



अखिल भारतीय तकनीकी शिक्षा परिषद्
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(भारत सरकार का एक सांविधिक संस्थान) (A STATUTORY BODY OF THE GOVERNMENT OF INDIA)
EASTERN REGIONAL OFFICE

LETTER OF INTENT FOR DIPLOMA INSTITUTION

F. No.ERO/OR/ET/021/2008/1232

Dated – 21.06.2008

To
The Chairman / President,
Tarini Improvement Trust,
Near Public School, Pujariput,
Korapur 764 020

Sub: Issuance of **Letter of Intent (LOI)** for establishment of new Diploma Level Institution (**Polytechnic**) in the name and style of **Sidhartha Institute of Engineering & Technology (Polytechnic), At- Ektaguda, PO- Mahadeiput, Korapur 764 022, Orissa.**

Sir,

With reference to your application submitted to the All India Council for Technical Education (AICTE) and the Director of Technical Education of concerned State Govt./UT for establishment of new Diploma Level Institution under the name and style of **Sidhartha Institute of Engineering & Technology (Polytechnic), At- Ektaguda, PO- Mahadeiput Korapur 764 022, Orissa** and based on the recommendations of the State Level Committee vide its letter no. dated – , which examined your proposal as per the laid down procedure guidelines, policy and Norms and Standards of AICTE, I am directed to convey the decision of the AICTE to issue the **Letter of Intent (LOI)** for establishment of the above Institution for the academic year 2008-2010.

To facilitate further processing of your proposal, you are now requested to furnish the following documents in one lot to the Director Technical Education, on or before the cut off date prescribed by the State Govt. and a copy to the concerned Regional Office of AICTE.

1. A registered undertaking non-judicial stamp paper of not less than Rs. 100/- stating that the Institution shall abide by all the regulation, Guidelines, Norms and Standards of the AICTE as applicable from time to time.
2. A non-refundable inspection fee of Rs. 25,000/- (Rupees Twenty five thousand only) in the form of a Bank Draft drawn on any Nationalized Bank in favour of the Director, Deptt. of Technical Education of concerned State Govt./UT.
3. A copy of Joint Fixed Deposit receipt (FDR) for Rs. 15 lakhs for a period of 8 years in joint account favouring “**Director of Technical Education**” of concerned State Govt./UT and The Chairman/President of the Trust/Society drawn on any Nationalized Bank to be submitted to the DTE of the concerned State Govt./UT alongwith an affidavit on non-judicial stamp paper of prescribed value stating that the joint fixed deposit shall not be encashed or modified without prior consent of AICTE and DTE. The Director of Technical Education of the concerned State Govt./UT shall instruct the concerned bank not to allow any encashment/modification of fixed deposit and grant of loan against the FDR without prior consent of AICTE and the Director of Technical Education of the concerned State Govt./UT. The Applicant Society/Trust may be permitted to encash the joint fixed deposit on expiry of the terms of the fixed Deposit. However, the term of the fixed deposit could be extended for further period as may be decided on case-to-case basis and/or forfeited incase of any Violation of norms, conditions and requirements and/or non-performance by the Institution and/or complaints against the Institution.

The processing fee and the Joint FDR amount for Minority Institutions may be reduced by 20%.

If the proposed Institution is being setup by Central Government/State Government the requirement of fixed deposit receipt and inspection fee shall be exempted, however, the following documents are required to be submitted by the Institution.

- a. Letter from the Secretary/Director of Technical Education of concerned Govt./UT/funding agency, regarding the budgetary provision and posts sanctioned for the said programme(s).
- b. Letter from the Secretary/Director, Department of Technical Education of concerned State Govt./UT about the provision made for faculty members.

- c. Letter from the Secretary/Director, Department of Technical Education of concerned State Govt./UT about the provision made for the operational funds required for the said programme(s).

If any of the above requirements is not fulfilled, the proposal shall not be eligible for further processing for approval and shall stand rejected for the current academic year and shall stand transferred for the next academic year.

If all the conditions mentioned above are fulfilled by the cut off date then upon receipt of Confirmation of preparedness of applicant Trust/Society for Expert Committee Visit, Visit of Expert Committee will be arranged by Director of Technical Education of concerned State Govt./UT for verification of all the facilities created for establishment of the proposed Institution.

The Expert Visiting Committee shall comprise of the following members:

- Three Expert members not below the level of Associate Professor/Reader.
- Regional Officer of the AICTE or a AICTE representative not below the rank of Dy. Director / Reader or equivalent.
- Director of Technical Education of the concerned State Govt./UT or his nominee not below the rank of JT/Dy. Director level as Convener.

The visiting Expert Committee will ensure that all the necessary infrastructure facilities for the proposed Institution, as indicated below have been created, as per norms of AICTE.

- i. The land of the proposed Institution has been fully developed with clear demarcations, either by boundary wall / barbed wire fencing and an all weather approach road to the Institution built.
- ii. Building is complete in all respect including plastering, internal electrification etc. atleast adequate for first year of the programme(s), as stipulated by AICTE.
- iii. Adequate potable water is available.
- iv. Permanent electrical connection must be obtained.
- v. All the required furniture and fixtures are in place as per requirements.
- vi. Books and Journals as per Norms have been procured and entered in the Accession Register's.
- vii. Equipments, as per syllabus of first year, has been procured and are in operational stage.
- viii. Principal has been appointed and faculty members as per AICTE norms identified and consents for joining the Institution obtained.

