



**RULES FOR STARTING NEW UN-AIDED U.G. COURSES / ADDITIONAL SECTIONS /
WITHDRAWAL OF COURSES ETC., IN EXISTING AFFILIATED PRIVATE (AIDED / UNAIDED)
DEGREE COLLEGES FOR THE ACADEMIC YEAR 2012-2013**

COMMENCEMENT OF DOWNLOADING OF APPLICATIONS	:	29.12.2011
LAST DATE FOR RECEIPT OF FILLED IN APPLICATIONS	:	31.01.2012



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
Opp. Mahavir Hospital, Mahavir Marg, Masab Tank, Hyderabad - 500 028
Ph. No. 040-23300437 Extn. 32 Fax No. 23311470
Email: apsche@ap.nic.in Website: www.apsche.org

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**Rules for starting New Un-Aided UG Courses / Additional Sections /
Withdrawal of Courses etc., in existing affiliated Private (Aided / Unaided)
Degree Colleges for the academic year 2012 –2013**

- Applications are invited from the existing affiliated Private Aided / Un-Aided Degree Colleges for starting New (Un-Aided) UG Courses / Additional Sections / Withdrawal of Courses etc., during the academic year 2012-2013 as per the details mentioned in the notification.
- ***Applications for new UG Courses will be entertained only if the college has an active website providing all the relevant details.***

1. APPLICATION

Application form in TWO SETS along with RULES for starting New UG Courses etc., can be downloaded from the website www.apsche.org. A crossed DD for Rs. 1000/- (Rupees One Thousand Only), drawn on any branch of nationalized bank /scheduled bank /Regional Rural Bank in favour of the Secretary, A.P.State Council of Higher Education, Hyderabad, payable at Hyderabad towards the cost of application form should be enclosed to the application form.

The name and the address of the Applicant College and the purpose for which the D.D. is taken should be mentioned on the reverse side of the D.D.

2. REGISTRATION

Management of the Colleges shall register their applications by remitting the fee prescribed for the purpose as shown hereunder:

- A. Rs.1,500/-**(Rupees one thousand five hundred only), **for each proposal** in the form of **a crossed D.D.** taken on or after the date of notification and on/before the last date of submission of application on any Nationalized / Scheduled Bank, in favour of **the Secretary, APSCHE, payable at Hyderabad.** The name and address of the Applicant College and the purpose for which the DD is taken should be mentioned on the reverse side of the DD.
- B.** The management of colleges shall obtain **a crossed DD on or after the date of notification and before the last date of submission of application (i.e. 31st January 2012)** for the amount prescribed by the University concerned, towards processing and inspection fee drawn in favour of **Dean, College Development Council of the University concerned, from any branch of a Nationalized / Scheduled Bank payable at the Head Quarter of the University concerned.** The purpose for which the DD is taken should be mentioned on the reverse side of the DD.
- C. In respect of UGC – sponsored vocational courses,** the same procedure may be followed, to obtain the application and for its registration as mentioned above, after obtaining the sanction from the UGC, New Delhi.

3. LAST DATE FOR SUBMISSION

TWO SETS of Application complete in all respects, accompanied by the required enclosures mentioned in **Para 6** of the Rules Booklet should reach the *Dean, College Development Council of the concerned University on or before the **last date given in the notification i.e. 31st January 2012***

4. PROCESSING OF APPLICATION

A. Prima – Facie Scrutiny

The Dean, College Development Council (CDC) of the University concerned shall arrange to cause prima-facie scrutiny of all the registered Applications by a Committee constituted for this purpose. Applications, which do not satisfy the prescribed conditions are liable to be rejected.

B. Counselling

If the applicant college is not satisfied with the recommendations of the Prima-facie Scrutiny Committee, the management of the college may prefer an appeal for one time counselling with the counselling committee constituted by the Universities concerned, on a date specified for the purpose. **No further representation shall be entertained after the counselling. The recommendations of the Counselling Committee shall be final.**

C. Inspection

- (i) Based on the recommendations of the Prima-Facie Scrutiny Committee / Counselling committee, **the University concerned shall arrange to conduct Joint Inspection** of the applicant colleges to examine the viability of their proposals for new Courses / Combinations etc.
- (ii) The Joint Inspection Committee shall consist of three members:
 - (a) One person nominated by the APSCHE (Convenor) from outside the concerned University
 - (b) Two members from the same University
- (iii) The Dean concerned, CDC will inform the date of Joint Inspection to the Management of the College. The Dean, CDC of the University concerned will co-ordinate the Joint Inspection Committee.
- (iv) The Secretary / Correspondent of the proposed college is required to sign on each page of the JIC report alongwith the members of the Joint Inspection Committee except on the page where recommendations are made by the JIC.
- (v) Proposals of the applicant Colleges, if found deficient in any respect by the Prima-Facie Scrutiny Committee/Counselling Committee and JIC, shall be rejected.
- (vi) TA & DA and sitting charges as the case may be to the members of the various committees mentioned above shall be paid by the concerned University.
- (vii) Fee once paid shall not be refunded in any case.

