



**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**  
D.NO. 6-2-910, II FLOOR, VISVESVARAYYA BHAVAN, KHAIRATABAD,  
HYDERABAD – 500 004.

Appl. No. ....

**Application for starting new PG Courses  
by the existing Private Aided / Unaided Degree College**

(Two sets of the application should be submitted along with all the enclosures.  
Two CDs containing the scanned documents, including a copy of application are to be enclosed)

**IMPORTANT NOTE:**

- *The Management of the College is advised to read the rules booklet thoroughly supplied along with the application before filling up the application form and not leave any column unfilled.*
- *Incomplete Application forms will not be considered.*
- *The College has to produce the original documents whenever required by the authorities of AP State Council of Higher Education and the University concerned.*

**SECTION – A  
(General Information on Educational Society)**

1. a. Name and full postal address of the Society along with STD code, telephone numbers, Mobile Numbers and Email ID (mandatory) :
- b. No., Date & Year of Registration of the Society :
- c. Brief history of Society along with constitution / bye-laws aims and objectives of the society, powers & duties of the Members (to be enclosed) :
- d. Name of the Secretary of the Society :
- e. The details of the Educational Institutions, if any, managed by the Society with the years of establishment (Degree, PG and Professional Colleges) :

Undertakes the responsibility on the correctness of the information, if the Government or Competent Authority notices at any point of time the information furnished above and also in the CD are false or tampered and authorities shall initiate appropriate action as per law in force.

Signature & Seal of the Secretary/Correspondent of the Society

**SECTION – B**  
**(Information about the College)**

2. a. Name and full postal address of the Degree College (D.No., street / location as per the own / leased building document along with STD code, telephone numbers, Mobile Numbers and Email ID (mandatory) :
- b. Proceedings Number of the permission order issued by the Government / University / APSCHE for the establishment of the applicant Degree College (copy to be enclosed) :
- c. Year of establishment and No. of years of existence :
- d. Status of the College : Co-Education / Women's College  
Aided / Unaided
- e. Location of the College (furnish evidence to that effect from the concerned MRO) : Urban / Rural / Tribal
- f. Status of Autonomy, if any : UG Courses / PG Courses / Both / Nil
- g. Status of NAAC Accreditation & Year of Accreditation, if any :

**SECTION – C**  
**(Academic information)**

3. Information regarding the Courses sanctioned / withdrawn and existing Courses (give details for aided and unaided courses)

Sl. No	Courses/ Combinations/Groups	Medium	No. of sections	Sanctioned intake	Intake increase, if any	Year of sanction with No. & Date of proceedings	Year of withdrawal, if any, with No. & Date of procgis	Remarks (whether existing or not)
1.								
2.								
3.								
4.								
5.								

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6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								

Note: In case the space allotted is not sufficient a separate sheet may be enclosed giving full details.

4. Enrolment of students in the existing courses during the academic year 2015-16

Sl. No	Existing Courses with Combinations	Medium	No. of Sections	Sanctioned intake	Students on rolls		
					I year	II year	III year
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

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6. Details of Faculty members appointed for the UG and PG Courses

Sl. No.	Name of the faculty member	Qualifications	Date of Appointment	Nature of appointment Regular / Temp./ Adhoc/ Part-time	Scale of Pay	Whether Appointed through University Selection Committee
<b>At UG level</b>						
<b>At PG level</b>						
Note: In case the space allotted is not sufficient a separate sheet may be enclosed giving full details						

**SECTION – D**  
**(Details of proposed Courses)**

7. (a) Details of proposed PG Course (s)

1.	Name of the PG Course	:	
2.	Whether the proposed PG Course is in lieu of any existing PG Course	:	Yes / No
3.	If yes, whether No Objection Certificate from the concerned University is obtained to surrender such PG Course	:	
4.	Whether the proposed PG Course is offered at UG level	:	Yes / No
5.	If yes, year of starting the concerned UG Course	:	

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(b) Details of other Courses applied by the College (if any) for the academic year 2016-17

PG Courses		
(i) Name of Course (s)	:	1. 2.
(ii) Order of Preference	:	1. 2.
<b>UG Courses (if applied for 2016-17)</b>		
(i) New Courses with Combinations (ii) New Combinations (in the existing Courses) (iii) Addl. Sections Proposed (in the existing UG Courses/ Combinations)		Section Medium

**SECTION – E**  
**(Details of own Land)**

8. a. The details of own land in the name of Society for the Degree College. (Copies of the registered sale deed or gift deed documents may be enclosed). **Leased land will not be considered.** : Survey No. :  
Place :  
District :  
Extent of land for :  
Degree College
- b. Whether the Sketch plan of the land drawn by a licensed surveyor giving dimensions and details of Survey / Patta numbers, Name of the Place, Dist., etc. certified by concerned MRO is enclosed? : Yes / No
- c. Distance of the land from the College :

**SECTION – F**  
**(Details of own Building)**

9. a. Whether the proposed building is owned by the Society for the Degree College? (Registered document showing the title of the ownership in the Name of the Society may be enclosed) : Yes / No
- b. Whether letter of Permission(s) from Municipality / Corporation / Gram Panchayat for constructing the own building is enclosed along with plan(s). : Yes / No

