



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 UG Courses / Combinations / Addl. Sections / Change of Medium / Change of Combination / Withdrawal/ Conversion of courses by the existing Private Aided / Unaided Degree College

(Two sets of the application forms 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. Latest proceedings number of affiliation order
- d. Year of establishment and No. of years of existence :
- e. Status of the College : Co-Education / Women's College
Aided / Unaided
- f. Location of the College (furnish evidence to that effect from the concerned MRO) : Urban / Rural / Tribal
- g. Status of Autonomy, if any : UG Courses / PG Courses / Both / Nil
- h. 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.	B.A. a. b. c. d.							

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2.	B.Sc. a. b. c. d.							
3.	B.Com. a. b. c.							
4.	B.B.A/B.B.M							
5.	BCA							
6.	P.G. Courses 1. 2.							
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.	B.A. a. b. c.						
2.	B.Sc. a. b. c.						
3.	B.Com. a. b. c.						
4.	BBA/BBM						
5.	BCA						
6.	P.G. Courses 1. 2.						
Note: In case the space allotted is not sufficient a separate sheet may be enclosed giving full details							

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5. Details of Faculty members

Sl. No.	Name	Qualifications with subject	Class obtained with percentage of marks	Permanent/ Temporary/ Part - Time	Total Years of service

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

SECTION – D
(Details of proposed Courses)

6. Proposal for New UG Courses

Sl. No.	New Course	Proposed Combinations	Medium

7. Proposal for New UG Combinations

Sl. No.	Course	Proposed Combinations	Medium

8. Proposal for Additional Sections

Sl. No.	Course	Existing Combination in which addl. Section is proposed	Medium

9. Proposal for Change of Medium

Sl. No.	Course	Existing Combination	Existing medium	Proposed medium

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10. Proposal for withdrawal of courses and reasons thereof

Sl. No.	Course	Existing Combination proposed to be withdrawn	Medium	Reasons for withdrawal

11. Proposal for conversion of courses and reasons thereof

Sl. No.	Existing course proposed for conversion	Medium	Proposed course	Medium	Reasons for withdrawal

SECTION – E
(Details of own Land)

12. 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 the leased / own Building)

13. 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

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- b. Whether letter of Permission(s) from Municipality / Corporation / Gram Panchayat for constructing the own building is enclosed along with plan(s). : Yes / No
- c. If the building is rented, whether a copy of the registered lease deed executed for a period of **five years** in the Name of the Society for starting of New Private Degree College is enclosed? : Yes / No
- d. Total Number of years completed in rented building :
- e. Details of the building
- Survey No. :
Village / Locality :
Mandal :
District :
Type of Roof :
Total Carpet area :
Total Plinth area :
- f. Whether Permission from Municipality/ Corporation / Gram Panchayat for constructing the rented building is enclosed along with approved plan. : 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 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.					
6.					
7.					
8.					
9.					

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10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
	Grand Total				
Note: Room nos. and total plinth area mentioned here shall be reflected in the approved building plan.					

(ii) **for proposed 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.					

- i. Whether the latest photograph of the building in which the College is located certified by the Principal of nearby Government Degree College is enclosed? : Yes / No
- j. 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
- k. Whether there are any institutions existing in the same premises in which the existing degree college is located? : Yes / No
- l. Details of the institutions and the total carpet area and plinth area allotted to each institution including existing degree college. :

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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)

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

SECTION – H
(Details of Corpus Fund)

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 & Address of the issuing Bank			
6.	Date of maturity			
7.	Date of Renewal			

SECTION – I
(Details of Play Ground, Parking area and Fire safety certificate etc.)

15. **Play Ground** :
- a. Extent of Playground facility provided :
(documentary evidence to be produced)
- b. Whether provided in same premises : Yes / No

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- c. If not, whether any alternative 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) : Yes / No
 Play ground owned by : _____
 Distance from college : _____
 Period of agreement : _____
 Usage of ground in a Month : _____
 Transport facility provided : Yes / No
16. **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
- c. If not, whether parking area provided with in a distance of 100 mts. thereof : Yes / No
 % of area allotted : _____
17. **Fire safety certificate** :
- Whether fire safety certificate is obtained from the fire services department : Yes / No.
 Certificate Number : _____
 Date of Issue : _____
 Period of validity : _____
 Certificate issued by: _____
18. **Lab Equipment** :
- Whether the details of Lab equipment for the proposed New Science Courses/ Combinations / Additional Sections / English Language Laboratory are provided (details to be enclosed) : Yes / No.
19. **Staff** :
- Whether adequate teaching and supporting staff are provided to run the proposed new Courses / Combination / Additional Section as per University norms (details to be enclosed). : Yes / No

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SECTION – J
(Details Registration and Processing fee)

20. Details of payment for Rs.30,000/- towards registration, processing and inspection fee in the name of the Secretary, APSCHE. (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 :
21. Details of payment of fee for extension of approval to Council
- Applied in response to notification for extension of approval dated
- a. Noti.No.APSCHE/AC-II/ NDC/ UG/ PG/ 2015 Dated 07.04.2015 /
- Amount paid :
- Whether proof enclosed :
- Number :
- Date :
- Name of the Bank & Branch :
- b. Noti.No.APSCHE/AC/Colleges&Courses/ 2016 Dated 12.04.2016
- Amount paid :
- Whether proof enclosed :
- Number :
- Date :
- Name of the Bank & Branch :

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SELF DECLARATION
(to be furnished in 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 will approach the Competent Authority every year for renewal of approval, if the permanent accommodation is not provided as per the rules or otherwise the undersigned agrees that the permission accorded by the Competent Authority is deemed to be withdrawn.
- (e) The undersigned undertakes the responsibility of shifting from rented accommodation to permanent accommodation, if the degree college is started rented building, within 5 years of permission accorded by the Competent Authority.
- (f) 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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