



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

F.No.TH-006/14BA/2007-08
Date: 25/05/2007

LETTER OF INTENT

THE CHAIRMAN/PRESIDENT
Mahalakshmi Ednl. Charitable Trust
Arni Main Road, Villapakkam

Sir / Madam,

Sub: Issuance of Letter of Intent for the establishment of new MBA institution in the name and style of Arcot Sri Mahalakshmi Women's Institute of Management & Computer Applications, Arni Main Road, Villapakkam, Arcot Vellore Distt..

This is with reference to your application submitted to the All India Council for Technical Education (AICTE) for establishment of new technical institution.

The proposal was processed as per the procedures, guidelines, policies and norms and standards of AICTE and I am directed to convey the decision of the Council to issue the letter of Intent (LOI) for the establishment of new MBA institution in the name and style of Arcot Sri Mahalakshmi Women's Institute of Mgt. & Computer Applications, Arni Main Road, Villapakkam, Arcot Vellore Distt.. This Letter of Intent will be valid for 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 at the respective Regional Office, AICTE, and your proposal would be processed subsequently.

- > A registered 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 the form of Joint Fixed Deposit for a period of 8 years in the name of the President/Chairman of the Society/Trust and the concerned Regional Officer of AICTE for an amount as applicable to the category of the institutions indicated below:

Category of the Institution	Refundable Performance Guarantee Fee
Engineering & Technology (Degree)	Rs 35.00 Lakhs
Pharmacy / HMCT/ Architecture / Applied Arts & Crafts (Degree) / MBA / MCA	Rs. 15.00 Lakhs

The RPGF Fixed Deposit accounts shall be created with the banker's of the proposed institutions and receipt in original shall also be kept under the custody of the Institution. The Regional Office of the AICTE 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.

- > A non-refundable visiting fee of Rs. 50,000/- drawn in favour of The Member Secretary, AICTE on any nationalized bank payable at New Delhi.

Your proposal will be processed only on fulfillment of the conditions mentioned above.

Subject to the fulfillment of all the conditions mentioned above, an Expert Committee visit shall be arranged by 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 a 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 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.
- > 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.

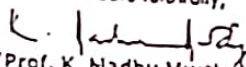
The Expert Committee while examining the infrastructure / facilities will verify as to whether the development is in consonance with the proposal in the DPR and shall get a complete video CD of all the facilities.

The Expert Committee report shall be processed as per the 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 LOI by AICTE does not entitle it automatic grant of Approval. The proposed institution cannot commence any educational activity and admit students based on LOI.

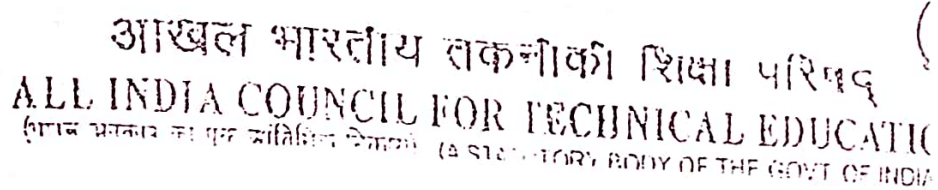
Thanking you,

Yours faithfully,


(Prof. K. Madhu Murthy)
Advisor- (MEY)

Copy to:

- > The Regional Officer
AICTE, Southern Regional Office, 26 Haddows Road, Shastri Bhavan, Chennai - 600 006
- > The Director of Technical Education, Govt. of Tamil Nadu, Chennai- 600 025 (TN)
- > The Secretary (Education Deptt.), Govt. of TN Secretariat, Fort St. George, Chennai - 600 009
- > Registrar, Concerned University
- > Guard File, Bureau, AICTE, New Delhi.



Dated: 07.08.2007

The Secretary
(Higher Education)
Govt. of Tamilnadu, Fort St. George
Chennai-600 009

Subj: AICTE approval to Mahalakshmi Educational Charitable Trust, ARM Main Road Villapakkam Arcot, Vellore Dist for establishment of MDA Institution in the name and style of Arcot Sri Mahalakshmi Women's Institute of Management and Computer Applications, Arcot, ARM Main Road, Villapakkam, Vellore Dist - 632 521.

As per the Regulations notified by the Council vide F. No. 37-3/Legal/2004 dated 14th September 2005 and norms, standards, procedures and conditions prescribed by the Council from time to time and based on the recommendations of the Expert Committee and EC Sub Committee, I am directed to convey the approval of the Council Mahalakshmi Educational Charitable Trust, ARM Main Road Villapakkam Arcot, Vellore Distt for establishment of MBA Institution in the name and style of Arcot Sri Mahalakshmi Women's Institute of Management and Computer Applications, Arcot ARM Main Road, Villapakkam, Vellore Dist - 632 521 for conduct of the following courses and intake.

The approval is valid for two years from the date of issue of this letter. The Mahalatsmri Educational Charitable Trust, ARM Main Road, Villapakkam Arcot, Vellore Dist shall obtain necessary affiliation/ permission from the concerned affiliating University 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.

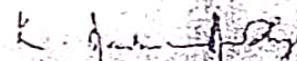
The approval is further subject to fulfillment of following conditions.

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.
7.
 - (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 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 by 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 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.
- (c) 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.
- That all the laboratories, workshops etc. shall be equipped as per the syllabi of the concerned affliating University and shall be in operational condition before making admissions.
- 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 Refundable Performance Guarantee Fee (RPGF) shall be deposited with AICTE, New Delhi 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 may also conduct inspections with or without notifying, the dates to verify specific complaints of mis-representation, violation of norms and standards, malpractices 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.
15. That the Management shall strictly follow further conditions as may be specified by the Council from time to time.
16. In the event of non-compliance by the Arcot Sri Mahalakshmi Women's Institute of Management and Computer Applications, Arcot, ARM Main Road, Villapakkam, Vellore Dist - 632 521 with regard to guidelines, norms and conditions prescribed from time to time the Council shall be free to take measures for withdrawal of its approval or recognition, without consideration of any related issues and that all liabilities arising out of such withdrawal would solely be that of the concerned Arcot Sri Mahalakshmi Women's Institute of Management and Computer Applications, Arcot, ARM Main Road, Villapakkam, Vellore Dist - 632 521.

Yours faithfully,


Prof. K. Madhu Murthy
Advisor (H&U)

Copy to:

1. The Director of Technical Education, Govt. of TamilNadu, Directorate of Tech. Education, Chennai - 600 025
(He is requested to kindly monitor the compliance with the conditions as laid down in this approval letter and keep the AICTE informed of the same.)
2. The Registrar, (Concerned University)
3. The Regional Officer, AICTE Southern Regional Office, 26, Haddows Road, Shastri Bhawan, Chennai - 600 005
4. The Principal/Director,
Arcot Sri Mahalakshmi Women's Institute of Management and Computer Applications,
Arcot, ARM Main Road,
Villapakkam, Vellore Dist - 632 521.
5. The President/Chairman,
Mahalakshmi Educational Charitable Trust, ARM Main Road, Villapakkam Arcot, Vellore Dist
6. Guard file (AICTE).