



अखिल भारतीय तकनीकी शिक्षा परिषद्  
**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
(भारत सरकार का सांविधिक संस्थान) (A STATUTORY BODY OF THE GOVT. OF INDIA)

F.No. PG/MCA/PUN/2004/02

Date : 03/03/2004

**LETTER OF INTENT**

To

**THE CHAIRMAN / PRESIDENT  
MALWA ADVANCED EDUCATION SOCIETY (BATHINDA)  
C/o REGIONAL COLLEGE OF MGT. & TECH.,,  
OPP. NFL TOWNSHIP, GONIANA ROAD,  
BATHINDA - 151003 (PB)**

**Subject: Issuance of Letter of Intent for establishment of new technical Institution (MCA) in the name & style of REGIONAL COLLEGE OF MANAGEMENT & TECHNOLOGY, OPP. NFL TOWNSHIP, GONIANA ROAD, BATHINDA - 151003 (PUNJAB) in the Academic year 2004-05.**

Sir/Madam

1. This is with reference to your application submitted to the All India Council for Technical Education (AICTE) for establishment of a new Technical Institution under the name and style of **REGIONAL COLLEGE OF MANAGEMENT & TECHNOLOGY,, OPP. NFL TOWNSHIP, GONIANA ROAD,, BATHINDA - 151003 (PUNJAB),,,** in the academic year 2004-2005.
2. I am directed to convey the decision of the Council to issue the Letter of Intent (LOI) for establishment of new technical institution (MCA) in the name & style of **REGIONAL COLLEGE OF MANAGEMENT & TECHNOLOGY,, OPP. NFL TOWNSHIP, GONIANA ROAD,, BATHINDA - 151003 (PUNJAB),,,,** based on the recommendations on the Hearing Committee, Regional Committee and EC-Sub Committee, which examined your proposal as per the laid down procedure, guidelines, policy and norms & standards of AICTE.
3. To facilitate further processing of the proposal, you are now requested to furnish the following documents in one lot to the concerned Regional Office of AICTE, on or before **31<sup>st</sup> March, 2004.**
  - i) A non-refundable inspection fee of Rs.50,000/- (Rupees Fifty thousand only) in the form of a Bank Draft drawn on **any Nationalized / Scheduled Bank** in favour of the Member Secretary, AICTE, payable at New Delhi.
  - ii) A Cumulative Fixed Deposit of Rs. 20 lakhs (Rupees Twenty lacs only) in a **Nationalized / Scheduled Bank**, in the joint name of Trust / Society and the concerned Regional Officer, for a period of 10 years.

The FDR should be created after obtaining the signature of the concerned Regional Officer of AICTE on the **FDR application** form of the concerned Bank. The Procedure for creation of the FDR is given at Annexure T. The FDR should be created only in the Branch for which the signature of the concerned Regional Officer is obtained. An undertaking from the concerned Bank shall be submitted along with the FDR, as per format enclosed (Form A).

**If the proposed institution is being set up by Central Government/State Government/University/Deemed University, the requirement of Joint Fixed Deposit and Inspection Fee will be exempted provided the courses are NOT self financing.**

**If any of the above requirements is not fulfilled, the proposal shall not be eligible for further processing for approval and shall stand rejected. The Council will not entertain any request for relaxation in the cut off date due to any reason, whatsoever.**

इंदिरा गांधी खेल परिसर, इन्द्रप्रस्थ एस्टेट, नई दिल्ली - 110002  
Indira Gandhi Sports Complex, I. P. Estate, New Delhi -110 002  
दूरभाष / Phone : 23392506, 63-65-68, 71, 73-75 फैक्स / Fax : 011-23392554  
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If all the conditions mentioned above are fulfilled by the cut-off-date, visit of an AICTE Expert Committee will be arranged **by AICTE, New Delhi** during **April 1, 2004 to April 30, 2004** 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 have been fully developed with clear demarcations, either by a boundary wall/ barbed wire fencing and an all weather approach road to the Institution built.
2. Building is complete in all respects 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, have been procured and are in operational stage.
8. Director/ Principal have been appointed, and Faculty as per AICTE norms identified and consent for joining the institution obtained.

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

1. a) Copy of the application submitted to AICTE  
b) Copy of the Letter of Intent, in original.
2. Society / Trust Registration documents indicating members of the Society / Trust and its Objectives.
3. Minutes of the Meeting of Society / Trust.
4. Original Land Documents.
5. Village Map /Location Map/Index Map / Topo Sketch/City Road Map.
6. Land Use Certificate / Land Conversion Certificate, allowing the land for educational purpose.
7. Original approved Building Plan.
8. Copy of the syllabus of concerned affiliating University.
9. Details of built up structure available exclusively for the proposed Institute at the permanent site.
10. Proof of sanction of required electrical load.
11. List of equipment required as per syllabus and equipment available.
12. Stock Register of Equipment.
13. Accession Register for Library Books.
14. Copy of Invoice /Cash Memo for equipment and Library Books.
15. Cash Book of the Society /Trust.
16. Copy of the advertisement for recruitment of faculty.
17. Composition of Selection Committee.
18. Minutes of Selection Committee for Faculty.
19. Architectural Drawings of building -construction duly prepared by an Architect and approved by the concerned statutory authority.
20. Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure etc.
21. Floor Plans, Sections and Elevations of all the existing Academic buildings including Area details.
22. Letter of appointment /Offer Letter issued to faculty.



23. List of faculty appointed/identified with qualification and experience.
24. Joining report / consent of faculty members.
25. One page Bio-data of Principal/Director.
26. Acquaintance Register.
27. Fund position/Original FDR and Bank Certificate/ Statement.
28. Phase-wise plan of construction.
29. Cash Flow statement for next two years for the proposed Institution showing projected expenses and sources of fund, as indicated in DPR.
30. Audited statement of accounts of the Society /Trust.
31. Photographs (color) of the building attested by the Chairman/ Secretary of the Trust/Society and a 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 class room.
  - d) Internal portion of computer room alongwith computers.
  - e) Internal portion of one laboratory.
  - g) Internal portion of principal's room
  - h) Internal portion of library
  - i) Internal portion of faculty room.

The Expert Committee report shall be processed as per the approved Approval Process and the final decision for grant of approval or otherwise shall be communicated to all concerned by AICTE on or before **1<sup>st</sup> April, 2004 to 30<sup>th</sup> April 2004.**

**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.**

Yours faithfully

  
**(Dr.K.Subramanian)**  
**Adviser(PG)**

Copy to :

- ◆ The Regional Officer,  
AICTE, North-Western Regional Office,  
Plot No. 1310, Sector-42-B,  
Chandigarh – 160 036
- ◆ Registrar, PUNJABI UNIVERSITY, PATIALA University.
- ◆ Guard File, Bureau (PG), AICTE, New Delhi.
- *The Secretary,*  
*Technical Education,*  
*Govt. of Punjab, Mini Secretariat,*  
*Sector-9, CHANDIGARH - 160036*