

**APPLICATION FOR
POST GRADUATE COURSES IN THE EXISTING
PRIVATE DEGREE COLLEGES FOR THE ACADEMIC
YEAR 2009-2010**

APSCHE, HYDERABAD

Application No.....

Date of Issue

Issued to

.....

NOT TRANSFERABLE

**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
Opp: Mahvir Hospital, Mahavir Marg Masab Tank, Hyderabad – 500 028**

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ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
Opp: Mahvir Hospital, Mahavir Marg, Masab Tank, Hyderabad – 500 028

APPLICATION FOR P.G. COURSES IN THE EXISTING PRIVATE DEGREE COLLEGES
FOR THE ACADEMIC YEAR 2009-2010

INSTRUCTIONS:-

- I. Please read all the details of information furnished in the Guide lines for starting PG Courses by the Private affiliated Colleges during 2009-2010 and also go through the application form carefully before providing information against each item. If the information furnished against any item in the application form is found to be contradictory to the information furnished in any other item of the application, the application shall be summarily rejected. The application which is not completely and properly filled in shall also be rejected.**
- II. If the space provided against any item is found insufficient, a separate sheet may be used as annexure for furnishing all the details. The reference number of annexure shall be indicated against the relevant item.**
- III. Ensure that all the documents mentioned in the application form are enclosed. (mention the Annexure nos.)**
- IV. The applicant is expected to furnish information against all columns in the form. However, if some of them are not relevant, write “NOT APPLICABLE “ against such items.**

1. Details of Notification / Press :
Note as per which the present application is made

2. **Details of D.D. through which prescribed application fee has been paid.**

Amount	DD No & Date	Name of the Nationalized /Scheduled Bank with code no. & Address
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Rs. 1000/-

3. **Details of D.D. through which registration fee has been paid (D.D. to be enclosed)**

Amount	DD No & Date	Name of the Nationalized /Scheduled Bank with code no. & Address
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Rs. 25,000/-

Note: The College name should be mentioned on the reverse of every DD.

4. **Institution**

a) i. Name of College (With Code :
Number if any) in which the P.G.
Course is proposed to be started.

ii. Year of Establishment:

:

(Note: Enclose attested Xerox copies of the orders Govt./Competent authority permitting the establishment of the college and the first affiliation orders given by the University)

iii. Postal Address & Telephone no's. :

iv. Web site Address & E-mail Id. :

v. Status / Type of institution :
(Private unaided / aided)

vi. NAAC grading : :

b) Sponsoring Society / Management

i. Name :

ii. Registration Number & Date :

iii. Details of other Colleges/
institutions sponsored by the
Society with the year of
establishment of each.
(Please use a separate Sheet)

c) Secretary cum Correspondent

i. Name

ii. Postal Address with Telephone
No :

iii. E-mail Id.

d) Students Enrolment

Total number of. Students on rolls in the College during 2008-2009

Under Graduate Course :

Post Graduate Course :

Total :

5. **Proposed P.G Course**

- (a) Name of the P.G. Course proposed for 2009-2010. (A separate application is to be made for each Post Graduate Course).
- (b) If the proposed PG Course is in lieu of any existing P.G course offered in the college, whether a no objection certificate from the University for closing down for such P.G. course obtained and enclosed.
- (c) Whether the subject proposed to be started at P.G. level is available at the U.G. level in the college.
- (d) If Yes, Year of starting the Subject. (Enclose Copy of Permission / Affiliation Order for Starting the Subject at UG level)
- (e) Whether lab equipment provided for the above subject (in case of science subject) at the degree level is furnished in the proforma given below and attached to the filled in application

PROFORMA 5(e)

S.No	Name of the Equipment	Make	Cost	S.No./ Page No. of the stock register in which the item entered

(Note : Non recurring items whose cost exceeds Rs.5000/- only to be furnished)

- (f) Whether the particulars of the teaching faculty appointed for the above subject at the degree level are furnished in the proforma given below and enclosed to the filled in application along with copies of the appointment orders and photographs of the persons

PROFORMA 5(f) (enclose separate sheet)

S. No.	Name of the faculty member	Qualifications	Date of appointment	Whether appointed through University selection Committee	Nature of Appointment Regular/Temp./ Adhoc/ Part time	Scale of pay/ Salary paid

6. a. **Mention the PG Courses/P.G. Diploma Courses that the College is offering at Present (Give Course wise Students Strength during 2008-2009.**

Sl. No.	P.G.Course/ P.G. Diploma Courses	Year of Starting	Student Intake	Actual strength during 2008-09		Reference no of the permission order issued by Govt., / University / APSCHE (Also enclose Copies)
				Ist Yr.	IInd Yr.	

