

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



AICTE- IDEA Lab Scheme - Sanction Letter

F.No. AICTE/IDEA/IDEA202000503

Date: 08.02.2023

To

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

Sub: Approval for establishment of AICTE IDEA Lab (Self- Finance) - reg.

Sir/ Madam,

With reference to the proposal submitted by the institute, this is to convey the approval of the Council for establishment of **AICTE-IDEA Lab** as per details given below:

1.	Name and address of the Beneficiary Institution:	VELAMMAL COLLEGE OF ENGINEERING & TECHNOLOGY VELAMMAL NAGAR,
2.	Title of Project:	AICTE-IDEA LAB (provisional)
3.	Name of Chief Mentor:	DR.N.SURESH KUMAR
4.	Duration of the project:	2 years
4.	Total AICTE Contribution	NIL

- (i) This Sanction Letter is being issued in conformity with the terms & conditions as well as norms of the Scheme as already communicated, and also being communicated in this letter.
- (ii) The institution shall have to set up the Lab in 6 months with significant equipment there and show their utilization by conducting activities/ events identified in the Scheme Document in another 6 months. For a year, it will be given provisional status and based on the satisfactory performance (data of which shall have to be mandatorily provided), AICTE will regularize it after assessment, otherwise the provisional status will be withdrawn.

The instructions/ guidelines linked with IDEA Lab Project, to be followed by Institution are as given below:

I. Release of funds

- a) This scheme is sanctioned under Self- Financed mode as such AICTE will not release any grant in any condition.

II. Maintenance of accounts

- a) The Institute shall strictly follow the provisions laid down in the Scheme document and this sanction order (**No. F.No. AICTE/IDEA202000503 Dated 08.02.2023**) issued by this office. All correspondences related to the project must contain this number along with year of sanction of the project, failing which correspondence will not be entertained.
- b) There will be a separate Bank Account for the project and funds for other Schemes would not be mixed with it.
- c) The institution shall maintain proper accounts of the expenditure.
- d) AICTE or its nominee shall have the right to check/ verify the account.

- e) **The date of commencement of the project involving establishment of the AICTE IDEA Lab at the institution shall be 01.01.2023.**

III. Submission of documents by college/institution after completion of Project/Subsequent years.

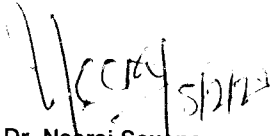
- a) The **Annual Progress Report (APR)** in the prescribed format along with the original Statement of actual Expenditure in the prescribed proforma duly signed by the Head of the institution shall be submitted to AICTE not later than one month after completion of the project. This shall be subject to review by AICTE or any committee constituted for the purpose.
- b) In case of self-financing/ private institutions, Statement of actual Expenditure are required to be audited & signed by a Chartered Accountant (with membership no., full address & stamp).
- c) Project Completion Report including the equipment/ tools/ consumables procured; activities/ events organized, number of students/ faculty/ benefited, expenditures, feedback etc.

IV. General instructions

- a) Head of the Institution (HOI) shall be the ex-officio Chief Mentor (CM) of the IDEA Lab, which shall be managed by the students.
- b) HOI/CM shall be responsible for execution and completion of the sanctioned project, followed by submission of all related documents including the project report.
- c) The institution can add existing equipment, conforming to the list/ specifications drawn by AICTE, to IDEA Lab with due intimation; however, such equipment will not be considered as a financial contribution of the institution to the IDEA Lab.
- d) AICTE shall not consider any request for any type of grants.**
- e) The assets acquired as part of project should always reflect in its Book of Accounts including the Assets Register maintained for the IDEA Lab. It should be certified by the concerned HOI and Faculty Coordinator.
- f) If the beneficiary institute exhibits non-performance and non-compliance to the conditions of IDEA Lab Scheme, AICTE may debar institute from applying for grants in future.
- g) It will be the responsibility of the institution to deposit their contribution (either from Industry or Institute or both) in the account opened for IDEA Lab for all the expenditures. The statement of Bank Account may be asked by AICTE at any stage.
- h) AICTE will not have any liability towards the implementation of the project.
- i) AICTE will have no responsibility in case any loss is caused to any life or property due to accident, fire or any other reasons. The host institute is required to take appropriate safety and insurance measures to safeguard against any loss to human life and property related to IDEA Lab.
- j) The institute shall solemnly confirm and agree to:
- Allow 24x7 access the students, faculty and industry for full utilization of facilities therein
 - Have the Head of Institution as Chief Mentor, besides, nominate Faculty Coordinator (1), Faculty Co-Coordinator (1), Tech Gurus (4) and Student Ambassadors (3) for running the IDEA Lab. Student Ambassadors will be selected from senior classes and given responsibility on a rotation basis.
 - Integrate activities/ pursuits at the IDEA Lab with academic programmes run by the institution
 - Allow linkages of the IDEA lab with facilities like library, clubs, incubation centre etc. in the campus
 - Ensure security of IDEA Lab (controlled access) and safe working environment inside for the users
 - Proactively reach out users and conduct programmes aimed at utilization of IDEA Lab facilities
 - Strive to generate revenue to maintain and continuously upgrade the infrastructure
 - Be integral part of IDEA LABS Network (IDEALNET)- a national network of IDEA Labs created by AICTE overseen and guided by National Steering Committee (NSC) for AICTE – IDEA Lab
 - Enthusiastically undertake activities identified for constituents of IDEALNET
 - Provide data on the infrastructure, activities and achievements of the IDEA Lab

- Maintain a distinct physical identity of IDEA Lab in the campus and promote it in all forms/ formats of media with right use of the logo of IDEA Lab.
- Maintain a separate jointly-operated bank account for IDEA Lab
- Participate in national initiatives of the governments announced from time to time
- Abide by rules/ regulations/ norms of AICTE or other regulatory bodies, as applicable to other departments/ cells/ units in the campus

Yours sincerely,


Dr. Neeraj Saxena
Advisor - I (IDC)

Copy forwarded for information and necessary action to:

1. The Director/ Principal/ Registrar,
VELAMMAL COLLEGE OF ENGINEERING & TECHNOLOGY
VELAMMAL NAGAR,
Tamil Nadu, MADURAI.
625009
2. Guard File