



Ref. No.: IKGPTU / CD / 6677

Dated: 04-03-2025

(Letter of Intent)

Chairman / Principal
Swami Sarvanand Institute of Management & Technology,
Dinanagar, Gurdaspur

Subject: Regarding Physical Inspection of the New Course/Increase in Intake for the session 2025-26.

This is with reference to the application submitted by your institute regarding start of new course/increase intake etc. for session 2025-26. The presentation of your institute was held on 27.02.2025. Based on the facts presented by your Institute before the expert committee regarding your claim, the expert committee has recommended to issue Letter of Intent (LOI) as per the following details for next phase of affiliation process:

Application for New course/increase intake	Course Name	Seats applied	Seats recommended
Increase in intake	Bachelor of Business Administration	30 to 60	60
Increase in intake	Bachelor in Computer Applications	150 to 180	180
Continuation	B. Sc. (Computer Science)	30	30
Continuation	B. Sc. (Information Technology)	60	60
Continuation	B. Sc. (Medical Lab Sciences)	60	60
Continuation	B.Sc. (Honours) Agriculture	60	60
Continuation	B.Sc. (Non Medical)	30	30
Continuation	B. Voc. (Fashion Design and Garment Technology)	25	25
Continuation	B. Voc. (Hardware and Networking)	25	25
Continuation	B.Com. (Hons.)	60	60
Continuation	M. Sc. (Information Technology)	30	30
Continuation	M.Sc. (Chemistry)	15	15
Continuation	M.Sc. (Math)	15	15
Continuation	M.Sc. (Physics)	15	15
Continuation	MBA	60	60
Continuation	MCA	60	60
Continuation	Master of Commerce	30	30
Continuation	Post-Graduate Diploma in Computer Applications	30	30
Continuation	Bachelor of Hotel Management & Catering Technology	60	60

The above courses are recommended by the presentation committee subject to the fulfillment of following conditions and availability of all the requisite facilities required to offer the courses:-

Subject to satisfactory inspection report by experts & Approval of AICTE.

The above said deficiencies shall be cleared immediately and the same shall also be verified by physical inspection team.

Special Instruction:

- (i) Required books must be purchased and entered in the library register before the date of physical inspection, only purchase order shall not be considered.

[Handwritten signatures and initials]

- (ii) The computational facilities and equipments must be installed in concerned labs and ready to use before the date of physical inspection, bills of the purchase order and proof of payment must be provided to the inspection committee.
- (iii) The faculty must be appointed & joined (for increase in intake & existing course) before the physical inspection date as per IKGPTU/regulatory body norms.
- (iv) The Endowment fund in the shape of Joint FDR (Rs. 10,00,000/-) should be submitted in the Department of College Development, in case of non submission of Endowment fund affiliation/continuation orders will not be issued for session 2025-26.

In-addition to above, other facilities required to offer the above courses as per the guidelines of University/AICTE/PCI/COA/Any other Regulatory Body should be ready before the Physical Inspection of your Institute by the expert committee. The physical Inspections for the above shortlisted courses will be conducted after **10th March, 2025**. The Inspection committee shall verify all the required facilities, physically and affiliation orders shall be issued on the basis of satisfactory report submitted by inspection committee. The institute should furnish a file containing following documents alongwith any other relevant documents required, in-accordance with the guidelines duly signed by the principal (with seal) and indexed in the file with proper flags at the time of inspection.

1. **Infrastructural Details:-** The institute shall produce the details of building i.e. infrastructure, administrative & amenities area prepared by Architecture (registered with Council of Architecture) along with the copy of building plan approved by competent Authority as designated by Govt. of Punjab for courses applied.
2. **Laboratory and Equipments:-** The institute shall supply the photographs and details of constructed area of laboratories & list of equipments installed along with bills (for new programmes). The bills of newly purchased equipments along with record of stock register and payment proof.
3. **Computational Facilities :-** The institute shall provide the details of computational facilities i.e. No. of computers, printers, photocopier, software's etc. along with the internet connection (band width) & copy of bills along with payment proof.
4. **Library, Books & Journals :-** The institute shall supply the record of covered area of library and No. of books, journal along with bill and payment proof (for new programmes only).
5. **Principal & Faculty :-** The Institute shall provide the appointment letter & joining report of eligible principal and the faculty recruited for the new programme. The faculty must be appointed in pay scales as per University/PCI/COA/AICTE/UGC norms in the presence of University nominee (for new course/new college) after following the procedure notified by University. The faculty must be available on the day of inspection.
6. **Agreements/MOU's :-** The institute shall supply the copies of MOU/Agreements on legal papers(Rs. 100/-) with the concerned Sector Skill Council and hospital/diagnostic centre as per guidelines of University/Regulatory body/Sector skill Council for offering of B.Voc/paramedical courses applied.
7. The institute shall supply the bank statement regarding disbursement of salary of faculty & staff as salary proof (for existing colleges only).
8. The Affiliation order will be issued only after successful completion of affiliation process, which include inspection, submission of University fee, **pending GST & interest**, compliance of inspection report and satisfactory implementation of University norms, approval of competent Authority.
9. The college Admissions for session 2025-26 could be made by the institutes only after the issuance of affiliation order by University.
10. The institute shall deposit inspection fee @ Rs. 17000/- (plus applicable GST) per unit through the challan generated at web portal i.e. cd.ptu.ac.in immediately before inspection.



11. Any other requirement and facilities should be available as per the norms of UGC/AICTE/IKGPTU/Regulatory Body etc.

Important Note: IKGPTU reserves the right to cancel/withdraw, fully or partially amend this Letter of Intent (LOI) subject to any statutory/legal/administrative provisions or changes thereon notified/decided by the concerned statutory authorities/ Govt. of India/ Govt. of Punjab/ AICTE/ PCI/ COA/ PSCAE/ University itself etc.

For any query you may contact with 9463726998, 9501031477, 9465884814.

With Regards


(Dr. Balkar Singh)
Dean, College Development

