



Appl. No. \_\_\_\_\_

University  
Area \_\_\_\_\_

Proposed  
Course \_\_\_\_\_

## ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

APPLICATION FOR STARTING  
NEW POST GRADUATE (UN-AIDED) COURSES  
2012-2013

Name & Address of the College

---

Opp: Mahavir Hospital, Masab Tank, Hyderabad - 500 028

☎: 040-23300437, Fax: 040-23311470

website: [www.apsche.org](http://www.apsche.org) email: [apsche@ap.nic.in](mailto:apsche@ap.nic.in)

## CHECK LIST

**Enclose** clear and visible copies of **the documents** to the Application Form in proof of the information furnished in Application Form as per the details and **in the same order as given in the check list below:**

**(Write Page No. at the right top corner of each copy of the document enclosed to the application).**

Sl. No.	Particulars of Enclosures	Page No.
1.	Demand Draft for Rs.25,000/- towards Registration, Processing & Inspection fee. (Enclose Original DD to the first copy of the filled in application and copy of the DD to other set of application).	
2.	Permission Proceedings for starting the UG College & subsequent UG Courses along with latest affiliation orders for the existing UG Courses	
3.	Permission Proceedings for starting the PG Courses along with latest affiliation orders for the existing PG Courses	
4.	Certificate of Registration of sponsoring Society along with constitution and by-laws.	
5.	Registered ownership document in respect of land.	
6.	Sketch plan of the land drawn by licensed surveyor and certified by the concerned MRO.	
7.	Registered Ownership / Lease Deed of the college building.	
8.	(a). Building plan drawn to scale and drawn by a licensed architect and certified by the Principal of a nearby Government Degree College. (b). Building plan along with permission letter approved by the authorities of Municipality / Corporation / Gram Panchayat for construction of the college building.	
9.	FDRs taken towards Corpus Fund / Financial Resources for the proposed Course(s)	
10.	Photographs of the college building certified by the Principal of a nearby Government Degree College.	
11.	Sanitary Certificate in respect of the college building	
12.	Fire Safety Certificate from Fire Services Department (nearest Fire Station).	
13.	Documentary evidence for Parking Area & Play Ground facilities	
14.	Rural Area certificate in respect of the area where the college is located, issued by the MRO / Tahasildar.	

## APPLICATION FORM

*(To be submitted in Two sets along with Enclosures)*

### **IMPORTANT NOTE:**

- Please go through the Rules Booklet thoroughly before filling up the Application Form
- Do not leave any column unfilled. Write 'Not Applicable' wherever necessary.
- If space provided against any item is insufficient, please attach a separate sheet with all details and indicate reference of such enclosure against relevant item.

<b>I. DETAILS OF FEE REMITTED</b>				
<b>Fee Details</b>	<b>Amount</b>	<b>DD. No.</b>	<b>Date</b>	<b>Name of the Issuing Bank</b>
Towards Application Fee				
Towards Regn./ Processing / Inspection Fee				

<b>II. INFORMATION ABOUT THE COLLEGE</b>			
1.	Name of the College	:	
2.	Year of Establishment	:	
3.	Address Dr. No: Village / Street Mandal District	:	
4.	Telephone Nos (With STD Code)	:	
5.	Area of the College	:	Urban / Rural / Tribal
6.	Status of the College	:	Co-Education / Women's
7.	Status of Autonomy	:	UG Courses / PG Courses / Both / Nil
8.	Status of NAAC Accreditation & Year of Accreditation	:	

<b>III. INFORMATION ABOUT THE MANAGING SOCIETY</b>			
1.	Name of the Society	:	
2.	Address of the Society	:	
3.	Telephone Nos (With STD Code)	:	
4.	Registration No. & year of Registration of the Society	:	
5.	Brief history of Society alongwith Constitution / Bye-Laws <b>(Enclose Copy of Bye-Laws)</b>	:	
6	Name of the Secretary of the Society	:	
7	The details of the Educational Institutions, if any, managed by the Society with the years of establishment Eg: Degree, PG & Professional Colleges, etc.		

#### **IV. DETAILS OF THE PROPOSED PG COURSE(S)**

1	Name of the Course	:	
2	Whether the proposed PG Course is in lieu of any existing PG Course	:	
3	If yes, whether No Objection Certificate from the concerned University is obtained to surrender such PG Course	:	
4	Whether the proposed PG Course is offered at UG level	:	
5	If yes, year of starting the concerned UG Course	:	



**VI. DETAILS OF LAB EQUIPMENT PROVIDED & PROPOSED TO PROVIDE FOR EACH SCIENCE SUBJECT AT UG & PG LEVEL**

(Note : Non - Recurring items whose cost exceeds Rs. 5,000/- only to be furnished.)

