



F.No. South-West/1-2451021956/2015/LOA/Corrigendum-0

Corrigendum

To,
The Principal Secretary,
Deptt. Of education, Govt. of Kerala,
Govt. Sectt. Annexe,
Thiruvananthapuram-695001

Sub: Letter of Approval for New Institute / Conversion of Women Institute to Co-Education Institute/ Change of Site of Institute from academic year 2015-16

Ref : Application of the Institution for Letter of Approval for the Year 2015-16

LOA Issued on F.No. South-West/1-2451021956/2015/LOA 21-Apr-2015
LOA Printed on F.No. South-West/1-2451021956/2015/LOA

Sir/Madam,

Regional Office	South-West	Application Id	1-2451021956
		Permanent Id	1-7385460
Name of the Institute	SCMS COCHIN SCHOOL OF BUSINESS	Institute Address	SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN, COCHIN, ERNAKULAM, Kerala, 683106
Name of the Society/Trust	PRATHAP FOUNDATION FOR EDUCATION AND TRAINING	Society/Trust Address	MANAGEMENT HOUSE, S. KALAMASSERY, COCHIN, ERNAKULAM, Kerala, 682033
Institute Type	Unaided - Private		

Opted for change from Women to Co-ed	No	Opted for change of name	No	Opted for change of site	No
Change from Women to Co-ed approved	Not Applicable	Change of name Approved	Not Applicable	Change of site Approved	Not Applicable

To conduct following courses with the intake indicated below for the academic year 2015-16

Application Number: 1-2451021956*

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Note This is a Computer generated Corrigendum Letter for LoA. No signature is required.

Letter Printed On: 27 May 2015.

Printed By : robengaluru



Application Id: 1-2451021956			Course	Course Unique Id	Full/Part Time	Affiliating Body	Intake Approved for 2013-14	Intake Approved for 2014-15	Intake Approved for 2015-16	NRI Approval Status	PIO Approval Status	Foreign Collaboration Approval Status
Program	Shift	Level										
MANAGEMENT	1st Shift	POST GRADUATE DIPLOMA	POST GRADUATE DIPLOMA IN MANAGEMENT	1-1378428936	FULL TIME	None,	180	180	180	NA	NA	NA
MANAGEMENT	1st Shift	POST GRADUATE DIPLOMA	POST GRADUATE DIPLOMA IN MANAGEMENT (BANKING AND INSURANCE SERVICE)	1-1378428939	FULL TIME	None,	60	60	60	NA	NA	NA
MANAGEMENT	1st Shift	POST GRADUATE DIPLOMA	POST GRADUATE DIPLOMA IN MANAGEMENT (RETAIL MANAGEMENT)	1-1378428941	FULL TIME	None,	60	60	60	NA	NA	NA
MANAGEMENT	1st Shift	POST GRADUATE DIPLOMA	POST GRADUATE DIPLOMA IN MANAGEMENT	1-1378428943	PART TIME	None,	30	30	30	NA	NA	NA



Note: The approval is valid for two years from the date of issue of LOA for getting affiliation with respective University and fulfilling State Govt. requirements for admission. If institution is unable to start in the academic session 2015-16 due to reason mentioned above, the institution will have to apply On-line on AICTE web portal in the next academic session for continuation of approval.

The Society/Trust/Institution shall obtain necessary affiliation / permission from the concerned affiliating University as per the prescribed schedule of the University/ Admission authority etc. The Applicant Society/Trust/Institution shall send information about commencement of the above courses to AICTE. In case the Institution is not in a position to commence the above mentioned courses for whatever reason during the two years period from the date of issue of this letter, the approval becomes invalid and the applicant Society/Trust/Institution shall make fresh application to AICTE for grant of approval as per the norms prevailing at that time.

