



APPROVAL PROCESS 2018-19

Letter of Approval (LoA)

F.No. Eastern/2018/1-3508851819

Date: 04-Apr-2018

To,

The Principal Secretary (Science & Tech. Deptt.)
Govt. of Jharkhand Nepal House,
Dhurwa, Ranchi-834002

Sub: Letter of Approval for Conduct of Vocational Courses - 2018-19

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations, 2016 notified by the Council vide notification number F.No.AB/AICTE/REG/2016 dated 30/11/2016 and amended on December 5, 2017 and other notifications, as applicable and published from time to time, I am directed to convey the approval to

Permanent Id	1-1505920251	Application Id	1-3508851819
Name of the Institute	BITT POLYTECHNIC	Name of the Society/Trust	BIRSA INSTITUTE OF TECHNOLOGY (TRUST) - BITT
Institute Address	GETLATU, RANCHI, PS - SADAR, PO - NEORI VIKAS, RANCHI, RANCHI, Jharkhand, 835217	Society/Trust Address	AMRUD BAGAN, RATU ROAD, RANCHI, JHARKHAND, RANCHI, RANCHI, Jhar khand, 834005
Institute Type	Unaided - Private	Region	Eastern

To conduct following Vocational Courses with the intake indicated below for the academic year 2018-2019

Sr. No.	Level	Program	Specialization	Intake Approved
1	DIPLOMA IN VOCATION (D. VOC)	MANAGEMENT/IT/ ITES	SOFTWARE DEVELOPMENT	25
2	DIPLOMA IN VOCATION (D. VOC)	MANAGEMENT/IT/ ITES	GRAPHICS AND MULTIMEDIA	25
3	DIPLOMA IN VOCATION (D. VOC)	ENGINEERING AND TECHNOLOGY	AUTOMOTIVE MANUFACTURING TECHNOLOGY	25

Note: The Approval is valid for two years from the date of issue of this letter only for getting Affiliation with respective University/ Board of Technical Education (BTE) /DTE/ Board of Technical Education & Training (BTET) (as applicable) and fulfilling State Govt. requirements for admission. If Institution is unable to start in the Academic Session 2018-19 due to reason mentioned above, the institution will have to apply On-line on AICTE web portal in next Academic Session for continuation of Approval.

The Society/Trust/Institution shall obtain necessary affiliation / permission from the concerned affiliating University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET)(as applicable) as per the prescribed schedule of the University/ Board of Technical Education (BTE)/ DTE/Board of Technical Education & Training (BTET)(as applicable) Admission authority etc. The Applicant Society/Trust/Institution shall send information about commencement of the above courses to AICTE. In case the Institution is not in a position to commence the above mentioned courses for whatever reason during the two years' period from the date of issue of this letter, the approval becomes invalid and the applicant Society/Trust/Institution shall make fresh application to AICTE for grant of approval as per the norms prevailing at that time.

All Institutions shall fulfill the following general conditions:

- The Eligibility Criteria for admissions shall be made in accordance with the regulations notified by the Council from time to time.
- 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. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.

3. The curriculum of the course, the procedure for evaluation / assessment of students shall be in accordance with the Model Curriculum and Examination Reforms prescribed by the AICTE/ Affiliating Body from time to time.
4. Institute must have a valid MOU with Skill Knowledge Provider approved by AICTE / Training Partner approved by other Government Agency for the approved Sector and Level..
5. On the Job Training (OJT) to be conducted as per the curriculum of selected Qualification Pack (QP) prescribed by the respective Sector Skill Council.
6. Training under these courses must be aligned with the outcome at each level as prescribed under National Skill Qualification Framework (NSQF).
7. The courses must be conducted as per the guidelines issued under SAMVAY (Skill Assessment Matrix for vertical advancement of Youth).
8. The institute will ensure that every SKP/Training Provider shall provide the trainees in the Sectors notified by NSDC in accordance with the rules made there under.
9. The management of the Institute shall not discontinue any course(s) or start any new course(s) or alter intake capacity of seats without the prior approval of the Council.
10. No excess admission shall be made by the Institute over and above the approved intake under any circumstances. In case any excess admission is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institute.
11. The accounts of the Institution shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Council or anybody or persons authorized by it.
12. The Institute shall publish an information booklet before commencement of the academic year giving details regarding the Institute and courses / programs being conducted, academic calendar, fees charged and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure on the Institute Website. The information shall be revised every year with updated information about all aspects of the Institute.
13. It shall be mandatory for the Institute to maintain a Website providing the prescribed information. The Website information must be continuously updated as and when changes take place.
14. If the Institute fails to disclose the information or suppresses and / or misrepresents the information, appropriate action as per the notified regulations shall be initiated against the Institute.
15. AICTE may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms & standards, and to verify any mis-representation, violation of norms & standards, mal-practices etc.
16. The Institute by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid from the Central or State Government.
17. In the event of a student / candidate cancelling the admission before the starting of the course, the wait listed candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (Rupees one thousand only) shall be refunded and returned by the Institute to the student / candidate withdrawing from the program. It would not be permissible for the Institute to retain the School / Institution Leaving Certificates in original to force retention of admitted students and not to charge fees for the remaining period if a student cancels the admission at any point of time.
18. The Institute shall take appropriate measures for prevention of ragging in any form, in the light of AICTE regulation "Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting technical education" Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009). In case of failure to prevent the instances of ragging by the Institute, the Council shall take appropriate action as per the notified regulations.

The Management of the Institute shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the approval, in case it observe any violation of the above conditions and / or non- adherence of the norms and standards prescribed by the Council, mis-representation of facts and submitting factually incorrect information.

Prof. A.P Mittal
Member Secretary, AICTE

Copy to:

1. The Director Of Technical Education**,

Jharkhand

2. The Registrar**,
State Board of Technical Education, Jharkhand
3. The Principal / Director,
BITT POLYTECHNIC
GETLATU, RANCHI,
PS - SADAR,
PO - NEORI VIKAS,
RANCHI,RANCHI,
Jharkhand,835217
4. The Secretary / Chairman,
BIRSA INSTITUTE OF TECHNOLOGY (TRUST) - BITT
AMRUD BAGAN, RATU ROAD, RANCHI, JHARKHAND,
RANCHI,RANCHI,
Jharkhand,834005
5. The Regional Officer,
All India Council for Technical Education
College of Leather Technology Campus
Block LB, Sector III, Salt Lake City
Kolkata - 700 098, West Bengal
6. Guard File(AICTE)

Note: ** - Approval letter copy will not be communicated through post/email. However, provision is made in the portal for downloading Approval letter through Authorized login credentials allotted to concerned DTE/Registrar.