6. b. **Furnish the details of laboratory equipment for each PG course in the science subject in proforma given below**

PROFORMA 6(b) (enclose separate sheet)

S.No	Name of the Equipment	Make	Cost	S.No./ Page No. of the stock register in which the item entered

(Note : Non recurring items whose cost exceeds Rs. 5000/- only to be furnished.)

6. c. **Furnish the particulars of teaching faculty appointed for different PG course in the proforma given below**

PRFORMA 6(c) (enclose separate sheet)

S.No.	Name of the faculty member	Qualifications	Date of appointment	Whether appointed through University selection Committee	Nature of Appointment Regular/Temp./ Adhoc/ Part time	Scale of pay/ Salary paid

6. d. **Mention the U.G. Courses that the college is offering at Present**

Course	Combiation/Group	Medium	No. of Sections	Year of Sanction	Sanctioned intake	Actual strength During 2007-08	Remarks
B.A	a. b. c. d.						
B.Sc	a. b. c. d. e. f. g.						
B.Com	a. b. c. d.						
B.B.A/ B.B.M/ B.B.S	a. b. c. d.						

7. **Details of the proposed PG courses / UG course**

(a) What is the other PG Courses for which the College has applied for the Year 2009-2010.	1
(b) Indicate the Order of Preference of the subjects applied including the subject for in this application:	1 2
(c) What are the other U.G. Courses for which the college has applied for the year 2009-2010	Sections Medium Intake
i. New Courses with Combinations	
ii. New Combinations (in the existing courses)	
iii. Addl. Sections proposed In the existing U.G. Courses / Combinations	

8. **Building Accommodation**

<p>Note: Applicant College shall fill up the Tables 8(c), 8(d), 9 a, 9b, 10a, 10b, 11, 12 (a) and 12 (b) with correct information which has to tally with the information given in building plans. Failure to provide information shall result in summary rejection of the application since it will not be possible to assess whether the college has the required accommodation.</p>	
<p>a. Total number of buildings available for the College for running the existing courses & Proposed Course (s)</p>	<p>:</p>
<p>b. Whether the plan of each building is arranged in serial order. (The details required under item VII of the guide lines shall be clearly shown on each one of them)</p>	<p>:</p>
<p>Note: Building plans submitted without the information required under item VII of the guide lines shall be treated as incomplete proposals and are liable to be rejected.</p>	
<p>c. Details of Building Accommodation:</p>	<p>:</p>

Sl. No	Sl. No. of the plan / Building No:	i) Address/ Location ii) Distance from the main Building (In case of more than one building)	No. of Rooms	No. of Halls	Total carpet area	Own / Leased	Purpose or purposes for which the building is used
MAIN BUILDINGS							
OTHER BUILDINGS							

d. Total Plinth Area of all the buildings put together in sq.ft.			
Sl.No. of the Building	Plinth area (sq. sft)	Whether Own or Leased	Whether registered ownership document / registered lease deed enclosed
1.			
2.			
3			
4.			
Total plinth area of all the buildings			

9 a. Utilisation pattern of Building Accommodation : UG Courses (see Annexure-III) of guidelines

Sl. No.	No. of Sections with Combinations and Medium			No. of Class rooms required (As shown in annexure-III of the guide lines	Room Numbers as shown in the building plan allotted for class work together with carpet area in sft		No. of Laboratories required (As shown in the annexure – III of the guide lines	Room Numbers in which the Laboratories are situated as shown in the building plan together with their carpet area (In sft)	
	Group / Combinations	Med	No. of Sections		Buildings Plan No	Room No carpet area		Buildings Plan No	Room No. and its carpet area
B.Sc.									
1.									
2									
3									
4									
5									
6									
7									
8.									
B.Com.									
9									
10									
11									
12									
B.A.									
13									
14									
15									
16									

Any other Courses										
17										
18										
19										
20										
21										
22										
23										
Total carpet area covered by class rooms & labs for UG Courses										

Note: In case the above allotted space is insufficient a separate sheet may be enclosed giving the details as required.

