



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

Appl. No.

Application for Extension of Approval in Respect of Private Unaided Degree Colleges which are in Existence & Running in Temporary Accommodation

(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 Educational Society / Trust is advised to read thoroughly the rules booklet 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 Educational Society 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 Affiliation proceedings number issued by the University :
- 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
(Details of own land from the existing document)

3. 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). :
- Survey No. :
- Place :
- District :
- Extent of land for Degree College :

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.

- b. Whether the Sketch plan of the land : Yes / No
 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?
- c. Distance of the land from the College :

SECTION – D
(Details of the leased Building from the existing document)

4. a. Whether the leased building is registered in the Name : Yes / No
 of the Society for Degree College?
- b. Mention the Year of Registration and lease period :
- c. If the lease period has expired, state whether the : Yes / No
 lease period was extended
- d. Mention the validity of lease period :
- e. Whether letter of Permission(s) from Municipality / : Yes / No
 Corporation / Gram Panchayat for constructing the
 own building is enclosed along with plan(s).
- f. Total Number of years completed in rented building :
- g. Details of the building
- Survey No. :
- Village / Locality :
- Mandal :
- District :
- Type of Roof :
- Total Carpet area :
- Total Plinth area :
- h. Whether Permission from Municipality/ Corporation / : Yes / No
 Gram Panchayat for constructing the rented building
 is enclosed along with approved plan.
- i. Whether the plan of the building drawn to scale by : Yes / No
 licensed architect and also certified by the Principal of
 a near by Government Degree College after physical
 verification is enclosed ?

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.

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

(i) **for existing UG 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.					
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 existing 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.					

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.

(iii)	Accommodation		No. of RCC rooms	No. of Sheds	Any other	Total No. rooms
	1. Rooms of 200 – 400 sq.ft.	:				
	2. Rooms of 400 – 600 sq.ft.	:				
	3. Rooms above 600 sq.ft.	:				

- 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 latest copy of sanitary certificate from the Municipal Health Officer or Medical Officer of the Primary Health Centre in respect of accommodation is enclosed? : Yes / No
- i. Whether there are any institutions existing in the same premises in which the existing degree college is located? : Yes / No
- j. 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 – E
(Academic information)

5. Academic Information

- a) 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 procs	Remarks (whether existing or not)
1.	B.A. a. b. c. d.							

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.

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.								

b) 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 as per original proceedings	No. of students on rolls			Passouts in final year		
					I year	II year	III Year	Distinction	1 st class	2 nd class
1.	B.A. a. b. c. d.									
2.	B.Sc. a. b. c. d.									
3.	B.Com. a. b. c.									
4.	BBA/BBM/BCA									
5.	P.G. COURSES a. b.									
6.	Dip./Any Courses a. b.									
Note: In case the space allotted is not sufficient a separate sheet may be enclosed giving full details										

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.

c)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

6.

SECTION – F
(Details of Corpus Fund - existing)

a) for UG 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 & Address of the issuing Bank			
6.	Date of maturity			
7.	Date of Renewal			

b. 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.								

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.

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

7. **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 the
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
8. **Parking area** :
- a. Whether 20% of total built up area is : Yes / No
provided for Parking area (documentary
evidence to be produced) % of area allotted : _____
- b. Whether provided in same premises : Yes / No
- c. If not, whether parking area provided : Yes / No
within a distance of 100 mts. thereof
% of area allotted : _____
9. **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: _____

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.

17. Present financial position :

Sl. No.	Type of Finances	Amount (in Rs.)
1.	Fixed Deposits (other than corpus fund)	
2.	Current Account in Banks	
3.	Loans	
4.	Others	

18. **Evaluation:** (Tick the appropriate one)

a. Assessment through :

Regular Tests / Term Exams / Assignments

b. Conduction of University exams

: Self centre

External

SECTION – J (Details of Registration and Processing fee)

19. Details of payment for Rs. _____ /- 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 :

-oOo-

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.

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 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 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.
- (e) 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

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.