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### All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)



#### FDP- Sanction Letter

Ref. No. 34-67/16/FDC/FDP/P-1/2019-20

Date 30 JUL 2020

From

Director,  
Faculty Development Cell,  
AICTE, New Delhi-110070

To

The Drawing and Disbursing Officer,  
All India Council for Technical Education, Nelson  
Mandela Marg,  
Vasant Kunj, New Delhi - 110070

**Sub:** Release of grant for conduct of Faculty Development Programme (FDP) under AQIS 2019-20 during the financial year 2020-21- reg.

Sir,

This is to convey the sanction of the Council for payment of **Rs. 566067 /-** (**Rupees Five Lakh SixtySix Thousand SixtySeven Only**) for conduct of Faculty Development Program as per details given below:-

1.	Name and address of the beneficiary University / Institution	SAGI RAMAKRISHNAM RAJU ENGINEERING COLLEGE, S.R.K.R ENGINEERING COLLEGE, CHINNAAMIRAM, BHIMAVARAM, WEST GODAVARI DISTRICT, ANDHRA PRADESH, 534204 Andhra Pradesh
2.	Permanent ID of Institute	1-5906491
3.	Institute type	Unaided - Private
4.	Name of Coordinator	Dr. BALA KRISHNA ADAVI
5.	Amount sanctioned	Rs. 566067/-
6.	Amount to be released	Rs.566067/- Full & final payment
7.	Head of account	601.14(a) Gen. Faculty Development Programme (Plan)
8.	The authorized officer in whose favour Cheque/ Demand Draft/ RTGS is to be made	REGISTRAR / DIRECTOR / PRINCIPAL
9.	Title of the programme	Strategic Methods and Tools for Product Development

- The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Registrar/ Director/Principal of the institute through RTGS.
- This grant-in-aid is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.
- The Principal of the Institute and the Coordinator of the Program are requested to verify the correctness of the under-mentioned Bank Account / RTGS Details submitted by them alongwith the proposals, in which the grant is being released:-



*[Signature]*  
PRINCIPAL  
S.R.K.R. Engineering College  
(Autonomous)  
Chinna Amiram, Bhimavaram-534 204.

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AABTS9402K	STATE BANK OF INDIA	CHINA AMIRAM	I.P. ROAD, SRKR ENGG COLLEGE CAMPUS, BHIMAVARAM, WEST GODAVARI, ANDHRA PRADESH	PRINCIPAL SRKR ENGINEERING COLLEGE	Current Account	62460008072	SBIN0020530

### Instructions/Guidelines to be followed by the University/Institution

#### I. Disbursement of funds to University/Institutions

- The full amount of the grant sanctioned is being released as advance to the University/Institute.
- The amount spent by the institute on the conduct of FDP shall be adjusted on the basis of utilization certificate and detailed expenditure statement submitted by the University/Institution on the prescribed format along with other mandatory documents viz feedback form, copy of proceedings and completion report etc.
- The above said amount of grant shall be refunded back to AICTE if the Letter of Approval (LOA) / Extension of Approval (EOA) is not issued by AICTE to the institute for the academic year 2020-21.

#### II Maintenance of Accounts

- The Institute shall strictly follow the provisions laid down in the scheme document as available on the portal.
- Funds covered by this grant shall be kept separately and would not be mixed up with other funds so as to know the amount of interest accrued on the grant.
- The University/College/Institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure.
- The grant is intended to cover items of expenditure connected with the Faculty Development Programme such as Boarding & Lodging to the participants, TA to outstation participants, Honorarium to Course Coordinator, reading material to participants, Honorarium to resource persons, TA/DA to resource persons including two outstations resource persons & working expenses (reprographic services, postage, transport, daily wages, tea/coffee etc.

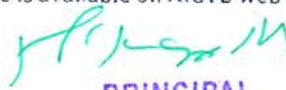
#### III. Conduct of test and issuance of certificate

A test shall be conducted by Program Monitoring Committee (PMC) at the end of the program and joint certificates shall be issued (by AICTE & conducting institute) to those participants who have attended the program and have scored minimum 60% marks in the test.