Sl. No.	Course	Name of the Equipment	Make	Cost	Sl. No. / Page No. of Stock Register in which entered
<b>UG Courses</b>					
<b>PG COURSES (Existing)</b>					
<b>PG COURSES (Proposed)</b>					



### IX. DETAILS OF OWN LAND

Sl. No.	Particulars	For UG College / Courses		For other PG Courses / Professional Courses MBA/ MCA / Engg. Etc.	
		As mentioned in Regd. Document	As mentioned in Sketch plan	As mentioned in Regd. Document	As mentioned in Sketch plan
1.	Extent of the land in Acres				
2.	Village / Mandal				
3.	District				
4.	Survey No.				
5.	Registered in the Name of (Society / Individual)				
6.	Distance of land from the proposed college building (in Kms.)				

### X. DETAILS OF BUILDING ACCOMMODATION

1.	Status of the proposed college building (✓ whichever is applicable)	:	Owned / Leased
2.	Registered in the name of	:	
3.	Details of the Building as per the Regd. Ownership Deed and Building Plan		
			<b>Regd. Ownership Deed</b>
	Survey No.	:	
	Door No.	:	
	Village / Locality	:	
	Mandal	:	
	District	:	
	Type of Roof	:	
	Total Carpet Area	:	
4.	Building Plan drawn to scale by Licensed Architect and permission for construction of the Building is approved by the authorities of (✓ whichever is applicable)	:	Municipal Corporation / Municipality / Gram Panchayat
5.	Working Plan is attested by	:	
6.	Whether there are any institutions existing in the same premises in which the proposed PG Course is to be located?	:	Yes / No
7.	If yes, whether a no objection certificate from the competent authority to shift the existing institution to some other place is enclosed?	:	Yes / No
8.	Whether the building is ready in all respects for starting the proposed PG Courses	:	Yes / No
9.	Photographs of the Building are attested by	:	

**XI. DETAILS OF BUILDING ACCOMMODATION PROVIDED FOR THE EXISTING & PROPOSED COURSES**

Sl. No	Building No. (Distance from the main building)	Address	Own / Leased	Regd. In the name of	Courses	No. of Class Rooms	Carpet Area (in Sft.)	No. of Labs / Specialized Labs	Carpet Area (in Sft.)	Common Facilities	Carpet Area (in Sft.)
1	2	3	4	5	6	7	8	9	10	11	12
					B.Sc.					Principal Room	200
					B.Com					Staff Room	300
										Office Room	300
					B.A.					Library	600
										Games Room	200
					PG Courses					Ladies Waiting Room	200
					Proposed						
										Toilets	200

Note : Room Nos and Total Carpet Area mentioned above shall be reflected in the approved Building plans.

**XII. DETAILS OF CORPUS FUND****FOR THE EXISTING UG COLLEGE / UG COURSE(S)**

Sl. No	Installment	Amount	Period (From-To)	FDR /Bank Guarantee No.	Date	Name, Code No. & Address of the issuing Bank	Date of maturity	Date of Renewal
1.	<b>FIRST</b>							
2.	<b>Second</b>							
3.	<b>Third</b>							

**FOR THE EXISTING PG COURSE(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.								

**FOR THE PROPOSED PG COURSE(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.								

**XIII. DETAILS OF FINANCIAL RESOURCES OF THE COLLEGE**

Sl. No	Amount	Period (From-To)	FDR No.	Date	Name, Code No. & Address of the issuing Bank
1.					
2.					
3.					

#### XIV. PLAY GROUND FACILITIES

1.	Extent of Playground facility Provided		
	➤ If Provided in Same Premises (in sft.)	:	
	➤ If Provided within 5kms distance from the college (in sft.)	:	
2.	Place where such facility is provided	:	
3.	Designation of the competent authority with whom alternative arrangements are made	:	
4.	Whether transportation facilities are provided to take the students to the playground	:	YES / NO

#### XV. PARKING AREA

1.	Extent of Parking area Provided (Minimum 20% of total built-up area)		
	➤ If Provided in Same Premises (in sft.)	:	
	➤ If Provided within 100mts. from the college (in sft.)	:	

#### XVI. FIRE SAFETY

1.	Name of the Fire Safety Certificate Issuing Authority	:	
2.	Designation	:	
3.	Address	:	

#### XVII. SANITARY CERTIFICATE

1.	Name of the Sanitary Certificate Issuing Authority	:	
2.	Designation	:	
3.	Address	:	

**DECLARATION - I**

I \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ Society / College hereby declare  
that the details given above are true and correct to the best of my knowledge and I will not  
advertise / canvas about the proposed degree college before obtaining permission from the  
APSCHE and affiliation from concerned University.

I also understand that in case the particulars furnished in the proposal are found  
incorrect at any stage, the permission given is liable to be withdrawn without giving any  
reasons thereof.

I also understand that I will not have any claim for grant-in-aid either now or in future  
from the Government.

