

Letter of Approval

File No. ERO/AICTE/OR/ET/024/2008-09

DATE 14.07.2009

To
The Commissioner-cum-Secretary,
Industrial Department,
Govt. of Orissa,
Bhubaneswar - 751 001, Orissa

Sub: AICTE approval to **Chetadevi Educational and Charitable Trust, Plot No. 65, Saheed Nagar, Bhubaneswar 7, Orissa** for establishment of **Utkal Institute of Engineering & Technology(Polytechnic), At-Rathipur, PO - Kantia, Khurda 752 050.**

Sir,

Based on the recommendations of State Level Committee and subsequent clarifications, conveyed vide letter no. 9717, dated - 06.07.2009 by the Director of Technical Education and Training, Govt. of Orissa, the All India Council for Technical Education (AICTE) is according approval to **Chetadevi Educational and Charitable Trust, Plot No. 65, Saheed Nagar, Bhubaneswar 7, Orissa** for establishment of **Utkal Institute of Engineering & Technology(Polytechnic), At-Rathipur, PO - Kantia, Khurda 752 050, Orissa** for conduct of Diploma programme in Engineering & Technology with annual Intake for each course(s) as given below:

Approved programme(s)	Approved Intake	Level	Duration (Yrs.)	Entry level	Period of approval
Civil Engineering	60	Diploma	3 Yrs.	10+	2009-2010*
Electrical Engineering	60	Diploma	3 Yrs.	10+	2009-2010*
Mechanical Engineering	60	Diploma	3 Yrs.	10+	2009-2010*
Computer Science & Engineering	30	Diploma	3 Yrs.	10+	2009-2010*
Electronics & Telecommunication Engineering	30	Diploma	3 Yrs.	10+	2009-2010*
Total	240				

* The approval is valid for **two years** from the date of issue of this letter. The **Society/Trust/Institution** shall obtain necessary affiliation/ permission from the concerned affiliating University/State Board/State Council as per the prescribed schedule of the University/ Admission Authority etc. The Applicant Society/Trust/Institution shall send information about commencement of the above courses to AICTE. In case the Institution could not commence the above mentioned courses for whatsoever reasons during the two years period from the date of issue of this letter, the approval becomes invalid and the applicant society/trust shall have to make fresh application to AICTE for grant of fresh approval.

The approval is further subject to fulfillment of following conditions.

1. That the management shall provide adequate funds for development of land and building and for providing related infrastructural, instructional and other facilities as per Council's norms and standards laid down by the Council from time to time and for meeting recurring expenditure.
2. (a) That the admissions shall be made only after adequate infrastructure and all other facilities are provided as per norms and guidelines of the AICTE.
(b) That the admissions shall be made in accordance with the regulations notified by the Council from time to time.
(c) That the admissions to the courses shall be made only after the affiliating University/ State Board/State Council under whose ambit the institution is functioning has given permission to start the course.
(d) That the Institution shall not allow closure of the Institution or discontinuation of the course(s) or start any new course (s) or alter intake capacity of seats without the prior approval of the Council.
(e) That no excess admissions shall be made by the Institution over and above the approved intake under any circumstances.