D. Sanction of New UG Courses etc.

- (i) The members of the Joint Inspection Committee will give their findings after the physical verification of the available facilities.
- (ii) For the sanction of new courses / combinations to colleges in which more than four (4) courses / combinations already exist, the following points need to be verified by the Universities while forwarding their recommendations to the A.P. State Council of Higher Education:
 - (a) Assessment in terms of fulfilling the deficiencies pointed out by earlier inspection committees from time to time
 - (b) The status of the college should be considered for granting permanent affiliation.
 - (c) The number of students admitted into the existing courses vis-à-vis the sanctioned strength in the last three years.
 - (d) The academic performance of the students in existing courses in the last three years.
 - (e) Availability of required number of qualified fulltime teachers appointed by the University selection Committee.
- (iii) The Dean, CDC will submit the report of the JIC for the Vice-Chancellor's perusal along with his comments in respect of the above five points.
- (iv) The Dean CDC will also arrange to send the JIC's report along with the Vice-Chancellor's recommendations with reasons thereof to A.P. State Council of Higher Education.
- (v) The A.P. State Council of Higher Education, Hyderabad, shall take into account the Joint Inspection Committee's report and the recommendation of the Vice-Chancellor concerned, while arriving at a decision with regard to according permission.
- (vi) A.P. State Council of Higher Education / University concerned reserves the right to conduct surprise inspection at any time and also reserves the right to cancel permission / affiliation of the sanctioned course etc. at any stage, if it is found that the information provided by the Management of the College is false and misleading and the documents produced by the Managements are false, interpolated and improper and the Management is not able to run the sanctioned courses as per the norms of the Government and academic stipulations of the University concerned.

E. Affiliation

- (i) The University concerned will arrange for affiliation of the New un-aided U.G. Courses / Combinations as per the rules of the university concerned after receiving a copy of the proceedings issued by the A.P. State Council of Higher Education, granting permission to start new un-aided U.G. Courses / Combinations
- (ii) The university concerned has to extend affiliation to those Courses / Combinations which are permitted by A.P. State Council of Higher Education.

5. CONDITIONS TO BE FULFILLED

NOTE: The Applicant College which completed 5-years of existence should have its own building in its own land before applying for any UG Course(s). Applications from the colleges which completed 5-years of existence but do not have own buildings in own land shall not be accepted.

A. General Conditions

- (i) The proposals for starting New Un-Aided UG Courses / Combinations / Additional Sections etc., include:
 - (a) B.A / B.Com/ B.Sc / BBA / BBM / B.Sc – Food Tech., & Mgt., / BCA / BHM&CT (Additional Section) / Any other UG Courses or Combinations, approved by concerned University
 - (b) Proposals which are not in the approved list of UG Courses / Combinations of the concerned University will not be considered
 - (c) Change of Medium in the existing UG Courses / Combinations
 - (d) Change of Subject in the existing Combination / Additional Section of the UG Courses
 - (e) Withdrawal of existing UG Courses / Combinations / Sections
- (ii) *The Colleges shall apply for a maximum of three proposals.***
- (iii) A maximum of twelve (12) combinations in UG Courses (B.A., B.Com., and B.Sc. put together) will be permitted in any college.
 - (a) In respect of colleges with more than one medium of instruction in a course / combination, each medium will be treated separately
 - (b) In aided colleges, the above condition is applicable only to the unaided courses.
- (iv) Each of the subjects viz., Biotechnology, Biochemistry, Microbiology and Computer Science course will not be permitted in more than two combinations in science course in any college.
- (v) In any college, only two sections (including the existing one) will be allowed in each of the UG Combinations in each medium.
- (vi) The conditions mentioned against (iii), (iv) and (v) are not applicable to autonomous colleges and the colleges which have NAAC accreditation
- (vii) In case of colleges offering more than twelve (12) combinations in UG Courses, the colleges will be permitted to have New Combinations only on surrendering the existing combinations.
- (viii) Every college shall set up English language Lab with necessary equipment
- (ix) Every Degree College shall establish its own website with all the necessary data uploaded on it to maintain transparency under the Right to Information Act.