**Signature of  
Secretary / Correspondent  
of the Society**

**INFORMATION REQUIRED FOR STARTING M.Sc BIOTECHNOLOGY COURSE  
IN PRIVATE DEGREE COLLEGES IN THE STATE DURING 2012-2013**

**INSTRUCTIONS:**

The Applicant for M.Sc Biotechnology Course is required to furnish information against all the columns in this form in duplicate in addition to the information required to be filled in the main application form for starting P.G. Courses during 2012-13.

1	Name & Address of the Degree College	
2	Whether the Degree College is having NAAC accreditation? (enclose attested Xerox copy of NAAC accreditation).	
3	Whether the Degree College is having permanent affiliation?(enclose attested copy of permanent affiliation order)	
4	If the college is not having permanent affiliation, whether it is having 15 years of continuous existence. (Enclose copies of the affiliation orders or a certificate from the University to that effect.)	
5	Whether the college is having its own building, land and other infrastructure.	
6	a) Whether the college is offering Biotechnology, or Biochemistry / Microbiology /Genetics/ Botany/ Zoology at the U.G. level for the last 5 yeas.	
	b) If yes, name the subject and combination in which it is taught together with year of starting	Subject:  Course & Combination:  Year of starting:

(c) Furnish the strength particulars in the above subject in the following table:

S.No.	Academic Year	Total Number of students in the above U.G. Course			
		Subject	I Year	II Year	III Year
1.	2007-2008				
2.	2008-2009				
3.	2009-2010				
4.	2010-2011				
5.	2011-2012				

( Enclose Xerox copy of the sanction order in which Biotechnology or its allied subject as mentioned above was originally sanctioned together with latest affiliation order)

7	<p>a) Whether the college is having any three of the following P.G. courses in Sciences for the last 3 years ?</p> <p>i) Chemistry ( any specialization)  ii. Biochemistry iii) Microbiology  iv) Botany v) Zoology vi) Genetics</p>	
---	--	--

b) If Yes, furnish the particulars of the Courses in the following table:

S.No.	P.G. Course & Subject	Year of Starting
1.		
2.		
3.		

(Enclose xerox copies of the orders in which the above courses were originally sanctioned together with latest affiliation orders)

8	<p>a) Whether the College has shown financial resources of Rs.35 lakhs in the form of FDR obtained from any Nationalised/Scheduled Bank for a period of 6 months in favour of the Secretary/ Correspondent of the College ?</p>	<p>FDR No.&amp; Date:</p> <p>Amount Rs. :</p> <p>Period of FDR :</p> <p>In whose favour FDR is taken :</p> <p>Name of the issuing Bank:</p>	
	<p>b) Whether the purpose i.e. "Towards Financial Resources to start M.Sc Biotechnology course" is mentioned on the FDR ?</p>		

9. Building accommodation shown for the proposed P.G. course: M.Sc Biotechnology

S.No.	Purpose	Rooms earmarked		
		Room Nos	Dimensions in sft	Carpet Area
1.	Lecture halls (1)			
	(2)			
2.	General Labs(1)			
	(2)			
3.	<b><u>Specialized labs(AC)</u></b>			
	i) Instrumentation lab			
	ii) Microbial lab			
	iii) Animal Cell Culture Lab			
	iv) Plant tissue culture lab			
	v) Molecular biology lab			
4.	Sterilization/Wash room			
5.	Animal house			
6.	Store Room			
7.	Dept. Library			
8.	Research Lab			
	<b>Total</b>			

10. Whether the College has a permanent Principal and prescribed teaching staff for all the courses offered in the college ?	
--	--

11. Certification by Registrar of the concerned University :

This is to certify that \_\_\_\_\_ has been adhering to the rules of the University in all matters including admissions, examinations appointment of teachers and providing infrastructure facilities, etc.

Signature of the Registrar  
Office Seal

12. ENCLOSURES:

Ensure that the following documents are enclosed (page numbers may be given serially to the enclosures and indicate the concerned page No. against each of the following documents)

ENCLOSURE	PAGE No.
i. Attested Xerox copy of NAAC accreditation	
ii. Attested Xerox copy of Permanent affiliation order.	
iii. Xerox copies of Affiliation orders for the last 15 years or a certificate from the University authorities to that affect	
iv. Xerox copy of the sanction order in which Biotechnology or its allied subject at UG level was originally sanctioned & its latest affiliation orders.	
v. Xerox copies of the orders in which the three P.G. courses in science subjects were originally sanctioned together with latest affiliation orders.	
vi. Xerox copy of FDR taken towards financial resources of Rs. 35.00 lakhs	

**DECLARATION**

I ..... of  
(Name & Designation)  
..... College/Management, do hereby declare that  
the particulars furnished above are true and correct to the best of my knowledge and belief.

I also understand that in case the particulars furnished are found to be incorrect at any stage, the permission given may be withdrawn without giving any reason thereof.

I also understand that I will not have any claim for grant-in-aid either now or in future, from the Government.

Date:  
Place:

SIGNATURE OF THE SECRETARY / CORRESPONDENT  
(WITH STAMP)