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c. Details of the building

		Regd. Ownership Deed	Building Plan
Survey No.	:		
Door No.	:		
Village / Locality	:		
Mandal	:		
District	:		
Type of Roof	:		
Total Carpet Area	:		
Total Plinth Area	:		

d. Building Plan drawn to scale by Licensed Architect and permission for construction of the Building is approved by the authorities of : Municipal Corporation / Municipality / Gram Panchayat

e. Whether there are any institutions existing in the same premises in which the Degree College is in existence and proposed PG Course to be offered? : Yes / No

f. If yes, whether a no objection certificate from the competent authority to shift the existing institution to some other place is enclosed? : Yes / No

g. Whether the plan of the building drawn to scale by licensed architect and also certified by the Principal of a near by Government Degree College after physical verification is enclosed ? : Yes / No

h. Details and description of each room with its measurements shall be furnished separately as per the following proforma –

(i) **for existing UG and PG courses**

Sl. No.	Building Door No. / Floor	Room No.	Dimensions (in feet)	Plinth area (in sq.ft.)	Purpose for which it is used
1.					
2.					
3.					
4.					
5.					

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12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
	Grand Total				
<b>Note:</b> Room nos. and total plinth area mentioned here shall be reflected in the approved building plan.					

(ii) **for proposed PG courses**

Sl. No.	Building Door No. / Floor	Room No.	Dimensions (in feet)	Plinth area (in sq.ft.)	Purpose for which it is proposed to be used
1.					
2.					
3.					
4.					
5.					

- g. Whether the latest photograph of the building in which the College is located certified by the Principal of near by Government Degree College is enclosed? : Yes / No
- h. Whether a Xerox copy of the sanitary certificate from the Municipal Health Officer or Medical Officer of the Primary Health Centre in respect of accommodation is enclosed? : Yes / No

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- i. Details of the institutions and the total carpet area and plinth area allotted to each institution including existing degree college.

Sl. No	Name of the Institution	Permission accorded by	Total carpet area	Total plinth area	Details of Common facilities

**SECTION – G**  
**(Details of Financial Resources)**

10. a. Details of Financial Resources deposited as per the requirement of the proposed courses **(The FDR shall be drawn in favour of the Secretary / Correspondent of Society on any day from the date of notification to the last date of submission of application)** : Amount :  
FDR No. :  
Date :  
Name of the Bank:
- b. Whether the FDR was mentioned that the FDR was drawn for purpose of Financial Resources for starting of PG Course. : Yes / No

**SECTION – H**  
**(Details of Corpus Fund)**

11. For Degree College

Sl. No.	Required information	Installments		
		First	Second	Third
1.	Amount			
2.	Period (from – to)			
3.	FDR / Bank Guarantee No.			
4.	Date of FDR			
5.	Name, Code No. & Address of the issuing Bank			
6.	Date of maturity			
7.	Date of Renewal			

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**12. For the existing PG Courses(s)**

Sl. No	Course	Amount	Period (From-To)	FDR /Bank Guarantee No.	Date	Name, Code No.& Address of the issuing Bank	Date of maturity	Date of Renewal
1.								
2.								
3.								
4.								
5.								

**SECTION – I**

**(Details of Play Ground, Parking area and Fire safety certificate etc.)**

13. **Play Ground** :

a. Extent of Playground facility provided :  
(documentary evidence to be produced)

b. Whether provided in same premises : Yes / No

c. If not, whether any alternative : Yes / No

arrangements i.e. Municipal Play Ground or in another Educational Institution by having necessary tie up arrangements was made by concerned management within a distance of 5km (as mentioned in the Guidelines)

Play ground owned by : \_\_\_\_\_  
Distance from college : \_\_\_\_\_  
Period of agreement : \_\_\_\_\_  
Usage of ground in a Month : \_\_\_\_\_  
Transport facility provided : Yes / No

14. **Parking area** :

a. Whether 20% of total built up area is provided for Parking area (documentary evidence to be produced) : Yes / No  
% of area allotted : \_\_\_\_\_

b. Whether provided in same premises : Yes / No

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c. If not, whether parking area provided : Yes / No  
with in a distance of 100 mts. thereof % of area allotted : \_\_\_\_\_

15. **Fire safety certificate** :

Whether fire safety certificate is obtained : Yes / No.  
from the fire services department  
Certificate Number : \_\_\_\_\_  
Date of Issue : \_\_\_\_\_  
Period of validity : \_\_\_\_\_  
Certificate issued by: \_\_\_\_\_

16. Staff :

**SECTION – J**  
**(Details of Registration and Processing fee paid)**

17. Details of payment for Rs.40,000/- towards registration, processing and inspection fee in the name of the Secretary, APSCH. (Enclose copy of proof to the first copy of the filled in application and Xerox copy of the same to other set).  
Number :  
Date :  
Name of the Bank & :  
Branch

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Signature & Seal of the Secretary/Correspondent of the Society

**SELF DECLARATION**  
**(to be furnished on Rs.100/- non-judicial stamp paper with notary)**

I \_\_\_\_\_ of  
(Name & Designation)

\_\_\_\_\_ Society, \_\_\_\_\_ College

hereby certifies and declares that

- (a) The details given in the application are true and correct to the best of my knowledge.
- (b) The undersigned will not advertise / canvas about the proposed degree courses before obtaining permission from the APSCHE and affiliation from concerned University.
- (c) The undersigned will not claim for grant-in-aid or any other financial assistance either now or in future from the Government or Competent Authority.
- (d) The undersigned undertakes the responsibility on the correctness of the information, if the Government or Competent Authority notices at any point of time the information furnished above and also in the CD are false or tampered and authorities shall initiate appropriate action as per law in force.

Date:  
Place:

Signature of the Correspondent /  
Secretary of the Institution/  
Society

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