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

MIN/07/05/AP/MBA/2002/016

Date: 24.01.2003

**LETTER OF INTENT**

TO

**THE CHAIRMAN/PRESIDENT  
BALAJI EDUCATIONAL SOCIETY  
BALAJI EDUCATIONAL SOCIETY  
NEAR R.T.C. BUS STAND,  
ANANTAPUR,  
A.P**

**Sub: Your application/Proposal No NL-1785, submitted to All India Council (AICTE) for Technical Education (AICTE) against AICTE advertisement issued in 2001/August, 2002 for Establishment of New MBA Institution in the Academic year 2003-2004**

Sir/Madam,

1. This is with reference to your Application/ Proposal submitted to the All India Council for Technical Education (AICTE) for establishment of a new Technical Institution for MBA under the name and style of SHRI BALAJI P.G. COLLEGE, NEAR R.T.C. BUS STAND, ANANTA PUR., ANANTA PUR DIST., ANDHRA PRADESH, PIN CODE:-515005, for the academic year 2003-2004.
2. I am directed to inform you that Your Application/ Proposal, prima-facie, has been found to be acceptable after processing the same as per 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 Regional Officer of AICTE, AICTE Southern Regional Office, 26, Haddows Road, Chennai - 600 006 and fulfill the following requirements on or before 28<sup>th</sup> February, 2003:
  - i) A non-refundable inspection fee of Rs. 50,000/- in the form of a Bank Draft on any Nationalized Bank drawn in favour of the Member Secretary, AICTE, payable at New Delhi.
  - ii) A Cumulative Fixed Deposit of Rs. 20 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 I**. 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**).

- iii) Signed, Coloured photographs with date indicating the creation of infrastructure such as Laboratories, Workshops etc. as per requirement of the syllabus of the concerned university and other requirements such as Class Rooms Library, Administrative Office Space, Faculty Room, Students Common Room, and Toilets etc.
- iv) Land documents in original along with Land Use Certificate / Village Map and approved Building Plan **(to be submitted again at this stage)**.
- v) Copy of the advertisement issued for recruitment of Faculty.
- vi) Details of the funds

**If the proposed institute is being set up by Central Government/ State Government/University/Deemed University, the requirement of Joint Fixed Deposit Receipt and Inspection Fee may be waived provided the course(s) are NOT self financing. An undertaking to this affect on non-judicial stamp paper by the Administrative Head is to be furnished along with the promised budgetary support to run the course(s) and the details of fee to be charged from students. For such Institutions, "Trust/Society" in this letter may kindly be read as "Government/ University", whichever is applicable.**

4. If all the conditions mentioned above are fulfilled by the cut-off-date (28<sup>th</sup> February, 2003), visit of an AICTE Expert Committee will be arranged by **April 15<sup>th</sup>, 2003** for verification of all the facilities for establishment of the new Institution. **If any of the above requirements is not fulfilled or any of the above documents is not submitted, the proposal shall not be considered eligible for an Expert Committee visit for further processing and shall stand rejected.**

5. The Trust/ Society is hereby informed that issuance of **Letter of Intent** by AICTE does not automatically entitle it for grant of **Final Approval**.

6. It shall be the responsibility of the Trust/ Society to submit all documents strictly in accordance with the requirements of this Letter of Intent **before the cut-off-date**. In case of **failure** to do so, the **application** will stand **rejected** and AICTE shall not entertain any request for relaxation in the cut-off-date due to any reason, whatsoever.

7. An Expert Committee of AICTE shall visit the proposed institution if the compliance of all the conditions are met before the cut off date. The applicant is required to make available the following documents to the visiting Expert Committee:

- ① Copy of the original application submitted to AICTE
- ② **Copy of this Letter of Intent**
- ③ Society / Trust Registration documents indicating members of the Society / Trust and its objectives.
- ④ Minutes of atleast two Meetings of Society / Trust.
- ⑤ **Original Land Documents.**
- ⑥ **Village Map / Location Map/ Index Map / Topo Sketch.**
- ⑦ **Land Use Certificate / Land Conversion Certificate**
- ⑧ **Architectural Drawings duly prepared by an Architect and approved by the concerned statutory authority**

*[Handwritten signature]*

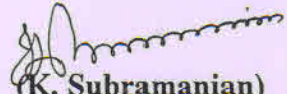
- 9 Master Plan of the Campus for the entire land indicating land-use, circulation, landscaping, infrastructure etc. (Scale 1 : 1000 / 1 : 500)
- 10 Floor Plans, Sections and Elevations of all the existing Academic building including Area details.
- 11 Copy of the syllabus of concerned affiliating University.
- 12 Details of built up structure available exclusively for the proposed Institute at the permanent site.
- 13 **List of equipment required as per syllabus and equipment available.**
- 14 Stock Register of Equipment.
- 15 Accession Register for Library Books.
- 16 Copy of Invoice / Cash Memos for equipment and Library Books.
- 17 **Copy of the advertisement for recruitment of faculty.**
- 18 Composition of Selection Committee for faculty members.
- 19 Minutes of Selection Committee for Faculty.
- 20 Letter of appointment / Offer Letter issued to faculty.
- 21 **List of faculty appointed/ identified with qualifications and experience.**
- 22 Joining report / consent of faculty members.
- 23 **One page Bio-data of Principal/ Director.**
- 24 Fund position/ Original FDR and Bank Certificate.
- 25 Phase-wise plan of construction.
- 26 Cash Flow statement for next two years for the proposed Institution showing projected expenses and sources of fund.
- 27 Photographs and a **Video CD** (Compatible with "Windows Media Player") containing
  - a) Front portion of the entire building in close view.
  - b) Back side of the entire building in close view.
  - c) Internal portion of at least one class room.
  - d) Internal portion of Computer Centre alongwith computers.
  - e) Internal portion of entire institute with institution's name Board in close view.
  - f) Internal portion of one laboratory.
  - g) Internal portion of Principal's room
  - h) Internal portion of library
  - i) Internal portion of faculty room.

8. The Name of the Society/Trust, Memorandum of Association/ Rules and name of the Institution are not allowed to be changed without prior approval of AICTE.
9. **The Report of the Expert (Visiting) Committee will be processed as per laid down procedure, taking into account Basic Information, Data Sheets giving numerical figures regarding facilities and Observations of the committee.**
10. It is further stated that if the Trust/Society is not able to fulfill any of the requirements as mentioned above, this Letter of Intent **shall be automatically invalid** without the requirement of any further correspondence.
11. The applicant is required to have completed all the necessary **infrastructure/ facilities** for the proposed Institution in conformity with **the norms of AICTE for First Year to start with**, as given in **Annexure II**.



12. Kindly, note that this is **only a Letter of Intent** and is **NOT a Letter of Approval**. Based on this Letter of Intent, **neither the proposed Institution can be started nor any admission can be made to the proposed Courses.**

Yours faithfully,

  
(K. Subramanian)  
(Adviser (PG))

Copy To:

1. The Regional Officer of AICTE, AICTE Southern Regional Office, 26, Haddows Road, Chennai – 600 006.
2. The Commissioner of Technical Education, Govt. of Andhra Pradesh, 5<sup>th</sup> Floor, BRKR, Govt. Complex, Hyderabad – 500 063.
3. The Registrar, SRI KRISHNADEVARAYA UNIVE
4. Guard File, Bureau (PG), AICTE, New Delhi.