9. b. Building Accommodation (Contd.) Common Facilities for existing UG Courses:

Sl.No	Description	Room Number as indicated in the building plan	Building plan number in which it is located	Dimension of the rooms in feet	Carpet area in sft.
1.	Principal's Room				
2	Office Room				
3.	Staff Room				
4.	Library				
5.	Reading Room				
6.	Games Room				
7.	Girl's Room				
8.	Any other				
9	Total carpet area covered by common facilities				

Note: As per the norms prescribed in the guide lines the minimum carpet area required for Library & Reading room is 600 sq.ft. and for others it is a minimum if 1400 sq.ft. total of 2000 sq.ft.,

10. a. Utilization pattern of Building Accommodation for Existing P.G. Courses/ PG Diploma Courses(see Annexure-III & IV) of guidelines.

Sl. No.	P.G. Course / P.G. Diploma Course	No of Class rooms required (As shown in the annexure -III & IV of the Guide lines	Serial No. of class rooms earmarked for the course and building plan in which they are located		Carpet area of the class rooms earmarked for the course in sft.	No. of Laboratories required (As shown in the annexure-III & IV of the guide lines) Subject wise	Serial Nos. of the rooms earmarked for labs & the building plan No. in which they are shown		Carpet area of the Labs earmarked for the course (in sft.)
			Room No.s	Buildings Plan No.			Room No.s	Buildings Plan No	
1									
2									
3									
4									
5									
6									
7									
8									
9.	Total Carpet area covered by : For Class Rooms _____ sq. ft Class rooms & labs of existing : For Laboratories _____ sq. ft PG Courses : Total _____ sq. ft								

10.b. Common facilities for existing PG Courses / PG Diploma Course:

Sl. No	Description	Room number as indicated in the Building plan	Building plan Number in which it is located	Dimensions of the room in feet	Carpet area in sft
1.	Seminar Hall				
2	Library				
3.	Any other				
4					
5					
6					
Total carpet area for Common facilities					

11. Total Building accommodation provided for the existing UG & PG Courses including P.G. Diploma Courses:

Course	For class rooms (in sq.ft.)	For Labs (in sq.ft.)	For Common facilities (in sq.ft.)	Total (in Sq.ft.)
1. UG Course				
2. PG Course				
3. PG Diploma Course				
Total carpet area				

12. Building Accommodation (for the proposed PG Course)

a. Building Plan number in which the rooms are allocated for the proposed PG Course

Sl. No.	PG Courses proposed for 2008-2009	No. of class rooms required (as shown in the annexure-III & IV of the guide lines)	Rooms nos earmarked for class work in the building plan		Carpet area of the class room in sft	No. of labs required (as shown in the annexure-III of the guide lines) Subject wise	Room No.s earmarked for lab work in the Building plan		Carpet area of the labs in sq. ft
			Room s No.	Dimens ion in sft			Room s No.	Dimensi on in feet	
1.			1.				1.		
			2.				2.		
2.			1.				1.		
			2.				2.		
3.			1.				1.		
			2.				2.		

b.

Other facilities	Room No. as indicated in the Building plan	Dimension of the room in feet	Carpet area in sq.ft.
Seminar Hall			
Library			

Note: For each PG Course additional accommodation should be provided as given hereunder

- i. Two lecturer halls each of 600 sq.ft.
- ii. Two laboratories each of 1200 sq.ft. (for science course only)
- iii. Library in 1200 sq.ft.
- iv. Seminar Hall (in 1000 sq.ft.)
- v. Chemistry / Bio-Chemistry/Micro-Biology require additional accommodation as per item VII of the Rules(Box Item)

c. Total built-up area earmarked for the proposed PG Course (in sq.ft.) :

