



Guidelines for Grant of Provisional Accreditation to the Institutes/Universities for the Certification

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INTRODUCTION

The All India Council for Robotics & Automation (AICRA) is a specialized accreditor for robotics technology certification. The primary purpose of AICRA accreditation is to encourage and recognize the attainment of certain professional goals and standards for robotics technology and to encourage continuous quality improvement through a voluntary and comprehensive evaluation process.

Under the Scheme, Colleges, Universities, Schools, Training institutes/ organizations in the non - formal sector, subject to meeting well-defined norms and criteria, are granted accreditation for conducting specified levels of programs. These programs are, Robotics Literacy Programs (O, A and B Level), Short term certification program as well as preparation of Professional Certification Programs i.e. **AICRA Certified Technology Associate (ACTA)**, **AICRA Certified Technology Professional (ACTP)**, **AICRA Certified Technology Expert (ACTE)** in field of Robotics & Automation Technologies as well as related technologies.

Students can acquire any of these qualifications, if they undergo the particular Level of the accredited program in the institutions accredited for conducting the relevant course and pass the examinations conducted by the AICRA. Working professionals can also appear in these examinations directly provided they possess the prescribed relevant experience for that particular Level. In either of the above cases, the candidates should have the requisite educational qualifications as indicated in the eligibility criteria given on the website at www.aicra.ac.in.

ACCREDITATION PARAMETERS UNDER AICRA

Accreditation is a mechanism evolved in the United States. In India, the term Accreditation was referred to for the first time in the National Policy on Education, 1986. Subsequently, the AICRA set up a Board of Accreditation for initiating the process of accreditation in the formal higher education sector of robotics & automation discipline. The basic objectives of accreditation are:-

To assist all the stake holders in robotics education to identify those institutions and their specific programmes which meet the norms and standards prescribed by AICRA.

To provide guidelines to technical institution for the improvement of existing programmes and also for the development of new programmes; and

To simulate the process of continual improvement in technical education system in the country.

The AICRA criteria for accreditation can be divided into the following major Categories:-

- Academic parameters, like faculty, laboratory, learning process, R&D, Library, industry interaction. Support services like hostel, furniture, building, canteen, transport and medical facilities.
- Accreditation is granted by AICRA based on specified weightages for each parameter. Institutes governed under the accreditation procedure are all in the formal sector. Accordingly, the institutes are expected to admit only specific number of students and also follow specified programmes with regard to conduct of courses.

ACCREDITATION CONCEPT

The objective of the AICRA is to develop skilled manpower through formal and non-formal sector in the field of Robotics & Automation, which consists of institutes mostly in the private sector as well as government sector. These institutes conduct Robotics Programs, mostly, on part-time basis depending on many factors. It is also not possible for them to be governed by admission on fixed number of students, as the number would vary depending on places (metros/small towns) location of the industry etc. The imparting of training for AICRA Programs is open to organizations in the non-formal sector, including autonomous bodies as long as they meet the requisite criteria and obligations. Each level & location is treated as a separate entity.

Under the Accreditation norms, Institution is critically appraised by AICRA Screening Committee to verify that the institute meets the Norms and Standards prescribed by the AICRA under its Accreditation Scheme. Thus, Accreditation accorded by AICRA ensures that the Institute conducting proposed course has the sufficient infrastructure, faculty, facilities etc., as per the Accreditation criteria to be able to deliver quality robotics education & training. Accreditation is accorded for a course at an institute at a specified location and does not cover any other locations/Franchisees/Branches under any circumstances.

Scope of grant of Accreditation to institutes

Granting accreditation to institutes for conduct of training, registration of the candidates to AICRA and fielding candidates for the examination of ACTS/ ACTP/ACTE is the process that ensures the quality delivery of the programs to the candidates by the institutes. Such institutions however, would be required to be analyzed periodically on certain parameters to ensure that the objectives are being met. This periodical review is an assurance that the institute meets established quality standards. However, the institutes that did not meet the criteria for renewal of permission will be withdrawn.

Apart from this, institute may have an option to exit from the system that is; they can also apply for voluntary withdrawal, if they did not wish to continue as an accredited institute of AICRA for the conduct of its programs. However, institutes applying for voluntary withdrawal would be required to clear all the dues outstanding against it.

Accreditation Parameters

The accreditation parameters of the AICRA programme are tuned to give weightage on the following:-

- Institute must be registered;
- The institute should have conducted Engineering/ IT/ Computer related programs for at least six months preceding the date of application.
- must have own premises, if hired, on a long term lease;
- faculty should be made up of both teaching and support faculty and must meet the numbers and qualifications/ experience as specified for the concerned Level of programs;

- Should have the necessary hardware as well as software to conduct training as per syllabus of the concerned level of AICRA programs.
- Hands on Training should form at least one-half of the allocated time;
- all software are to be licensed as understood in terms of intellectual Property Rights; Open Source software are also allowed.
- Financial status of the organization should be sound
- Industry support should involve interaction with the industry.
- There is no restriction with regard to number of levels & sequence/order of levels (viz. ACTA/ ACTP/ ACTE) for which an institute can seek accreditation.