B. Land

(G.O.Ms.No.29 Edn. (Rules) Dept., Dt. 05.02.1987 and amended in G.O.Ms.No.826 Edn., (UE.II) Dept., Dt. 08.07.98 and G.O.Ms.No.05 HE (C.E.I.2) Dept., Dt. 08.01.08)

- (i) The Education Society desirous of starting a degree college, in addition to the built-up area for proposed college building, shall provide own land, Registered in the name of the Society, as per the following requirements:

Place	Area Required to be Provided	
	Upto student strength of 1000	For student strength above 1000
In 5 Urban Agglomerations of Hyderabad, Warangal, Vijayawada, Visakhapatnam and Guntur	1.00 Acre	2.00 Acres
In other places in the State	2.00 Acres	4.00 Acres

(ii) The total extent of land mentioned above shall be a single bit of land provided at one place only in and around the proposed college

(iii) If it is located away from the proposed college it shall be at a reasonable distance, so that it could be used for future development of the college, as mentioned below:

Rural Areas	:	Within the same Mandal
Municipalities / Corporations	:	Within a radius of 20 KM from the proposed college building and within the same District
Greater Hyderabad and Greater Vizag	:	Within a radius of 30 KM from the proposed college building

(iv) The said land may be either in the form of open land or with well equipped gymnasium / recreation and games facility or both

(v) A sketch plan of the land giving dimensions and details of survey no. / patta no., name of the place, District, etc., as mentioned in the land document and certified by concerned MRO shall be provided.

C. Building Accommodation

(i) Minimum Requirements

The Colleges intending to start new UG Courses etc. shall provide Building Accommodation (in addition to the existing accommodation) as per the following requirements:

Particulars of Accommodation		Minimum Area Required (In sft)	Remarks
Minimum required area	Urban Areas	8000	Additional Accommodation, over and 8000 sft / 6000 sft, as per the requirements of the existing and proposed courses / combinations, shall be provided.
	Rural Areas	6000	
Classrooms required	No of Sections proposed	No of Classrooms required	
	1	2	
	2	3	
	3	5	
Labs Required	1 lab for each subject in one/two combinations		
Required Room Dimensions			
Classroom	600		
Labs	600		
English Language Lab (Mandatory)	600		

Common Facilities		
Principal's Room	200	2000 sft
Staff Room	300	
Office Room	300	
Library	600	
Games Room	200	
Ladies Waiting Room	200	
Toilets	200	
For the Hotel Management Course		
Theory Class Rooms (3 Class Rooms)	1800	5650 sft in addition to common facilities of 2000 sft. Total: 7650 sft
Basic Training Kitchen	400	
Quantity Kitchen	400	
Advanced Training Kitchen	400	
Bakery	150	
Food & Beverage Service	400	
House Keeping / Accommodation Operation	300	
Front Office	300	
Store Room	100	
Boys Lockers Room	100	
Girls Lockers Room	100	
Students Dining Hall (Desirable)	600	
Computer Laboratory	600	

Conditions to be fulfilled for BCA and B.Sc (Food Technology & Management) Courses

- BCA and B.Sc (Food Technology & Management) Courses are exclusive full-time courses of 3-years duration and cannot be clubbed with other courses / combinations
- The Management of a college which proposes to start BCA and/or B.Sc Food (Technology & Management) Course (s) has to fulfill certain conditions, in addition to the conditions mentioned above, as per the following requirements:

Conditions	Course	
	BCA	B.Sc (FT & Mgt)
1. Eligibility	<ul style="list-style-type: none"> • All the affiliated Private (Aided / Un-Aided) Degree Colleges • Except Oriental Colleges, Colleges of Engg., / Architecture, Pharmacy Education, Social Work, Nursing, Medicine, Physical Education, Library Sciences, Home Science, Hotel Mgt. etc. • Registered Private Educational Societies offering PG Degree Course in a separately established institution with permission of State / Central Government Agency having affiliation to the concerned University 	<ul style="list-style-type: none"> • Existing affiliated Hotel Management Colleges • Existing affiliated Private Aided / Un-Aided Degree Colleges with Autonomous status or NAAC accreditation.