#### IV. Submission of Documents by the University/Institutions to AICTE

- The following mandatory relevant documents are required to be submitted by the University/Institution within one month of the completion of the program:-
  - Original Statement of actual expenditure & Utilization Certificate in the prescribed proforma duly signed by the Head of the institution and countersigned by Registrar/Finance Officer/Govt. Auditor. In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed and sealed by a Chartered Accountant endorsing the membership number and complete postal address. Format for the same is available on AICTE web portal.



  
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The University/Institution is not required to submit bills/vouchers/invoices etc for the expenditure incurred out of recurring grants. However, such copies of bills/vouchers/invoices shall be digitized by respective institutions receiving grant and uploaded scanned copies of such bills/vouchers/invoices etc on the portal for availability and view at any point of time.

- (ii) Feedback form in the prescribed proforma.
  - (iii) Copy of the proceedings and completion report.
  - (iv) List of candidates who have successfully completed the program on the basis of the test conducted by Program Monitoring Committee (PMC).
  - (v) Report submitted by Program Monitoring Committee (PMC).
- b. The amount of the grant shall be adjusted on submission of utilization certificate & detailed expenditure statement by University/Institution. On receipt of these documents, the total amount of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid adjusted.

#### V. General instructions

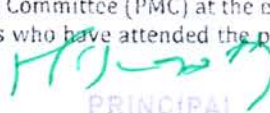
- a. Preferably 10% of the participants may be industry professionals deputed by industry. Further, not more than 02 participants shall be from the host institution/group of institutions.
- b. The grant released/or part thereof, if remains unutilized for any reason after expiry of stipulated time period (for any reasons to include unspent amount, interest, penalty if imposed) shall be refunded back to AICTE in the form of RTGS payable to Member Secretary, AICTE, New Delhi. The bank details of AICTE as under:-

Account No	: 55113199952
Name of the Account Holder	: Member Secretary, AICTE, New Delhi
Bank Name	: State Bank of India
Branch Name	: Shastri Bhawan, New Delhi
IFSC Code	: SBIN0050203

- c. The FDP will be organized for 2 weeks with minimum 40 participants. The approved FDP shall be conducted within six months from the date of release of funds.
- d. If programme is not conducted within the period of six months of the release of the 100% grant, the released amount, alongwith interest accrued thereon, has to be necessarily returned back to AICTE within a month through RTGS.
- e. The expenditure under the Heads 'Honorarium to Course Coordinator' and 'Honorarium to Resource Persons' shall not exceed 1% & 20% respectively of the total sanctioned grant for the Programme. However, overall expenditure shall not exceed the funds sanctioned for the Programme.
- f. Any extra money required to complete the programme must be borne by the institute from their own resources. But the quality of the activities should not be compromised.
- g. Any unavoidable circumstantial change in the program with respect to name of Project Coordinator, Venue and date for organizing FDP would mandatorily require prior approval of the Council. All such requests should be addressed to AICTE, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in favour of the beneficiary institution shall be refunded immediately to the Council. Kindly mention the File No. 34-67/16/FDC/FDP/P-1/2019-20 in your future correspondence.
- h. **Steering Committee/Project Monitoring Committee (PMC)** is required to be constituted at institutional level. The constitution of the PEC shall be as under:
- (i) Principal/Director/Registrar of the institution (Chairperson).
  - (ii) Coordinator of the program (Member Secretary).
  - (iii) Two HoDs and one subject expert (members).

The members of the said PMC shall not be below the rank of Associate Professor. A test shall be conducted by Project Monitoring Committee (PMC) at the end of the program and the certificates shall be issued to those participants who have attended the program and have qualified in the test.



  
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The minutes of the meetings, along with PMC report, are to be submitted to the Council at end of the program along with other mandatory documents.

- i. **GoI GFR rules** (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- j. This Sanction Order may be treated as Offer Letter for all purposes.