GUIDELINES FOR ACCREDITATION

Accreditation Fees: Institutes seeking accreditation will have to apply online for provisional accreditation in the first instance by registering the institute in the web portal <http://www.aicra.ac.in/home/institute-accreditation.php>. The fees for provisional accreditation are given on the online portal and is also mentioned below.

ACCREDITATION FEES*

Provisional Accreditation for	Fees (INR)*	Extension of Accreditation period with Prov Status/ Status Revert from Full to Provisional Status (INR) (If the Performance criteria is not met)**	Extension of Accreditation Period with Full Status (INR)**
2 Years	25,000/- + GST	20,000/- + GST	30,000/- + GST

NOTE:

Fee is Subject to change and will be at the discretion of AICRA.

Fee once paid for Provisional Accreditation / Extension of Accreditation Period with Provisional status/ Extension of Accreditation Period with Full Status/ or changes as mentioned above are not refundable under any condition.

Certification Fee Structure

It is mandatory for every institute authorized to conduct AICRA accredited program (s) to contribute in the Awareness creation programme, depending upon the number of candidates fielded in for the first time by institutes at each level in every examination. **The fee has to be paid at the time of submission of the examination application form**

Certification Credit Policy: Institute may select any or all below mention categories of programs for certification.

Category	Certification Fee per student
Certification Program	300/- + GST
Robotics Literacy Program	600/- + GST
Professional Certification	4500/- +GST

Credit Subsidy Policy: Basis student strength, institute can avail subsidy as follows

Student Strength	Credit Subsidy
Less than 1000 Student	No Subsidy
1001 to 2000 Students	10% of Credit Value
More than 2000 + Students	20% of Credit Value

Processing of Application:

There will be partial online scrutiny of the application by validation checks, as per the norms of accreditation, at the time of submission of the online application. Minimum criteria for submission of the application are mandatory and the institutes who do not meet the minimum criteria will not be able to submit the online application. The application will be on **self-certification basis** by the authorized signatory of the institute. Following documents (self-attested by the authorized signatory) has to be uploaded by the institute along with the online application:

- Documents with regard to registration and the legal status of the institute (registration certificate, bye-laws, rules and regulations, memorandum, board resolutions etc.)
- Documents with regard to premises (lease agreement / ownership deed)
- Corporate structure / details of the institute (list of proprietor / partners / directors /Trustee, etc.)
- Documents with regard to franchise / license terms (Franchiseeship / Licenseeship agreement, NOC from licensor / franchisor), if applicable.
- PAN Card of the Institute
- Signature of the authorized signatory of the institute

THE MINIMUM LAID OUT CRITERIA FOR ACCREDITATION:

a) **Legal Status:** The institute should be registered under the categories:

PROPRIETORSHIP CONCERN : An institute with legal status Proprietorship can be registered under the following:

- (i) Registration/ Certificate from any Government authority as given for the Industrial / Business units such as Shop & Establishment Act.
- (ii) Registration with Registrar / Sub-Registrar.
- (iii) Registration with Sales Tax / Service Tax or any other tax authority.

Documents required for establishing the necessary links of the ownership of the proprietorship concern.

- (i) Any one of the registration certificate as mentioned above. (In case document does not show the name of the proprietor, then an additional document which shows the name of the proprietor is required (such as certificate from the bank)).
- (ii) The institute has to upload the authority letter from proprietor indicating the details of the authorized person with the authority / powers given to him

PARTNERSHIP: An institute with legal status Partnership firm has to submit the following:

- (i) Registered Partnership Deed
- (ii) Registration Certificate from Registrar of firms with the documents showing the names of the partners.
- (iii) The institute has to upload the authority letter from partners indicating the details of the authorized person with the authority / powers given to him

SOCIETY / NGO: An institute with legal status Society has to submit the following documents

- (i) Certificate from the Registrar of Society
- (ii) Rules and Regulations / Memorandum
- (iii) Resolution to nominate the authorized person (as per the terms of the Rules & Regulations/Bye Laws/Memorandum specifically mentioning that the authorized person has been authorized to deal with AICRA including applying for accreditation).

TRUST: An institute with legal status Trust has to submit the following documents

- (i) Trust Deed
- (ii) Certificate of Registration of Trust
- (iii) Resolution to nominate the authorized person (as per the terms of the Trust Deed / Settlement Deed specifically mentioning that the authorized person has been authorized to deal with AICRA including applying for accreditation)

COMPANY: An institute with legal status Company has to submit the following documents:

- (i) Certificate of Incorporation
- (ii) Memorandum of Association
- (iii) Board Resolution specifically authorizing the authorized person to deal with AICRA including applying for accreditation.
- (iv) The owner or the person appointed by the management can be described as Owner/ Authorized Person from the Management, such as in the case of a company a Director having authority from the Board or in the case of a Society a person so defined under the Rules / Bye Laws / Memorandum with a resolution as per the Rules/ Bye Laws/ Memorandum. If the management wants to change any such Authorized Person, it should be intimated to AICRA in accordance with their rules, if any.
- (v) That the Owner/ Authorized person from the Management is the person who is working in the capacity and signing in the capacity as the owner or the Management and all the declarations as required by the AICRA at the time of the accrediting or any other important documents or applications are required to be signed by him.