- i. For class rooms :
- ii. For laboratories :
- iii. For library :
- iv. For seminar hall :
- v. Any other purpose : _____
- Total carpet area : _____

d. Whether the building earmarked for the proposed PG Course is own or leased : OWN/LEASED IN

e. Whether a copy of the registered ownership document/registered lease deed is enclosed : Registered ownership document is Enclosed/Not enclosed
Registered lease deed is enclosed/Not enclosed

f. If the building is owned by the Educational Society furnish the following details

- i. Vendor's Name
- ii. Vendee' Name
- iii. Month & year of the Registration :

:
:
:
:

g. If the buildings are constructed by the management in the land owned by the college, whether permission from the municipality/ panchayat for construction of the said buildings for the college is enclosed

Yes / No
(tick the correct alternative)

h. If the building is taken on lease, furnish the following details

- i. Lessor's Name :
- ii. Lessee's name as per the lease deed :
- iii. Month & year of registration of the lease deed.
- iv. Lease period : Years
From To
- v. Purpose of lease as mentioned in the lease deed. :

13. LAND

a. Extent of Own land provided to the college together with survey number and location
Area :
Survey No. :
Location :

b.
i) Whether land is on the name of the Society /college (copies of the registered documents are to be enclosed) : Yes / No
ii) Date of Registration :

c. Whether sketch plan of the land giving dimensions and details of survey/patta no.s, name of the place, District enclosed : Yes / No

d. Whether the details mentioned above against 'c' are certified by the concerned MRO : Yes / No

e. Whether schedule of property mentioned in the registered Ownership / lease deed is reflected in the plan in toto. : Yes / No

f. Extent of Land provided :
i) UG Courses
ii) P.G. Course like MCA/MBA

g. Distance between the main college building and the land :

h. Additional information if any :

14. Play Ground Facilities:

- a. Whether the college is having required :
land in their own premises in order to
make available for
Gymnasium/Recreation and games
facilities by providing separate built up
area and equipment

- b. Whether the college management is :
providing alternatively similar facilities
within a distance of 5 kms from the
existing college campus by having
necessary tie-ups with municipal
playground / other educational
institutions / any other, whether relevant
documentary evidences are submitted
from the competent / concerned authority

(Designation of the competent authority &
Place)

- c. Whether transportation facilities are :
arranged for the students to take them to
playgrounds / Gymnasium / Recreation

15. Parking Area:

- a. whether the college is having the required :
parking area to an extent of 20% of total
built-up area within the college premises

- b. if the parking facility is provided as per :
the norms within a distance of 100 mts :
from the college campus, whether
documentary evidence with that effect is
submitted from concerned authority

(Designation of the competent authority &
Place)

16. Fire Safety Measures:

- a. Whether the college has obtained fire :
safety certificates from the fire service
department (nearest fire station) by
competent authority

(Designation of Competent authority and :
place)

17. (i) Corpus Fund(for the proposed PG Course)

- a. Whether an amount of Rs. 5.00 lakhs in the form of FDR for a period of 10 years in the Joint A/C of Secretary/ Correspondent of the college and the Regional Joint Director of Collegiate Education deposited towards corpus fund for the PG Course now applied for? If yes, enclose true copy of the FDR and furnish details. The FDR shall contain the details of the purpose for which it is taken. However if the proposed PG Course is in lieu of existing P.G. course offered in the colleges, furnish the particulars of FDR of Rs.5.00 lakhs taken for existing P.G. course.
- i. FDR No & Date
- ii. Period :
From to
.....
- iii Name of the Nationalised / Scheduled Bank & Address
- b. Whether the application for depositing the corpus fund in the Joint A/C was signed both by the Secretary/ Correspondent of the College and the Regional Joint Director of Collegiate Education concerned(enclose a copy) : Yes / No

Note: *The Society / College has to obtain a letter as per the proforma given in annexure- II of the guidelines from the Manager of the Nationalized / Scheduled Bank which has issued the FDR and enclose a copy of it to the application.*

17. (ii) Corpus Fund for UG College (See annexure I of the guidelines)

	1 st installment	2 nd installment	3 rd installment
a. Whether corpus fund is created in the form of FDR or Bank Guarantee			
b. Date of FDR / BG			
c. Amount			
d. Period for which FDR /BG is taken			
e. Name of the issuing Bank			
f. Balance of corpus fund, if any, to be paid			

17. (iii) Corpus Fund deposited for existing PG courses / PG diploma course(see annexure in of the guide lines)

Post Graduate Degree Courses	Whether corpus fund is shown in FDR/BG	No. of Installments deposited	Total amount (for all the installments put together)	Does the total amount fall short of the prescribed corpus fund. If so, give details	Remarks
1. 2. 3. 4.					
PG Dip. Courses 1. 2. 3. 4.					