**NOTE:- Any deviation from the above will invoke serious action against the Institute.**

Yours sincerely,

(Col. B Venkat)  
Director (FDC)

30 JUL 2020

Copy forwarded for information and necessary action to: -

1. **Name and Address of the Coordinator**

Dr. BALA KRISHNA ADAVI

SAGI RAMAKRISHNAM RAJU ENGINEERING COLLEGE,

S.R.K.R.ENGINEERING COLLEGE, CHINNAAMIRAM, BHIMAVARAM, WEST GODAVARI  
DISTRICT, ANDHRA PRADESH,

Andhra Pradesh 534204

2. **The Registrar / Director / Principal**

SAGI RAMAKRISHNAM RAJU ENGINEERING COLLEGE,

S.R.K.R.ENGINEERING COLLEGE, CHINNAAMIRAM, BHIMAVARAM, WEST GODAVARI  
DISTRICT, ANDHRA PRADESH,

Andhra Pradesh 534204

3. **Guard File**



*[Handwritten Signature]*  
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S.R.K.R. Engineering College  
(Autonomous)  
China Amiram, Bhimavaram-534 204

All India Council for Technical Education  
(A Statutory body under Ministry of HRD, Govt. of India)  
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)



**SPICES - Sanction Letter**

F.No. 10-64/AICTE/IDC/SPICES/2020-21

Dated: 05.03.2021

To  
The Drawing and Disbursing Officer  
All India Council for Technical Education  
Nelson Mandela Marg, Vasant Kunj,  
New Delhi-110070.

**Subject:** Release of a sum of Rs. **1,00,000/-** (Rupees One lakh only) as Grant-in-Aid under AICTE-SPICES for the year 2021-22 payable during the current financial year 2020-21-reg.

Madam/Sir,

With reference to the proposal submitted by the institute, this is to convey the sanction of the Council for payment of **Rs. 1,00,000/-** (Rupees One lakh only) to support the student club/chapter/society (**hereinafter referred to as 'Club'**) under the "Scheme for Promoting Interests, Creativity and Ethics among Students (SPICES)", as per details given below:

1.	Name and address of the Beneficiary Institute:	<b>SAGI RAMAKRISHNAM RAJU ENGINEERING COLLEGE, S.R.K.R.ENGINEERING COLLEGE, CHINNAAMIRAM, BHIMAVARAM, WEST GODAVARI DISTRICT, 534204, Andhra Pradesh</b>
2.	Permanent ID of Institute:	1-5906491
3.	Name of student club:	Cheyutha
4.	Name of Coordinator:	<b>Dr. Jagapathi Manthana</b>
5.	Name of Co-coordinator	Vamsi Nagaraju Thotakura
6.	Grant-in-aid Sanctioned:	Rs. <b>1,00,000/-</b> (Rupees One Lakh only)
7.	Amount to be released during the year 2020-21	Rs. <b>1,00,000/-</b> (Rupees One Lakh only)
8.	Sanctioned grant-in-aid is debitible to:	<b>Major Head 602.22 (a) General (Non-Plan Head)</b>

- The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education, New Delhi on the Grant-in-aid bill and shall be disbursed to and credited to the account of Registrar/ Director/ Principal of the institute through RTGS.
- This grant-in-aid is being released in conformity with the terms & conditions as well as norms of the Scheme as already communicated and also being communicated in this letter.

**The instructions/ guidelines to be followed by college/institution**

**I. Release of funds**

- The Principal/ Director of the institute and the Coordinator of the student club is hereby requested to verify the correctness of the undermentioned bank account/ RTGS details submitted by them alongwith the proposal, against which the grant is being released:



*[Signature]*  
PRINCIPAL  
S.R.K.R. Engineering College  
(Autonomous)  
Chinna Amiram, Bhimavaram-534 204.

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AABTS9402K	STATE BANK OF INDIA	CHINA AMIRAM	J.P. ROAD, SRKR ENGG COLLEGE CAMPUS, BHIMAVARAM, WEST GODAVARI, ANDHRA PRADESH	PRINCIPAL SRKR ENGINEERING COLLEGE	Current Account	62460008072	SBIN0020530

In case of any omission the same should be reported to AICTE within 7 (Seven) days.

