	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	AIKTC/SOP/STATA /01
			<b>Rev.</b>	01
	<b>STANDARD OPERATING PROCEDURE FOR CENTRE FOR AICTE, PCI, COA, UNIVERSITY OF MUMBAI &amp; DTE AND OTHER STATUTORY AFFAIRS</b>		<b>Date</b>	05/04/2023
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1. **PURPOSE:** To provide liasoning with all statutory bodies for getting Extension of Approval and Continuation of Affiliation.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** All concerned members constituted by STATA and Establishment section of Administrative office.
4. **DEFINITION:** The purpose is to streamline all the approval and other statutory work with AICTE, PCI, COA, University of Mumbai, DTE and MSBTE.
5. **ABBREVIATIONS:** AICTE - All India Council of Technical Education, PCI- Pharmacy Council of India, COA- Council of Architecture, DTE- Directorate of Technical Education, MSBTE- Maharashtra State Board of Technical Education.

#### 6. PROCEDURE

- 6.1. The committee members are required to process the extension of approval (EoA) ,Affiliation from Universities and boards from all the Statutory bodies of respective schools.
- 6.2. The committee members will follow the timeline given by the Statutory bodies to process the application for extension of approval from AICTE, PCI and COA and Continuous Affiliation process from University of Mumbai.
- 6.3. The committee members, along with the Senior Clerk of Establishment Section, will scrutinise the document required to be uploaded or submitted on the web portal of Statutory bodies.
- 6.4. The Senior clerk of the Establishment section, along with the committee members, will prepare the budget for payment of necessary processing fees as per the Statutory bodies guidelines released from time to time.

#### 7. TARGET

- 7.1. Extension of Approval and Affiliation from all Statutory bodies for School of Engineering & Technology, School of Pharmacy and School of Architecture.


#### 8. REFERENCES:

- 8.1. AICTE Web portal <https://www.aicte-india.org/>
- 8.2. PCI Web Portal <https://www.pci.nic.in/>
- 8.3. COA Web Portal <https://www.coa.gov.in/>
- 8.4. DTE Web Portal <https://dte.maharashtra.gov.in/>

  
Center Controller



  
Director

	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>		<b>No.</b>	DP/AIKTC/STATA/01
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8.5. University of Mumbai (UOM) Web Portal <https://www.muonline.org.in/>

8.6. MSBTE Web Portal [https://msbte.org.in/online\\_activities.html](https://msbte.org.in/online_activities.html)

## 9. RECORDS

9.1. Online Generated Reports from the Web Portal

9.2. Approval Letters

9.3. Affiliation Letters



**Center Controller**




**Director**