



श्रीओम दलाल
क्षेत्रीय अधिकारी
Shriom Dalal
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

To

The Chairman / President

Baba Banda Singh Bahadur Education Trust
Fatehgarh Sahib, Punjab

No. NWRO/139/Dated: 03.07.06

Subject: -Issuance of Letter of Intent for Establishment of New Diploma Level Institution (Polytechnic) in **Diploma** Engineering programmes the Name & style of **Baba Banda Singh Bahadur Polytechnic, Fatehgarh Sahib, Punjab** in the academic year 2006-07.

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 **Baba Banda Singh Bahadur Polytechnic, Fatehgarh Sahib, Punjab** in the academic year 2006-07 and based on the recommendation of the State Govt. vide its Memo No. 150TE/ 2200 dated 24.5.2006, 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.**

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 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 Regulations, 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, Rajasthan payable at Jodhpur.
3. A Fixed Deposit Receipt (FDR) for Rs. 20 Lakh for a period of 10 years in Joint Account favouring "Director Technical Education" of concerned State Govt. & The Chairman / President of the Trust / Society drawn on any Nationalize Bank to be submitted to the DTE.

On successful completion of 10 years of existence of the institution, the FDR will be released for the purpose of the development of the institution. However, the period of fixed deposit may be extended beyond the initial period of 10 years in case of failure to comply with the norms and standards / complaints against the institution.

Contd.....

for no reason
7/7/06
PD

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 / Funding agency, regarding the budgetary provision made and posts sanctioned for the said programme.
2. Letter from the Secretary / Director, Technical Education 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 2006-07 and shall stand transferred for the academic year 2006-07.

If all the conditions mentioned above are fulfilled by the cut off date, and upon receipt of confirmation of preparedness of applicant Trust / Society for Expert Committee Visit, visit of Expert Committee will be arrange by **Director of Technical Education Punjab** for verification of all the facilities created for establishment of New Institution.

The Visiting Expert Committee will ensure that all the necessary infrastructural 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.
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 institutions 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.
4. Minutes of the Meeting of Society / Trust.
5. Original Land Documents.
6. Village Map / Location Map / Index Map / Topo Sketch / City Road Map.
7. Land Use Certificate / Land Conversion Certificate, allowing the land for educational purpose.
8. Original approval Building plan.
9. Copy of the syllabus of concerned affiliation 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 for faculty.

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 all 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 (Colour) of the building attested by the Chairman / Secretary / 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 at least 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 Expert Committee shall get a complete Video CD of all the facilities before leaving the premises at the time of the visit.

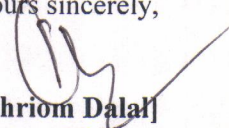
The Expert Committee report shall be processed as per the Approval Process and the final decision for grant of approval or otherwise shall be communicated to all concerned by AICTE, NWRO, Chandigarh.

The Applicant Trust / Society is informed that if this New Institution is being setup within the larger land of the Society has for other Technical Institution. The Society should built 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 educational activity and admit students based on LOI.

Thanking you,

Yours sincerely,


[Shriom Dalal]
Regional Officer

Copy to :

1. **The Principal Secretary**
Department of Technical Education, Govt. of Punjab
Mini Secretariat, Sector - 9, Chandigarh
2. **The Director**
Depart of Technical Education, Govt. of Punjab
Plot No. 1, Sector - 36, Chandigarh
3. **The Advisor (E&T)**
All India Council for Technical Education,
Indira Gandhi Indoor Stadium, I.P. Estate, New Delhi