

दक्षिणी क्षेत्रीय कार्यालय
 अखिल भारतीय तकनीकी शिक्षा परिषद
 (भारत सरकार के अधीन सांविधिक संस्था)
 'शास्त्री भवन' २६, हेडाज रोड,
 नुंगमबाक्कम, चेन्नै-६०० ००६.
 दूरभाष : (०४४) २८२७५६५०, २८२७९९९८
 फैक्स : (०४४) २८२५ ५८६३
 ई-मेल : aictesouth@eth.net



LETTER OF INTENT

SOUTHERN REGIONAL OFFICE
 ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
 (A Statutory Body of Govt. of India)
 'Shastri Bhavan', 26, Haddows Road,
 Nungambakkam, Chennai - 600 006.
 Phone : (044) 28275650 / 28279998
 Fax : (044) 28255863
 E-mail : aictesouth@eth.net
 F.No.: TN/NDIP/2009-2010/027/3837
 Date: 13 July 2009

To
 The Secretary & Correspondent
Selvanarayana Reddiar Educational Trust,
 42/2, Pillaiyar Koil Street, Che. Nachipattu Village & Post,
 Chengam 606 709
 Tiruvannamalai District

Subject: Issuance of Letter of Intent for establishment of new technical institution (**Diploma in Engg. & Tech.**) in the name & style of **Sri Sakthi Polytechnic College, Manmalai Che. Nachipattu Village & Post, Chengam, Tiruvannamalai District for the year 2009-2010.**

Sir/Madam

This is with reference to your application submitted to the Commissioner of Technical Education, Government of Tamilnadu, Chennai for establishment of a new Technical Institution.

The proposal was processed as per the procedures, guidelines, policies and norms and standards of AICTE and I am to convey the decision of the **State Level Committee and Council** to issue the **Letter of Intent (LOI)** for establishment of new technical institution (**Diploma in Engg. & Tech.**) in the name & style of **Sri Sakthi Polytechnic College, Manmalai Che. Nachipattu Village & Post, Chengam, Tiruvannamalai District.** This Letter of Intent will be valid for **3 [three]** years from the date of issue.

To facilitate further processing of the proposal for grant of approval, you are now required to furnish the following documents in **one lot** to the Commissioner of Technical Education, Government of Tamilnadu, Chennai and your proposal would be processed subsequently.

- ❖ A registered/Notarized 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.
- ❖ A **Refundable Performance Guarantee Fee [RPGF]** in form of Joint Fixed Deposit for a period of 8 years in **Nationalized Bank** in the joint name of Trust/Society and the concerned Commissioner of Technical Education, Government of Tamilnadu, Chennai for an amount as applicable to the category of the institutions indicated below:

	Category of Institutions				
	Engineering & Technology (Diploma)	Pharmacy (Diploma)	Hotel Mgt. & Catering Tech. (Diploma)	Architecture (Diploma)	Applied Arts & Crafts (Diploma)
Joint FDR (amount in Lakhs)	15	15	15	15	15

- ❖ The RPGF Fixed Deposit accounts shall be created with the banker's of the proposed institution and receipt in original shall also be kept under the custody of the Institution. The Commissioner of Technical Education, Government of Tamilnadu, Chennai shall keep the photocopy of Fixed Deposit receipt and Legal affidavit on Non-judicial Stamp paper, indicating that the RPGF Fixed deposit will not be encashed or modified, without prior consent of AICTE.
- ❖ The interest earned on the Fixed Deposit will be credited to the accounts of the institute and shall be utilized by the institute every year for appropriate use for the benefit of the students.
- ❖ The Joint Fixed Deposit shall be permitted to be encashed on expiry of the term of the Fixed Deposit. However, the term of the fixed deposit could be extended for a further period as may be decided on case to case basis and or forfeited in case of any violation of norms, conditions and requirement and/or non-performance by the institution and/or complaints against the institution.
- ❖ Requisite non-refundable visit fee drawn in favour of Commissioner of Technical Education, Government of Tamilnadu, Chennai on any nationalized bank payable at Chennai.
- ❖ **The applicant society/ Trust need to indicate its readiness for Expert Committee visit on or before 24.07.2009 for further consideration of the case of issue of Letter of Approval [LOA] for the current academic year i.e. 2009-2010.**
- ❖ **Your proposal will be processed only on fulfillment of the conditions mentioned above.**

PM

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Subject to the fulfillment of all the conditions mentioned above, an Expert Committee visit shall be arranged as per the Approval Process Hand Book of the Council for verification of all the facilities required for establishment of a new institution.

The Visiting Expert Committee will verify the original documents and all the necessary infrastructural facilities required for establishment of new institution as per norms of the Council 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 for the entire land of the proposed institution.
- The site plan for the proposed land in relation to the adjoining built up structure, road etc.
- The Building plan for the proposed institution clearly mentioning the survey number 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 portable 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 are available.
- Whether Principal has been appointed, and faculty identified and their consent letter for joining the institution obtained.
- Whether adequate operational funds as per AICTE norms are available in the form of FDR/Savings Account/ Current Account in the name of the Society/ Trust for all the institutions run by the Trust.

The Expert Committee while examining the infrastructure/ facilities will verify as to whether the development is in consonance with the proposal in the Detailed Project Report [DPR] and shall get a complete video CD of all the facilities.

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

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

Yours faithfully

[SANDEEP SINGHAL]
REGIONAL OFFICER

Copy to:

1. The Adviser [E&T]/[M&T], AICTE, New Delhi 110 002.
2. The Secretary to Government, Govt. of Tamilnadu, Higher Education Department, Secretariat Fort St. George, Chennai – 600 009.
3. The Commissioner of Technical Education, Govt. of Tamilnadu, Guindy, Chennai 600 025.
4. The Director, State Board of Technical Education & Training, Chennai
5. Guard File.