The applicant is required to make available the following documents to the visiting Expert Committee:

1. A registered undertaking on non-judicial stamp paper of not less than 10/- stating that the land for the proposed Institution is not mortgaged.
2. i) Copy of the application submitted to the Director of Technical Education of concerned State Govt./UT and AICTE.
ii) Copy of the Letter of Intent (LOI), in original.
3. Society/Trust Registration documents indicating Members of the Society/Trust and its objective.
4. Minutes of the meeting of Society/Trust.
5. Original Land Documents for the proposed Institution and other Technical/education agencies in the same campus/adjoining campus to verify exclusive land availability.
6. Village Map/Location Map/Index Map/Tope Sketch/City Road Map.
7. Land use Certificate/Land Conversion Certificate, allowing the land for educational purpose.
8. Original approved Building plan by the competent authority of the State Govt./
9. Copy of the syllabus of concerned Affiliating Body.

10. Details of built up structure available EXCLUSIVELY for the proposed Institution at the permanent site.
11. Proof of sanction of required electrical load.
12. List of equipment required as per syllabus and equipment available.
13. Stoke Register of Equipment.
14. Accession Register for library Books.
15. Copy of Invoice/Case Memo for equipment and library books.
16. Cash Book of the Society/Trust.
17. Copy of the advertisement for recruitment of faculties.
18. Composition of Selection Committee.
19. Minutes of Selection Committee.
20. Architectural Drawings of building construction duly prepared by an Architect and approved by the concerned Authority.
21. Master plan of the Campus for the entire land indicating land use circulation, landscaping, infrastructure etc.
22. Floor Plans, Sections and Elevations of the existing Academic building including area details.
23. Letter of appointment/offer letter issued to faculties.
24. List of faculty appointed/identified with qualification and experience.
25. Joint report/consent of faculty members.
26. One page Bio-data of Principal/Director.
27. Acquaintance Register.
28. Fund position/original FDR and Bank Certificate/Statement.
29. Phase-wise plan of construction.
30. Cash flow statement for next two years for the proposed Institution showing projected expenses and sources of fund, as indicated in DPR.
31. Auditing statement of accounts of the Society/Trust.
32. Photographs (Colour) of the building attested by the Chairman/Secretary/President of the Trust/Society and Video CD (Compatible with "Windows Media Player") indicating the following.
 - a. Front side of the entire building.
 - b. Back side of the entire building.
 - c. Internal portion of atleast one classroom.
 - d. Internal portion of Computer room alongwith computers.
 - e. Internal portion of one laboratory.
 - f. Internal portion of Principal's room.
 - g. Internal portion of the library.
 - h. Internal portion of the faculty room.

The Institution must ensure to handover to the Expert Committee a complete Video CD of all the facilities before leaving the premises at the time of the visit.

The Report of the Expert Committee shall be placed before the State Level Committee for consideration.

Based on recommendations of the State Level Committee the Regional Officer of AICTE shall issue letter of approval.

The letter of approval shall be valid for a maximum period of 2 years. It shall be the responsibility of the applicant Institution to obtain necessary permission/affiliation for admission of students from the concerned Admission Authority/State Govt./Board during the validity of the period of approval. In case the Institution fails to start the approved programme(s) during the validity period of approval, the applicant Institution shall make a fresh application for consideration of Letter of Intent.

In respect of cases, for which approval is denied for non-fulfillment of Norms and Standards and conditions as may be stipulated by the AICTE, grounds of denial shall be communicated to the concerned Applicant Society/Trust.

In case approval for establishment of new Institution is not granted, the applicant can make an appeal with documentary evidence to substantiate the claims made and the appeal shall be heard by the following Committee:

- The Chairman of the AICTE Regional Committee as Chairman.
- Two Members not below the rank of professor to be nominated by the Chairman AICTE as member.
- Director of Technical Education of the State Govt./UT as member.
- Regional Officer of AICTE as Convener.

Based on the recommendations of the Appellate Committee Letter of Approval/Rejection shall be issued by the Regional Office of AICTE on behalf of the Council.

In case the proposal is rejected based on the recommendations of the Appellate Committee, the Applicant Trust/Society shall make a fresh proposal.

The applicant Trust/Society is informed that if this new Institution is being setup within the larger land of the Society having other Technical Institution. The Society should create separate labs/ Infrastructure/Academic/administrative area/Circulation area. No facilities should be shared.

The applicant Trust/Society is hereby informed that issuance of LOI by AICTE does not entitle it automatic grant of final approval. The proposed Institution cannot commence any education activity and admit students based on LOI.

Thanking you,

Yours Sincerely,

(Shriom Dafal)
Regional Officer

Copy to:

1. The Principal Secretary,
Dept. of Technical Education,
Govt. of Orissa, Bhubaneswar – 751 001
2. The Director,
Dept. of Technical Education, Govt. of Orissa, Killa Maidan,
Cuttack - 753 001
3. The Advisor (E&T),
All India Council for Technical Education,
7th floor, Chandra Lok Building, Janpath, Near Connaught Place,
New Delhi – 110 001.