



APPROVAL PROCESS 2020-21

Letter of Approval (LoA)

F.No. Southern/2020-21/1-7010229243

Date: 13-Jun-2020

To,
 The Principal /Director,
 HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE,
 Tamil Nadu

Sub: Letter of Approval to Standalone Institutions to conduct courses through ODL Mode for AY 2020-21

Dear Sir/Madam,

I am directed to convey the Approval to the Institution

Permanent Id	1-3698454481	Application Id	1-7010229243
Name of the Institute	HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE	Institute Address	No.1, Rajiv Gandhi Salai(Omr), Padur(Via) Kelambakkam, Chennai 603103, Chennai, Kanchipuram, Tamil Nadu, 603103
Institute Type	Deemed To Be University(Pvt)	Region	Southern

CENTRE 1

Name of the Institute	HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE	Institute Address	P.No:1, Rajiv Gandhi Salai, Omr, Padur, Chennai
State	Tamil Nadu	District	Kanchipuram
City	Chenn	PIN Code	603103

Program	Level	Course	Affiliating Body (Univ/Body)	Course Duration (in years)	Intake Approved for 2020-21
MANAGEMENT	POST GRADUATE	BUSINESS ADMINISTRATION	SELF	2	1000
COMPUTER APPLICATION	POST GRADUATE	MCA	SELF	2	300

The Applicant Society/ Trust/ Institution shall send information about commencement of the above courses to AICTE including the number of candidates admitted in each course latest by 30/10/2020.

The Institution shall fulfill the following general conditions:

1. The Institution shall publish details regarding the Institution, courses / programs being conducted, eligibility criteria for admission, academic calendar, fees charged, details of infrastructural facilities, faculty members, mode of examination/ examination Centers and the last date of admission in the form of mandatory disclosure and shall be displayed on the Institution's website. The information shall be revised every year with updated information about all aspects of the Institution and the whole process shall be made in accordance with the same.
2. No capitation fee shall be charged from the students/ guardians of students in any form. If found so, appropriate action, as per the norms of AICTE, shall be initiated against the Institution.
3. In the event of a student / candidate cancelling admission before the last date of admissions, the entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (Rupees one thousand only) shall be refunded and returned by the Institution to the student / candidate withdrawing from the program. It would not be permissible for the Institution to retain the School / Institution Leaving Certificates in original to force retention of admitted students and not to charge fees for the remaining period if a student cancels the admission at any point of time.
4. The Institution shall constitute an Academic Council/Board to decide on curriculum and examination. The curriculum of the course, the procedure for evaluation / assessment of students shall be in accordance with the Model Curriculum and Examination Reforms prescribed by the AICTE from time to time.
5. The management of the Institution shall not discontinue any course(s) or start any new course(s) or alter intake capacity of seats without the prior approval of the Council.
6. No excess admission shall be made by the Institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Council, appropriate action as per the norms of AICTE shall be initiated against the Institution.
7. The accounts of the Institution should get audited annually by a certified Chartered Accountant by the Institution and shall be open for inspection by the Council or persons authorized by it.
8. If the Institution fails to disclose the information or suppresses and / or misrepresents the information, appropriate action as per the norms of AICTE shall be initiated against the Institution.
9. Institution shall become a member of National Academic Depository (NAD) and shall submit details of certification of all candidates on NAD. This information shall also be shared with AICTE every year.
10. All financial transactions shall be effected only through digital means.
11. The Institution shall establish a grievance redressal committee and shall have an online mechanism to address the grievances of students and stakeholders.
12. AICTE may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms & standards, and to verify any misrepresentation, violation of norms & standards, mal-practices etc.
13. The Institution by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid from the Central or State Government.
14. The Institution shall take appropriate measures for prevention of ragging in any form, in the light of AICTE regulation "Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting technical education" Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009). In case of failure to prevent the instances of ragging by the Institution, the Council shall take appropriate action as per the norms.

The Management of the Institution shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the approval, in case it observes any violation of the above conditions and/or non- adherence to the norms and standards prescribed by the Council, mis-representation of facts and submitting factually incorrect information to it.

Prof.Rajive Kumar
Member Secretary, AICTE

Copy to:

1. **The Principal / Director,**
HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE
No.1, Rajiv Gandhi Salai(Omr), Padur(Via) Kelambakkam, Chennai 603103,
Chennai,Kanchipuram,
Tamil Nadu,603103
2. **The Secretary / Chairman,**
HINDUSTAN INSTITUTE OF TECHNOLOGY AND SCIENCE
NO.40, Gst Road, St. Thomas Mount Chennai,
Chennai, Chennai ,
Tamil Nadu, 600016
3. **The Regional Officer,**
All India Council for Technical Education
Shastri Bhawan 26, Haddows Road
Chennai - 600 006, Tamil Nadu
4. **Guard File(AICTE)**

Note: Validity of the Course details may be verified at <http://www.aicte-india.org/>

** Individual Approval letter copy will not be communicated through Post/Email. However, consolidated list of Approved Institutions(bulk) will be shared through official Email Address to the concerned Authorities mentioned above.