2. Building Accommodation	No.	Min. Area	Total	No.	Min. Area	Total
a) Class rooms	3	600	1800	3	600	1800
b) Computer Lab	1	600	600	1	600	600
c) English Language Lab	1	600	600	1	600	600
d) Labs				4	600	2400
	5		3000	9		5400
3. Teaching Staff	Computer Science		2	Food Tech.	2 in I Yr +2 in II Yr +1 in III Yr	
Lecturers In	English		1		1	
	Mathematics		1		1	
	Management		1	Indian Culture	1	
4. Corpus Fund	As prescribed under 5 (D) of Rules Booklet					
5. Financial Resources	10.00 Lakhs			9.00 Lakhs		

Note: Colleges which are running PG Programmes should have adequate accommodation for running PG Courses as per norms of APSCH

(ii) Registered Ownership / Lease Document

- The document related to ownership / lease of the College building, should be registered in the name of the sponsoring Educational Society represented by its Secretary / Correspondent, for a period of 5 years
- The Document should contain, apart from other details, Survey No., Door No., Village / Town, boundaries of the building, floor-wise carpet area and total carpet area.

(iii) Building Plans

The Management of the College should submit the following building plans

- Approved Plan
Plans of the building duly approved by the authorities of Municipality / Corporation / Grampanchayat along with permission orders for construction the building in which the college is located
- Working Plan
Building plan, drawn to scale by a licensed architect and certified by the Principal of a nearly Govt., Degree College
- The building plans should reflect property details as mentioned in the registered documents indicating clear demarcation of the existing accommodation for classroom, principal room etc., location and dimensions of each room and total built-up area
- Accommodation under construction or proposed to be constructed need not be shown in the plans.

(iv) Statement of Building Accommodation

Details of the rooms are to be furnished along with the application, in the following proforma, duly signed by the Secretary of the Society: -

Sl. No	Building No.	Room No.	Dimensions (in feet)	Carpet Area (in Sq.ft)	Purpose for which it is used
Grand Total					

D. Corpus Fund

(G.O.Ms.No.29 Edn. (Rules) Dept., Dt. 05.02.1987 and amended in G.O.Ms.No.208 Edn., (CE.1) Dept., Dt. 21.08.90 and G.O.Rt.No.857 Edn. (U.E.II) Dept., Dt. 07.07.99)

- i. Details of Corpus Fund payable by the applicant colleges are indicated below:

Sl. No	Year of Establishment	Amount to be paid (Rs. in Lakhs)			
		Status	Urban	Rural	Tribal
1	Prior to 1987-88	Boys / Co-Ed.	The amount as prescribed by the Government while starting the college.		
		Women's			
2	1987-88 to 89-90	Boys / Co-Ed.	6.00	6.00	5.00
		Women's	5.00	5.00	
3	1990-91 to 97-98	Boys / Co-Ed.	7.50	7.50	
		Women's	5.00	5.00	
4.	1998-99 to 2004-05	Boys / Co-Ed.	7.50	7.50	
		Women's	5.00	5.00	
5.	After 2005-06	Boys / Co-Ed.	7.50	Exempted	
		Women's	5.00	Exempted	

Note:

- Colleges established after 1993-94, in rural areas with Telugu Medium either for Girls or Boys or Co-Education are exempted from the payment of Corpus Fund.

- ii. The applicant College shall deposit all the installments of Corpus Fund, as it is required to have been paid at the time of applying for starting new UG Courses etc.
- iii. The Corpus Fund should be deposited in the form of Fixed Deposit Receipt (FDR) in the joint account of Secretary / Correspondent of the Society / College and the concerned Regional Joint Director of Collegiate Education, in any Nationalized / Schedule Bank for a period of 10 years
- iv. The purpose for which the FDR is taken must be reflected in the FDR. The Management shall request the banker to write on FDR as **"Towards Corpus Fund of _____ (Name of the College)"**
- v. **Bank Guarantee will not be accepted**
- vi. The Management is expected to approach the concerned Regional Joint Director (RJD) of Collegiate Education to obtain his / her signature on the application form provided by the Bank for obtaining the FDR.
- vii. The applicant society has to obtain a letter in the proforma see ANNEXURE-I from the Manager of the Bank who has issued FDR towards payment of corpus fund in the Joint Account and submit it to the Joint Inspection Committee alongwith a copy of the FDR.
- viii. The Management cannot withdraw the Corpus Fund. However, the interest that will accrue over three years can be utilized for the development of the Institution after obtaining permission from the Director / Commissioner of Collegiate Education, Govt., of A.P. **OR** a suitable officer identified by the Govt., of A.P. The FDR shall continue to be renewed after the expiry of each term. The FDR must not be misused.

