

पश्चिमी क्षेत्रीय कार्यालय
WESTERN REGIONAL OFFICE

अखिल भारतीय तकनीकी शिक्षा परिषद
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(A Statutory Body of the Government of India) (भारत सरकार का एक विधिक संस्थान)

इन्डस्ट्रियल एश्योरन्स बिल्डींग, दूसरी मंजिल,
वीर नरमिन रोड, चर्चगेट, मुंबई - ४०० ०२०
दूरभाष : (०२२) २२८५ ५४१२, २२८२ १०९३
फैक्स : (०२२) २२८५ १५५१



Industrial Assurance Building,
2nd Floor, Veer Nariman Road,
Churchgate, Mumbai - 400 020.
Tel. : (022) 2285 5412, 2282 1093
Fax : (022) 2285 1551

Sandeep Singhal
Regional Officer

No.F.22-2726/2008 (DIP ENGG)

Date: 30/04/2008

LETTER OF INTENT

To,

**THE CHAIRMAN/SECRETARY,
ZEAL EDUCATION SOCIETY
SURVEY NO.25/3/3, HIGNE KHURD,
SINHAGAD ROAD, PUNE - 411 051**

SPEED-POST

Subject: Issuance of Letter of Intent for establishment of new technical institution (**Diploma Engineering**) in the name and style of **Dnyanganga Polytechnic, S.No.39, Narhe, Haveli, Pune, for the year 2008-2009.**

Sir/ Madam,

1. This is with reference to your application submitted to the Director of Technical Education, Maharashtra State for establishment of a new Technical Institution under the name and style of **Dnyanganga Polytechnic, S.No.39, Narhe, Haveli, Pune.**
2. I am directed to convey the decision of the Council to issue the Letter of Intent (LOI) for establishment of new technical institution (**Diploma Engineering**) based on the recommendation of the State Level 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 Western Regional office, Mumbai with a copy to the concerned Director of Technical Education, on or before **15th May, 2008.**
 - (a) The institution is advised to submit a Registered Undertaking on a Non-Judicial stamp paper of Rs.100/-, stating that exclusive built-up area has been created to conduct the **Diploma Engineering** programme and the facilities are not shared with the **Degree Engineering** college or any other programme. The undertaking must reach this office within 15 days of receipt of this letter of intent, alongwith the photographs of Diploma Institution, in support of such claim.

(b) RPGF in the form Joint Fixed Deposit Receipt of Rs.15 lakhs in a Nationalized Bank, in the joint name of Trust/ Society and the concerned DTE for a period of 8 years.

Procedure to be adopted for creating Joint FDR should be taken from the Director of Technical Education of concerned state.

If any of the above requirements are 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.


If all the conditions mentioned above are fulfilled by the cut-off date, visit of an expert committee will be arranged by the State Government/UT Administration 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 demarcation, 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, 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 are in operational stage.
8. Director/ Principal has 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, with a copy of the documents to the Western Regional office, AICTE, Mumbai.

1. 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 Board of Technical Education.
 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 building 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.
 30. Audited statement of accounts of the Society/ Trust.
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31. 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 :

- 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
- f. Internal portion of principal's room
- g. Internal portion of library
- h. 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 at the earliest.

The applicant Trust/ Society is hereby informed that issuance of LOI by this office 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.

Yours faithfully,



(Sandeep Singhal)

Copy to:

1. The Additional Chief Secretary, Higher & Technical Education and Employment Department, Mantralaya, Mumbai-32.
2. The Director, Directorate of Technical Education, 3, Mahapalika Marg, Mumbai - 1
3. The Secretary, Maharashtra State Board of Technical Education, 49, Kherwadi, Ali Yavar Jung Marg, Bandra, Mumbai - 50.
4. The Adviser (UG), AICTE, New Delhi.



(Sandeep Singhal)