



**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
MAHAVEER MARG, MASAB TANK, HYDERABAD – 500 028**

**APPLICATION FOR
SHIFTING OF COLLEGES / CHANGE OF MANAGEMENT**

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

The Managements cannot apply for shifting of the college / change of management as a matter of right. They cannot apply for shifting / change of management without proper justification. APSCHE / Government reserves the right either to approve or reject the proposal.

The Management shall obtain necessary permission from the Government for shifting / conversion / change of Management failing which it will be presumed that the college is functioning in unauthorized manner and action will be initiated as per law in force.

University : _____ District : _____

Shifting of College - within same Mandal : From _____ to _____

Mandal to Mandal : From _____ to _____

Type of building (Leased/ Own) : From _____ to _____

Shifting of location (Rural/Urban) : From _____ to _____

I. General Information

	<u>Particulars</u>	Existing	Proposed (if change of society is proposed)
1.	Details of the Society		
	a. Name & Address of the Society		
	b. Phone No. / Mobile No. / email ID		
	c. Year of Registration of the Society		
	d. Brief resolution of the Society along with the signatures of its members requesting for shifting from existing building to another locality / change of management / change of name of the 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.

2.	Details of the College	Existing	Proposed
	a. Name & Address of the College i. As per the Registered document ii. As per the Sanction Order		
	b. Phone No. / Mobile No. / email ID		
	c. Year of establishment of the College with Proceeding of APSCHE (enclose evidence)		-
	d. University affiliation orders (Enclose the affiliation orders of last three years)		
3.	Details of UG / PG Courses offered by the College as per affiliation		

Sl. No.	Name of the Course	Combinations	Intake	Medium
UG Courses				
1.	B.A.	(i) (ii) (iii) (iv) (v)		
2.	B.Sc	(i) (ii) (iii) (iv) (v)		
3.	B.Com	(i) (ii)		
4.	Any other			
PG Courses				
			Intake	Medium
1	M.A.	(i) (ii) (iii)		
2	M.Sc	(i) (ii) (iii)		
3	M.Com	(i) (ii)		
4	Any other			

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4.	Details of the Land	Mention details as per the existing documents (Documental proof to be enclosed)
	a. Extent of Land (in acres)	
	b. Distance from the existing / proposed premises of the College in Kms	
	c. Date of Registration of the Document	
	d. Whether it is registered in favour Secretary / Correspondent of the Society	
	e. Whether the land is located in the same Mandal?	
	f. Whether entire land is single bit or not?	
	g. Whether sketch plan of the land certified by the MRO and whether schedule of the property is tallied with the Sale deed?	
5.	Building Accommodation (proposed)	Mention the details of the documents
	a. Own Building / Leased Building	
	b. Whether the building is exclusive to the proposed College?	
	c. If it is leased building whether registered in the name of the Secretary / Correspondent of the existing / proposed Society for Degree College exclusively.	
	d. Details of the building	Survey No. : Village / Locality : Mandal : District : Total Carpet area : Total Plinth area :
	e. Type of roof i. RCC Roof ii. Sheds	
	f. Date of registration of the building (as per document)	
	g. Whether permission letter from the concerned authority for construction of the building with plinth area is obtained (proof to be enclosed).	Yes / No
	h. Whether building plans are approved by the concerned authority for construction of the building (proof to be enclosed).	Yes / No

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	i. If yes, mention the authority				
	j. Mention the total plinth area for the all courses offered by the College including common facilities (mentioned room wise dimensions separately)				
	k. Number of Classrooms provided for UG Courses				
	l. Number of Classrooms provided for PG Courses				
	m. Number of Laboratories provided (including English Language Lab)				
	n. Particulars of Building Accommodation				
D.No./ Fl. No.	Sl. No.	Particulars of Accommodation (Class Room / Lab / etc.)	Carpet Area (in sft.)	Type of Roof	Remarks
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
	13				
	14				
	15				
	16	English Language Lab			
	17	Library & Reading Room			
	18	Principal's Room			
	19	Staff Room			
	20	Office Room			
	21	Ladies Waiting Room			
	22	Games Room			
	23	Toilets			
		Total Carpet Area			
			Mention the details of the documents		
	o. Whether any other institutions are running the same premises		Yes / No		

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	p. If yes, details of the institutions and the total carpet area and plinth area allotted to each institution including proposed degree college to be shifted.		
	Sl. No	Name of the Institution	Permission accorded by
			Total carpet area
			Total plinth area
			Details of Common facilities
	q. Whether sanitary certificate of the proposed building is provided?		
	r. Whether Photographs of the building are certified by the Principal of nearby Govt. Degree College?		
6.	Play Ground facilities		Proposed
	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 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
7.	Parking area		Proposed
	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 : _____
8.	Fire Safety		Proposed building
	Whether fire safety certificate is obtained from the fire services department		Yes / No. Certificate Number : _____ Date of Issue : _____ Period of validity : _____ Certificate issued by: _____

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9.	Details of Corpus Fund	Existing	Proposed (if change of society is proposed)
	a. Mention the FDRs details of corpus fund paid		
	b. Whether a letter from the manager of the bank who has issued FDR towards Corpus Fund is produced?		
	c. Whether the proposed college is located in Rural area? If yes, rural area certificate issued by the MRO to be enclosed)		

10.	List of Teaching staff of the College
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Sl. No.	Name	Designation	Qualifications	Subject	Teaching experience	Salary paid

11.	List of Non-teaching staff of the College
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Sl. No.	Name	Designation	Salary paid

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* **Furnish information particulars of teaching and non-teaching staff on a separate sheet of paper if the space provided is insufficient.**

12.	Registration certificates of both the Societies (for change of Management)	Document to be enclosed
13.	Bye-Laws of both the Societies (for change of Management)	Document to be enclosed
14.	Resolutions of both the Societies to handover and takeover (for change of Management)	Document to be enclosed
15.	If fixed assets are involved in the transfer, their registration of transfer of them on the name of taken over Society (for change of Management)	Document to be enclosed
16.	Undertakings (in the form of notarized affidavit) to meet liabilities if any, on the name of College or Society by the Society taken over and also by transferring society, separately (for change of Management)	Document to be enclosed
17.	Resolution of the Society for changing the name of the college (for change of name)	Document to be enclosed
18.	Statement showing the legal commitments of the present college with other agencies if any that may arise due to change of name of the college and the protection extended by this change to the concerned parties (in the form of notarized affidavit).	Document to be enclosed
19.	Other documents not covered above	Documents to be enclosed
20.	Details of payment for Rs.30,000/- in the favour of the Secretary, APSCHE through NEFT / RTGS modes to Andhra Bank, Saifabad branch, Hyderabad, SB Account No. 053310100054327 , IFS Code ANDB0000533 towards processing and inspection fee (Enclose copy of proof to the first copy of the filled in application and Xerox copy of the same to other set).	No. : Date : Name of the Bank & : Branch

Date:
Place:

Signature of the Correspondent/Secretary
of the Institution/ Society

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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 shifting of the college before obtaining order for shifting from the APSCHE / Government 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 shifted to rented building, within 10 years from the date the original permission accorded by the Competent Authority to start the college.
- (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 initiates appropriate action as per law in force.

Date:
Place:

Signature of the Correspondent/Secretary
of the Institution/ Society

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