- (f) That the institutions shall not have any collaborative arrangements with any Indian and/or Foreign Universities for conduct of technical courses other than those approved by AICTE without obtaining prior approval from AICTE.
- (g) That the Institution shall not allow conduct of any unapproved course whether technical or non technical in the premises of AICTE approved institution/campus and /or in the name of the Institution without prior permission from AICTE.
3. That the Institution shall operate only from the approved location, and that the institution shall not open any off campus study centers/ extension centers directly or in collaboration with any other institution/ university/ organization for the purpose of imparting technical education without obtaining prior approval from the AICTE.
4. That the tuition and other fees shall be charged as prescribed by the Competent Authority within the overall criteria prescribed the Council from time to time. No capitation fee shall be charged from the students/guardians of students in any form.
5. That the accounts of the Institution shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Council or any body or person authorized by it.
6. That the Director/Principal and the teaching and other staff shall be selected according to procedures, qualifications and experience prescribed by the Council from time to time and pay scales are paid as per the norms prescribed by the Council for time to time.
7. (a) That the institution shall furnish requisite returns and reports as desired by AICTE/S.L.C. in order to ensure proper maintenance of administrative and academic standards.
- (b) That the technical Institution shall publish an information booklet before commencement of the academic year giving details regarding the Institution and courses/programmes being conducted and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet may be made available to the stakeholders of the technical education on cost basis. The mandatory disclosure information shall be housed in the Institution Web-Site. The information shall be revised every year with updated information about all aspects of the institution.
- (c) That it shall be mandatory for the technical institution to maintain a web-site providing the prescribed information. The website information must be continuously updated as and when changes take place.
- (d) That a compliance report in the prescribed format along with mandatory disclosure on fulfillment of the above conditions, shall be submitted each year by the Institution within the time limit prescribed by the Council from time to time.
- (e) That If Technical Institution fails to disclose the information or suppress and/or misrepresent the information, appropriate action could be initiated including withdrawal of AICTE approval.
8. That all the laboratories, workshops etc. shall be equipped as per the syllabi of the concerned affiliating University /University under whose ambit the institution is functioning, and shall be in operational condition before making admissions.
9. That a library shall be established with adequate number of titles, books, journals (both Indian & Foreign) etc as per AICTE norms.
10. That a computer center with adequate number of terminals, Printers, legal software etc. shall be established as per AICTE norms.
11. That a Joint FDR with DTE is required to be created for an amount and period prescribed by the Council from time to time.
12. AICTE may carry out random inspections round the year any time for verifying the status of the Institutions to ensure maintenance of norms and standards.
13. That the AICTE / DTE may also conduct inspections with or without notifying the dates to verify specific complaints of mis-representation, violation of norms and standards, mal-practices etc.
14. That the Institution by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid from the Central or State Government.

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If all the conditions mentioned above are fulfilled by the cut off date i.e. within two months 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 concerned State Govt./UT for verification of all the facilities created for establishment of the proposed Institution

The visiting Expert Committee will verify the original documents and all the necessary infrastructural facilities required for establishment of a new Institution as per AICTE norms 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 and Land Conversion Certificate for the entire land of the proposed Institution.
- ✓ The site plan for the proposed land in relation to the adjoining built up structures, road etc.
- ✓ The building plan for the proposed Institution clearly mentioning the survey numbers 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 potable 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 Meeting are available.
- ✓ Whether Director/Principal has been appointed, and faculty identified and their consent letter for joining the Institution obtained as per AICTE norms.
- ✓ Whether adequate operational funds as per AICTE norms are available in the form FDR/Savings Account/Current Account in the name of the Society/Trust for all the Institutions run by the Trust/Society.

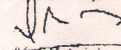
The Expert Committee while examining the Infrastructure/Facilities will verify as to whether the development is in consonance with the proposal in the DPR and shall get a complete video CD of all the facilities.

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

The applicant Trust/Society (Basantdevi Charitable Trust, Bhubaneswar) 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

Thanking you,

Yours faithfully,


(K.K. Katana)
Director

Copy to

1. Commissioner -cum- Secretary, Dept. of Industries, Govt. of Orissa, Secretariat, Bhubaneswar 751 001.
2. The Director, Dept. of Technical Education & Training, Govt. of Orissa, Killa Maidan, Cuttack 753 001
3. The Secretary, State Council of Technical Education & Industrial Training, Raj Bhavan Marg, Unit - VIII, Bhubaneswar 751 012.
4. The Advisor (E&T), AICTE, 7th floor, Chandra Lok Building, Janpath, Near Connaught Place, New Delhi - 110 001.
5. Guard file