All Institutions shall fulfill the following general conditions:

1. The management shall provide adequate funds for development of land and for providing related infrastructural, instructional and other facilities as per norms and standards laid down by the Council from time to time and for meeting recurring expenditure.
2. The admission shall be made only after adequate infrastructure and all other facilities, including the availability / recruitment of the required faculty are provided as per norms and guidelines of the AICTE.
3. The admissions shall be made in accordance with the regulations notified by the Council from time to time.
4. The curriculum of the course, the procedure for evaluation / assessment of students shall be in accordance with the norms prescribed by the AICTE and concerned affiliating university wherever applicable.
5. The management of the Institution shall not close the Institution or 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 notified regulations shall be initiated against the Institution.
7. The institutions shall not have any collaborative arrangements with any Indian and / or Foreign Universities for conduct of technical courses other than those approved by AICTE without obtaining prior approval from AICTE. In case any violation is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution.
8. The Institution shall not conduct any course(s) in the field of technical education in the same premises / campus and / or in the name of the Institution without prior permission / approval of AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.
9. The institution shall not conduct any non-technical course (s) in the same premises / campus under any circumstances. In case any violation is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution.
10. The institution shall operate only from the approved location, and that the institution shall not open any off campus study centers / extension centers directly or in collaboration with any other institution / university / organization for the purpose of imparting technical education without obtaining prior approval from the AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.



11. The tuition and other fees shall be charged as prescribed by the Competent Authority within the overall criteria prescribed by the Council from time to time. No capitation fee shall be charged from the students / guardians of students in any form. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.
12. The accounts of the Institution shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Council or any body or persons authorized by it.
13. The Director / Principal and the teaching and other staff shall be appointed in given time frame and selection shall be done according to procedures, qualifications and experience prescribed by the Council from time to time and pay scales are as per the norms prescribed by the Council from time to time.
14. The technical institution shall publish an information booklet before commencement of the academic year giving details regarding the institution and courses / programs being conducted and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet may be made available to the stakeholders of the technical education. The mandatory disclosure information, as per directions in the AICTE website / Approval Process Handbook, shall be put on the Institution Website. The information shall be revised every year with updated information about all aspects of the institution.
15. It shall be mandatory for the technical institution to maintain a Website providing the prescribed information. The Website information must be continuously updated as and when changes take place.
16. If a technical Institution fails to disclose the information or suppress and / or misrepresent the information, appropriate action as per the notified regulations shall be initiated against the Institution.
17. AICTE may carry out random inspections round the year for verifying the status of the Institutions to ensure maintenance of norms and standards.
18. 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 mis-representation, violation of norms & standards, mal-practices etc.
19. 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.
20. In the event of a student / candidate withdrawing before the starting of the course, the wait listed candidates should be given admission against the vacant seat. 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 / University to the student / candidate withdrawing from the program. It would not be permissible for Institutions and Universities to retain the School / Institution Leaving Certificates in original to force retention of admitted students.
21. The Institute 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 Institutions, the Council shall take appropriate action as per the notified regulations.

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The above mentioned approval is subject to the condition that SCMS COCHIN SCHOOL OF BUSINESS shall follow and adhere to the Regulations, guidelines and directions issued by AICTE from time to time and the undertaking / affidavit given by the institution along with the application submitted by the institution on portal.

In case of any differences in content in this Computer generated Letter of approval, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.

Strict compliance of Anti-Ragging Regulation:- Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 37-3/Legal/AICTE/2009 dated July 1, 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case Institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging, it will be liable to take any action as defined under clause 9(4) of the said Regulation.

In view of this corrigendum, the LOA issued earlier stands withdrawn.

Dr. Avinash S Pant
Actg. Chairman, AICTE

Copy to:

- 1. The Regional Officer,**
All India Council for Technical Education
Health Centre Building
Bangalore University Campus
Bangalore - 560 009, Karnataka
- 2. The Director Of Technical Education,**
Kerala
- 3. The Principal / Director,**
SCMS COCHIN SCHOOL OF BUSINESS
SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN,
COCHIN, ERNAKULAM,
Kerala, 683106
- 4. The Secretary / Chairman,**
PRATHAP FOUNDATION FOR EDUCATION AND TRAINING
MANAGEMENT HOUSE, S. KALAMASSERY,
COCHIN, ERNAKULAM,
Kerala, 682033
- 5. Guard File(AICTE)**