- (vi) On the other hand, there can be another person who is not the owner but is running the day to day business of the institute since the owner or the management may or may not be in a position to do day to day business of the institute. The person be called the authorized employee of the institute to deal with AICRA. His signatures and other particulars like his position should be taken from the institute. This person can be changed at any time since he is only an employee but whenever this person is changed, AICRA should be communicated with the signatures and other particulars of this person.
- b) The institute should be in robotics education, computer education and training field for at least **last six months**.
 - c) **Premises:** The institute must have own premises, if hired, the lease should be at least for a minimum period of eleven with a reasonable assurance of continuity;
 - d) **Space:** Minimum carpet area should be more than 90 sq. meter to cater to at least one classroom to seat 25 students, one laboratory for hands on training, reception area (min. 4 sq.mtr.) and clean and hygienic washrooms preferably separate for boys and girls.
 - e) **Software:** The institute should comply with the. All the Software s must be licensed; **Open source software is also accepted.**
 - f) **Faculty:** The institute should comply with the norms. Faculty must consist of at least 1 competent faculty and one support faculty (Minimum 2 faculty should be there). Faculty should have been with the institution for not less than three months; should possess desired qualifications and experience.
 - g) Fee charged should be reasonable, justifiable and commensurate with infrastructure and facilities offered
 - h) Sustainability of the institution financially, technically, infrastructure-wise and growth-wise.
 - i) Student administration should be of high order
 - j) The institute should plan periodic interactions with the industry for the placement of the candidates
 - k) Feedback forms should be filled by the students at the end of each module. The institute must also plan a comprehensive record keeping of admission, registration, aptitude test, selection norms, candidates selected, attendance, internal evaluation, Project work etc.

PROCEDURE FOR ACCREDITATION OF ACTS/ ACTP/ ACTE PROGRAMS

- (i) Provisional accreditation to conduct a program will be granted at the first instance.
- (ii) The application received along with the uploaded documents will be screened for completeness and additional information may be asked for, if necessary, from the institute vide online deficiency letter / email. **The total time period given to the institute for compliance of the shortcomings is 180 days (from the date of receiving of the initial application on the AICRA web portal).** Incomplete forms and inability to supply additional information may lead to rejection of the application.
- (iii) On completion of the documents, the institute will be issued a letter online / by email, informing that their documentation is over and the screening committee will visit their institute any day within minimum one month from the date of intimation of completion of documents.
- (iv) The Screening Committee will check that all criteria laid down above are fulfilled. The committee will examine all of the following:
 - a. Compliance of all norms set out above.
 - b. Actual competence of the teaching staff, over and above the paper qualifications submitted;
 - c. Progress of students;
 - d. Teaching methodologies;
 - e. Management attitudes, plans, approach etc.
 - f. Past results;
 - g. Student feedback on usefulness teaching standards, criticisms, praise etc; Placement of trainees;
- (v) Institutes fulfilling the criteria laid down above, for the respective Level, as reflected by the report of the Screening Committee will be granted provisional accreditation for 3 years for ACTS/ ACTP/ ACTE programs. A letter of provisional accreditation will be issued to the institute along with the unique Accreditation number (generated after the completion of the documents) to serve as the documentary proof of the same.
- (vi) In case when the Screening Committee visits the institute and the institute shows its non-preparedness, it will be considered that the institute is not interested & hence treated as a DEFERRED case.
- (vii) Also, If the Screening Committee is convinced of the potential of the institution, but feels that there are flaws which need rectification and which may be rectified within six months, may recommend deferment of accreditation. Deferment does not result in forfeiture of the initial fees of accreditation.
- (viii) In case of deferment of accreditation, institute is informed about deferment of application by letter, the institute may confirm to the AICRA within a period of six months from the date of issue of deferment letter that the deficiencies pointed out have been rectified and remit the fee of Rs. 10,000/- + GST (as applicable) online. The institute will be revisited by the Screening Committee and based on their report; the AICRA will take appropriate action. In

case of non-compliance or non-receipt of a reply, a notice of rejection / letter of rejection (as applicable), is issued to the institute by AICRA.

- (ix) Rejection of accreditation which results in forfeiture of the initial fees of accreditation may be recommended if it is felt that in the interest of the students, it will not be advisable to grant accreditation or even to defer accreditation due to the failure on the part of the institute to meet the criteria. Such institute whose request for accreditation is rejected by the **AICRA**, will not be revisited till three months elapse and the institute apply afresh thereafter with the prescribed fees.