- The full amount of the grant sanctioned is being released as advance to the College/ Institute.
- This sanction is issued in exercise of the powers delegated to the Council and other terms and condition laid down in the guidelines of the Scheme.

## II. Limit of Funding

- The grant from AICTE will be Rs. **1,00,000/-** (Rupees One lakh only) and the institute is required to make a contribution of **Rs. (100001 to 200000)** to the club (as committed by the institute in the proposal), non-compliance of which shall invite penal action.

## III. Utilization of funds

- Funds once released/sanctioned for supporting the particular student club cannot be utilized for any other programme/ student club.
- Students on roll in the institute shall be the member of the club.
- The grant can be utilized for supporting Interests/Hobbies, Creativity/ Imagination/ Innovation and Ethics/ Value through a range of student activities and meeting the cost of registration and travel (up to 40% of the total grant) of students of the beneficiary club, participating in outstation activities.
- Ex-students and ex- faculty members and other officials of the institute shall not be the member of club.
- The clubs must be encouraged to reach out alumni and industries for fund-raising for their events.
- Coordinator will maintain an electronic record of activities, participants etc..

## IV. Maintenance of accounts

- The institute shall strictly follow the provisions laid down in the Scheme document and this sanction letter. All correspondence related to the project must contain the number of this letter alongwith year of sanction of the project failing which correspondence will not be entertained.
- The institute shall maintain proper accounts of the expenditure out of the grant and the Council or its nominee shall have the right to check/verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned.
- Funds covered by this grant shall be kept separately and would not be mixed up with other funds, so as to know the amount of interest accrued on the grant.

## V. Refund of grant to AICTE (by way of a demand draft in favour of Member Secretary, AICTE, New Delhi)

- The grant shall be refunded to AICTE if the Letter of Approval (LOA) or Extension of Approval is not issued by AICTE to the institute for the academic year 2021-22.
- Interest accrued on the grant released, shall be refunded to AICTE.
- No payment is permissible against the activities **already conducted** by club
- As AICTE needs adequate time for depositing the Demand Draft in the bank, the same be immediately dispatched to avoid any lapse of the validity period.

## VI. Documents to be uploaded on AICTE Dashboard/ Portal

### a. On receipt of grant:

- The Acceptance Letter within 7 days from the date of receipt of the Sanction Letter duly signed and seal affixed by Coordinator and Head of the Institutions.

- After completion of every quarter (from the date of receipt of grant)



*[Handwritten Signature]*  
PRINCIPAL

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- i. Upload the list of activities /events /participation date-wise brief description, achievement and 4-5 pictures.

**c. After completion of the project (after one year):**

Institute has to fill up and update information on AICTE Dashboard/ Portal and upload following documents:

- i. Photographs showing various activities, events organized by club.
- ii. Feed-back of members of the club.
- iii. Identify 3 other clubs which the institution proposes to develop on the lines of club benefited under SPICES.

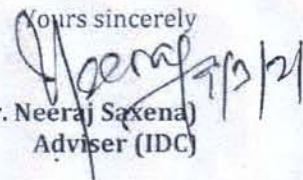
**VII. Submission of documents by institute for project closure (after one year)**

The following documents must be submitted to AICTE within a period of one month, after completion of one year, to stay eligible for receiving further grants from AICTE:

- a. Utilization Certificate and Statement of Accounts in prescribed format duly audited by the Chartered Accountant in the case of a private institution and by the Finance Officer/Account Officer in respect of government/government- aided institution.
- b. Supporting bills/documents on account of expenses incurred for the purpose duly attested by the Head of the Institute.
- c. Proof of the amount made available by the institution approved by the Council/ University/ State Government and other sources.
- d. Soft copy of final report submitted on AICTE Dashboard/ Portal as mentioned above (in section VI).

**VIII. General instructions**


- a. The assets acquired wholly or substantially of the grants from AICTE shall not be disposed or encumbered or utilized for the purposes other than those for which it was given without proper sanction of the Council and should, at any time the Institution ceased to function, such assets shall revert to the AICTE.
- b. The beneficiary institute will make best efforts to promote the scheme by mentioning the sponsorship/ support from AICTE, carrying the Logo of AICTE in club activities and other means.
- c. The beneficiary institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOI GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- d. This Sanction Letter may be treated as Offer Letter for all purposes.