18. Other Financial Resources :

Give details of financial position of your institution

- a. Fixed Deposits (other than corpus fund deposits)
- b. Other assets

19. English Language Lab & Website :

- a. Whether the college is having an English language lab and
- b. Whether college has established a website and kept all the necessary information in the website. (Give web site address)

20. Justify the purpose and necessity for starting the proposed PG Course (Enclose a detailed note) :

21. Enclosures

Ensure that the following documents are enclosed (page numbers may be given serially to the enclosures and indicate the concerned page number against each of the following documents

If not enclosed reasons there of shall be clearly mentioned

i. **Registration of the application form:**

- a. Crossed D.D. for Rs. 25,000/- towards registration processing and inspection fee : Yes / No
If Yes, Page No.
- b. Constitution and Bye-laws of the Educational Society along with a copy of the certificate of Registration under Societies Act : Yes / No
If Yes, Page No.

ii. **LAND**

- c. A sketch plan of the land drawn by a licensed surveyor and certified by the concerned MRO together with registration document as evidence in support of ownership of the land. : Yes / No
If Yes, Page No.

iii. **ACCOMMODATION**

- d. A copy of the Registered document showing ownership / 5 year lease of the Degree College buildings : Yes / No
If Yes, Page No.
- e. Plans(s) of the building(s) presently under use for the existing UG / PG courses showing location of each room duly numbered, its Dimensions and the purpose for which it is used. The plan(s) should be drawn to scale by a licensed architect and certified by the Principal of near by Govt Degree College. : Yes / No
If Yes, Page No.
- f. A copy of registered lease deed for a period of five years / Registered ownership documents of the building to be utilised for the proposed Post Graduate Course : Yes / No
If Yes, Page No.
- g. A plan of the above Building drawn to scale by licensed architect (earmarked for the Post Graduate Course to be started) showing the location of each room duly numbered, its dimensions and the use it is proposed to be put to and duly certified by the Principal of a nearby Government Degree College : Yes / No
If Yes, Page No.
- h. Copy(ies) of the orders permitting the construction of College building(s) own / rented by the corporation / Municipality / Gram Panchayat along with the certified plan. : Yes / No
If Yes, Page No.

iv. **Corpus Fund:**

- i. A copy of the fixed deposit receipt for Rs. 5.00 lakhs towards corpus fund of the proposed PG Course for a period of ten years : Yes / No
If Yes, Page No.
- j. Xerox copy of the application signed both by the Secretary / Correspondent of the College and the Concerned RJD of Collegiate Education for opening joint a/c towards Corpus Fund. : Yes / No
If Yes, Page No
- k. A letter from the Manager of the Nationalized/ Scheduled Bank regarding the Corpus Fund deposit as per the proforma provided (Annexure-II) : Yes / No
If Yes, Page No.
- l. Copies of the FD receipts / BG taken towards Corpus Fund for starting :
1. _____ Page No.
2. _____ Page No.
a) UG College: : 3. _____ Page No.
4. _____ Page No.
b) PG Courses : 5. _____ Page No.
c) PG Diploma Courses : 6. _____ Page No.
(refer 15(ii) (iii))

v. **Play Ground facilities:**

- m. Copy of documentary evidence from the concerned/competent authority to avail the facility of utilizing a Play Ground / Gymnasium / Recreation : Yes / No
If Yes, Page No.

vi. **Parking area:**

- n. Copy of documentary evidence from the concerned / competent authority with regard to provision of parking area as per the norms : Yes / No
If Yes, Page No.

vii. **Fire Safety Measures:**

- o. Copy of certificates from the competent authority for making necessary arrangements for fire safety measures in the existing institutions : Yes / No
If Yes, Page No.

viii. **Other Items:**

- p. A copy of the permission letter to start Degree College from the competent authority (Government/ APSCHE /Concerned University)