E. Financial Resources

The management shall show the following minimum financial resources to start new courses / combinations / additional sections in Pvt. Affiliated Colleges:

Sl. No.	No. of proposals of Unaided new U.G. Courses / Combinations / Addl. Sections (as approved by the concerned University)	Amount of Rs. In lakhs
01.	One	2.00
02.	Two	3.50
03.	Three	5.00

The financial resources should be shown in the form of fixed deposit receipt (FDR) for a period of six months drawn in favor of Secretary of the Society for the amount mentioned above according to the courses / groups / Additional Sections to be started. The FDR may be taken on any day from the date of notification to the last date of submission of application for starting the new Degree Courses etc. **Bank guarantee will not be accepted.**

F. Play Ground Facilities

The colleges which do not have the required land in their own premises will have to make available its students gymnasium / Recreation and games facility by providing separate built up space and equipments for this purpose. Alternatively similar facilities i.e. either open playground or Gymnasium / Recreation and games facilities are to be provided in public place i.e. Municipal play ground or in another educational institution by having necessary tie-up arrangements with the management concerned. The said alternative facility should be provided within a distance of 5 kms of the college premises along with a bus facility for the transportation of students whenever required.

G. Parking Area

The colleges located along the main road in urban areas shall be required to provide parking area to an extent of 20% of the built up area. Such parking area should be provided either in the college premises or within a distance of 100 mtrs thereof

H. Fire Safety

The applicant Educational Institution is required to apply for and obtain **FIRE SAFETY CERTIFICATE** from Fire Services Department.

6. LIST OF ENCLOSURES

- DDs for Rs. 1500/- (One Thousand Five Hundred only) per proposal in favour of **Secretary, APSCH and DD in favour of Dean, College Development Council of the concerned University for an amount as prescribed by the concerned University.**
- Copy of the permission order issued by the Government / University / APSCH for the establishment of the applicant Degree College.
- Latest affiliation order for the existing courses from the concerned University
- Orders of the University / APSCH sanctioning the existing courses and courses withdrawn.

- e) Copy of the Registered ownership deed in respect of land owned by the College.
- f) Sketch plan of the Land certified by MRO.
- g) Copy of the Registered ownership / Lease Deed pertaining to the building of the Degree College shall be enclosed.
- h) Approved Building Plans, along with permission order from the concerned authorities for construction of building, of the Buildings in which the existing courses are run, drawn to scale by a licensed surveyor and certified by the Principal of a nearby Government Degree College.
- i) Copies of FDRs / BGs as applicable towards Corpus Fund.
- j) Copy of the FDR for Financial Resources
- k) Documentary evidence for play ground/Gymnasium/Recreation/Games facilities
- l) Documentary evidence for parking area facility
- m) Fire Safety Certificate
- n) Rural / Tribal certificate from the MRO concerned

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ANNEXURE – I

PROFORMA TO BE FILLED IN BY THE BANK MANAGER OF THE NATIONALIZED / SCHEDULED BANK REGARDING PAYMENT OF CORPUS FUND BY THE APPLICANT COLLEGE

Place:
Dt:

To
The Secretary
APSCHE
HYDERABAD

Sir,

Sub:- Details of FDR issued to the Secretary and Correspondent of _____ and Regional Joint Director, Collegiate Education _____ towards payment of Corpus Fund –
(Place)
Utilization of interest accrued- Reg

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1. A fixed deposit receipt bearing the number _____ and Dt: _____ for Rs. _____ (in Words)
(Name of the Society, Place)
for a period of ten years i.e. from _____ to _____ in the joint account of the Secretary / Correspondent of _____
(Name of the Society, Place)
and the Regional Joint Director of Collegiate Education , _____
(Place)
has been issued by this bank against the remittance of the said amount and application to this effect signed jointly by the Secretary/Correspondent of the Society and RJD Collegiate Education mentioned above.
2. This FDR is issued towards the payment of Corpus Fund payable by the College and this purpose is reflected in the FDR.
3. The interest that will accrue after five years on the said Fixed Deposit shall be paid to the Secretary / Correspondent of the Society mentioned above which has started new private unaided degree college at _____
(Place)
after receiving the necessary orders from the Commissioner / Director of Collegiate education, Govt., of AP, Hyderabad
4. This FDR bearing No _____ Dated: _____ shall be operated jointly by the Secretary / Correspondent of the society/college and the Regional Joint Director of the Collegiate Education mentioned above.

SIGNATURE
Name:
Designation:
(Seal of the Bank)