



डा. एस. पी. सिंह
क्षेत्रीय अधिकारी

Dr. S. P. Singh
Regional Officer

अखिल भारतीय तकनीकी शिक्षा परिषद्
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(भारत सरकार का एक सांविधानिक संस्थान) (A Statutory Body of the Govt. of India)
उत्तर पश्चिमी क्षेत्रीय कार्यालय, चण्डीगढ़
NORTH WESTERN REGIONAL OFFICE, CHANDIGARH

LETTER OF INTENT FOR DIPLOMA INSTITUTION

No. NWRO/ 3174 Dated: 30/06/08

To

The Chairman / President
Sangmeshwar Educational Trust,
142, Sector-7, Urban Estate,
Kurukshetra, Haryana

Sub: - Issuance of letter of intent for establishment of new Diploma Level Institution (Polytechnic) in the name & style of Gyan Ganga Polytechnic, Salpani, Khurd Near Heenga Kheri, Jhansa Road, Kurukshetra, Haryana for the academic year 2008-09.

Sir,

With reference to your application submitted to the all India Council for Technical Education (AICTE) for establishment of a new diploma institution under the name and style of **Gyan Ganga Polytechnic, Salpani, Khurd Near Heenga Kheri, Jhansa Road, Kurukshetra, Haryana** in the academic year 2008-09 and based on the recommendations of the State Govt. vide its Memo.No. 1526 dated 27/06/08 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 Council to issue the letter of Intent (LOI) for establishment of the above institution. As per the letter Memo no.1526 dated 27/06/08 from DTE Haryana the detail for courses and intake is as below:

Sr.no	Courses	Intake
1.	Computer Engg	60
2.	Mech	60
3.	ECE	60
4.	Civil	60
5.	Accounts & Audit	60
6.	Total	300

The applicant societies/trusts need to indicate its readiness for Expert Committee Visit within 15 days from the issue of date of LOI for further consideration of the case for issue of Letter of approval for (LOA) the current academic year 2008-09.

To facilitate further processing of the 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 Regional Officer, NWRO, AICTE.

1. A registered undertaking on 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 Council 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, Technical Education, Haryana payable at Chandigarh.
3. A copy of joint fixed deposit receipt (FDR) for Rs. 15 Lakh for a period of 8 years in joint account favoring "Director Technical Education" of concerned State Govt. & The Chairman / President of the Trust / Society drawn on any Nationalized Bank to be submitted to the DTE of the concerned State Govt./UT along with 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 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 Technical Education of the concerned state Govt./UT. The Applicant Society/Trust/Institution may be permitted to encash the joint fixed deposit on expiry of the term 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 in case 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 set up 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.

1. Letter from the Secretary / Director, Technical Education of concerned Govt. / Funding agency, regarding the budgetary provision and posts sanctioned for the said programme.
2. Letter from the Secretary / Director, Technical Education of concerned Govt. about the provision made for faculty.
3. Letter from the Secretary / Director, Technical Education about the provision made for the operational funds required for the said programme.

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 academic year 2008-09 and shall stand transferred for the academic year 2009-10.

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 the 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:

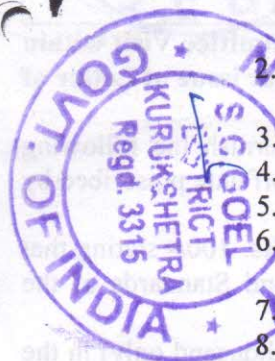
- Three Expert members not below the level of Associate Professor/Reader.
- Regional Officer of the AICTE or a AICTE representative not below the rank of Dy. Director/Reader or equivalent.
- Director Technical Education of the Concerned State Govt./UT or his nominee not below the rank of JT/Dy. Director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

1. 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.
2. Building is complete in all respect including plastering, internal electrification, etc, at least adequate for first year of the programme, as stipulated by AICTE.
3. Adequate potable water is available.
4. Permanent electrical connection must be obtained.
5. All the required furniture and fixtures are in place as per requirements.
6. Books and Journals as per Norms and Standards have been procured and entered in the Accession Register's
7. Equipment, as per syllabus of first year, has been procured and is in operational stage.
8. Principal have been appointed and Faculty 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 Rs. 10/- stating that the land for the proposed institution is not mortgaged.
2. a) Copy of the application submitted to Director, Technical Education & AICTE.
b) Copy of the letter of Intent, in original.



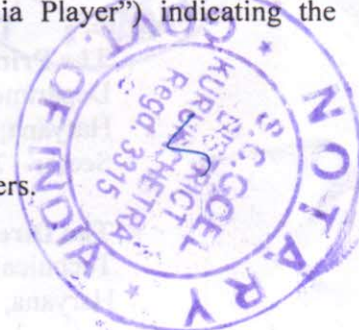
3. Society / Trust Registration documents indicating Members of the Society / Trust and its objective. (2)
4. Minutes of the meeting of Society / Trust.
5. Original Land Documents for the proposed institution and other technical/education institution running (including applied for or for which LOI is issued by concerned 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. Stock Register of Equipment.
14. Accession Register for library Books.
15. Copy of Invoice / Cash Memo for equipment and library books.
16. Cash Book of the Society / Trust.
17. Copy of the advertisement for recruitment of faculty.
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 Statutory 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 faculty.
24. List of faculty appointed / identified with qualification and experience.
25. Joining 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. Audited statement of accounts of the Society / Trust.
32. Photographs (Color) of the building attested by the Chairman / Secretary / of the Trust / Society and Video CD (Compatible with "windows Media Player") indicating the following.
- Front side of the entire building.
 - Back side of the entire building.
 - Internal portion of at least one classroom.
 - Internal portion of Computer room along with computers.
 - Internal portion of one laboratory.
 - Internal portion of Principal's room.
 - Internal portion of the library.
 - Internal portion of the faculty room.

The Expert Committee shall get 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 institutions to obtain necessary permission/affiliation for admission of students from



the concerned Admission Authority/State Govt./UT/Board during the validity of the period of approval. In case the institution fails to start the approved programmes during the validity period of approval, the applicant institutions 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 & standards and conditions as may be stipulated by the council, grounds of denial shall be communicated to the concerned Applicant/Society/Trust/Institution.

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 Officer of AICTE on behalf of the Council.

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

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

Thanking you,

Your Sincerely

[Dr.S.P.Singh]
Regional Officer

Copy to:-

The Principal Secretary
Department of Technical Education, Govt. of
Haryana, Mini Secretariat, Behind Bus Stand,
Sector-17, Chandigarh.

The Director,
Technical Education, Department Govt. of
Haryana, SCO- 38-39, Sector-17, Chandigarh.

The Advisor (E&T)
All India Council for Technical Education,
7TH Floor, Chandra Lok Building,
Janpath, Near Connaught Place,
New Delhi

ATTESTED

To be True Copy/Photo Copy
District Notary, Kurukshetra