is running in their own building, the Occupancy Certificate is required to find out that the Institute is factually running in their own building and safety of the building is verified. Before issue of Occupancy Certificate, the competent authority shall verify commencement certificate, sanction for the building plans, NOCs for fire and pollution, photographs of the completed building, tax assessment & tax paid receipts, provision for rain water harvesting and solar panels, completion certificate etc issued by the concerned authorities at various levels. Therefore, obtaining the OC will ensure that major part of the verification process relating to buildings will be done by the competent authority of the state and this will ensure safety & security of the Buildings where the Institutes are running. Further, submission of OC will facilitate AICTE to process the approvals without any hurdle.

In view of the position indicated above, it has been decided to make it compulsory to submit the Occupancy Certificate by all the existing AICTE approved Institutes for getting Extension of Approval for the AY 2017-18. Therefore, it is requested to submit the Occupancy Certificate issued by the Competent Authority along with the application for EOA to be submitted online for the AY 2017-18.

(Prof. A. P. Mittal)