Yours sincerely  
  
(Dr. Neeraj Saxena)  
Adviser (IDC)

Copy forwarded for information and necessary action to:

1. **Dr. Jagapathi Manthena,**  
SAGI RAMAKRISHNAM RAJU ENGINEERING COLLEGE, S.R.K.R.ENGINEERING COLLEGE, CHINNAAMIRAM, BHIMAVARAM, WEST GODAVARI DISTRICT, 534204, Andhra Pradesh.
2. **The Registrar / Director / Principal,**  
SAGI RAMAKRISHNAM RAJU ENGINEERING COLLEGE, S.R.K.R.ENGINEERING COLLEGE, CHINNAAMIRAM, BHIMAVARAM, WEST GODAVARI DISTRICT, 534204, Andhra Pradesh.
3. **Guard File.**



  
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Chinna Amiram, Bhimavaram-534 204.





Phone : 011-26131577 - 78, 80  
011-29581000  
Website : www.aicte-india.org



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्  
( भारत सरकार का एक सांविधिक निकाय )  
( मानव संसाधन विकास मंत्रालय, भारत सरकार )  
नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
(A Statutory Body of the Govt. of India)  
(Ministry of Human Resource Development, Govt. of India)  
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

F. No. AICTE/IDC/IDEA202000466/2021

Dated – 17.06.2021

To

**THE PRINCIPAL/ DIRECTOR**  
SAGI RAMAKRISHNAM RAJU ENGINEERING COLLEGE(PID - 1-5906491),  
CHINNAAMIRAM, BHIMAVARAM,  
WEST GODAVARI .BHIMAVARAM,  
534204, Andhra Pradesh.

**Sub: AICTE-IDEA Lab Project Offer/ Acceptance Letter (AQIS ID –IDEA202000466).**

Madam /Sir,

We are pleased to inform that your institution is selected for establishing an AICTE IDEA Lab with following budget and fund flow.

Total Project Cost, Rs. (in lakh)	Contribution, Rs. (in lakh)					
	AICTE			Industry /Institute		
	NR	R	Total	NR	R	Total
112.81	40.00	15.00	55.00	40.84	16.97	57.81

[NR- Non-Recurring Expenditure, R- Recurring Expenditure]

AICTE shall be, as per scheme document, releasing 80% of its contribution as first instalment, only after matching grant (80% of contribution from industry/ institution) is deposited in an exclusive Bank Account of AICTE IDEA Lab and proof submitted to us. Further it may be noted that your institution had agreed to contribute Rs. 22.29 Lakh for IDEA Lab project over and above the amount towards sustenance of IDEA Lab beyond 2 years. You must honour this commitment and ensure this flow of funds, to be eligible for grants from AICTE in future.

We would also like to recall among other things the following towards smooth initiation of project.

- Your institution must provide a built-up and furnished space of at least 3000 sq. ft. to house the IDEA Lab (2000 sq ft for Lab & 1000 sq ft for student activities).
- Your institution should open a separate bank account for this project within a week and the same be intimated to us through the Mandate Form (enclosed). This is required for issuing Sanction Order from our end.
- Your institution must abide by Terms and Conditions provided in the Scheme Document (accessible from our website).
- The institution must observe Code of Conduct for AICTE-IDEA Lab, given in Scheme Document.
- The logo of AICTE IDEA Lab can be used by the institution as long as it has a valid Extension of Approval (EoA).

We will shortly be organising an online awareness programme for selected institute to detail the subsequent steps toward effective implementation of the project.

We look forward to an Acceptance Letter (giving reference to this offer letter) within a week and hope that the institute will implement the prestigious project with all sincerity and commitment.

Yours sincerely

Dr. Neera Saxena  
Adviser – II (IDC)

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(Autonomous)  
China Amiram, Bhimavaram-534 204.

