



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

F. No. ERO/AICTE/OR/ET/29/2009-10 / 1026-1030

Dated - 25.05.2009

To
The Chairman / President,
Seethalaxmi Educational Trust,
C/O - Ladi Gopal Rao, Dera Street, Gunupur, Rayagada 765 022, Orissa

Sub: Issuance of **Letter of Intent (LOI)** for establishment of new Diploma Level Institution (**Polytechnic**) in the name and style of **Balaji Institute of Technology & Science (Polytechnic), Balaji Institute of Technology & Sc. Knowledge Centre, Gurupur 765 022, 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 **Balaji Institute of Technology & Science (Polytechnic), Balaji Institute of Technology & Sc. Knowledge Centre, Gurupur 765 022, Orissa** and based on the recommendations of the State Level Committee vide its letter no. ITTI-41/08-6436 dated - 07.05.2009, 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 2009-10, Block period (2009-2011).

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 visiting Expert Committee will verify the original documents and all the necessary infrastructural facilities required for establishment of a new Institution as per AICTE norms as detailed below and also mentioned in the Expert Committee Visit Report.

- Original documents related to the land for the proposed Institution and the other existing Institutions (if any) for verification. Documents (Khasra Plan etc.) to check continuity of land.
- Land Use Certificate and Land Conversion Certificate for the entire land of the proposed Institution.
- The site plan for the proposed land in relation to the adjoining built up structures, road etc.
- The building plan for the proposed institution clearly mentioning the survey numbers of the land area.
- Whether the land of the proposed Institution has been fully developed with clear demarcations, either by a boundary wall/barbed wire fencing and all weather approach road to the institution.
- Availability of clear-cut demarcation of the built up space for the proposed Institution from the built up space for the existing Institution/s (if any in the same land/premises).
- Whether the building is complete in all respects including plastering, internal electrification and effective conduct of classes etc. at least adequate for first year of the programme.
- Whether Permanent electrical and potable water connection is obtained.
- Whether all the required furniture and fixtures are in place as per requirements.
- Whether books and Journals, as per Norms and Standards, have been procured, stamped and entered in the Accession Register.
- Whether equipment, as per syllabus of first year, has been procured and is ready for use.
- Whether copy of advertisement for recruitment of faculty, composition and proceedings of Selection Committee Meeting are available.
- Whether Director/Principal has been appointed, and faculty identified and their consent letter for joining the Institution obtained as per AICTE norms.
- Whether adequate operational funds as per AICTE norms are available in the form FDR/Savings Account/Current Account in the name of the Society/Trust for all the Institutions run by the Trust/Society.

The Expert Committee while examining the Infrastructure/Facilities will verify as to whether the development is in consonance with the proposal in the DPR and shall get a complete video CD of all the facilities.

The Expert Committee report shall be processed as per the Diploma Approval Process and the final decision for grant of approval or otherwise shall be communicated to all the concerned by AICTE, subsequently as per recommendations of State Level Committee.

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 faithfully,


(K.K. Kataria)
Director

Copy to:

1. Commissioner –cum- Secretary, Dept. of Industries, Govt. of Orissa, Secretariat, Bhubaneswar 751 001.
2. The Director, Dept. of Technical Education & Training, Govt. of Orissa, Killa Maidan, Cuttack 753 001
3. The Secretary, State Council of Technical Education & Industrial Training, Raj Bhavan Marg, Unit - VIII, Bhubaneswar 751 012.
4. The Advisor (E&T), AICTE, 7th floor, Chandra Lok Building, Janpath, Near Connaught Place, New Delhi – 110 001.
5. Guard file.