

ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

Opp: Mahavir Hospital, Mahavir Marg, Masab Tank, Hyderabad – 500 028

GUIDELINES FOR STARTING NEW POST GRADUATE COURSES(UNAIDED) BY THE PRIVATE MANagements FOR THE ACADEMIC YEAR 2009-2010

I. APPLICATION FOR GRANT OF PERMISSION

1. Application forms with guidelines for starting new Post Graduate Courses (unaided) in Arts, Sciences, Social Sciences and Commerce during the academic year 2008-2009 in the existing Private aided/un-aided degree colleges may be obtained from the office of the Dean, College Development Council of the concerned University and also from the Secretary, A.P. State Council of Higher Education, Hyderabad by paying an amount of Rs. 1000/- (rupees one thousand only) in the form of **crossed demand draft in favour of the Secretary, A.P. State Council of Higher Education drawn on any Nationalized /Scheduled Bank payable at Hyderabad**. The name of the College should be mentioned on the reverse of the DD.
2. The Private Degree Colleges fulfilling the following criteria alone are eligible to register their applications:
 - a. The College must have been established during 2004-05 or earlier and functioning without any break.
 - b. The college must be offering the subject or its allied subject (as approved by the University concerned) at the Degree level since 2006-07.
 - c. They shall have adequate accommodation to run.
 - (i) The existing UG Courses as per norms.
 - (ii) The existing PG Degree / Diploma courses and the proposed PG Course as per the stipulated norms mentioned in the “GUIDE LINES” for starting PG Courses.
3. The subject applied for must be in the list of approved subjects being offered at the P.G. level by the University concerned in affiliated colleges under its jurisdiction.
4. **M.Sc Biotechnology course :**
The eligibility criteria and other guidelines for starting M.Sc Biotechnology course are provided in Annexure – V.
5. **M.Sc Chemistry course :**
In case of Universities which are offering M.Sc Chemistry course specialization - wise, the criteria for sanctioning the course are given at Annexure - VI.

Note: The private Engineering Colleges fulfilling the following criteria are eligible to register their applications for P.G. courses in Basic Sciences of Mathematics, Physics & Chemistry

- College must have been in existence for more than 10 years.
- a) At least 4 batches of candidates must have graduated from the institution.
- b) Separate Science Department of the relevant subject must be in existence for applying for PG courses.
- c) The College shall have adequate accommodation to run
 - i. The existing engineering courses as per the norms of AICTE &
 - ii. Proposed PG course as per the stipulated norms mentioned in the guide lines for starting P.G. Courses.
6. If the institution desires to start a new P.G. Course during 2009-10 in lieu of any existing P.G. Course in which there are no admissions during 2007-08 and 08-09, the institution has to obtain no objection certificate from the universities by surrendering the said courses besides fulfilling all the norms pertaining to the course applied for. While so, the corpus fund FDR of Rs.5.00 lakhs

deposited for surrendered course can be shown for the new PG course applied for duly superscribing on it the course for which it is now intended. The duration of the FDR has to be extended by the number of years that fall short to complete ten years.

7. Separate applications are to be submitted for each PG course with all required documents. However, not more than two P.G. Courses shall be sanctioned to an institution during the year 2009-2010.

II. **REGISTRATION**

The filled-in application in duplicate (complete in all respects) accompanied by the following documents shall reach the **Secretary, A.P. State Council of Higher Education** as per the schedule given at the end:

- a. A crossed demand draft for Rs. 25,000/- (Rupees twenty five thousand only) drawn in favour of the Secretary, A.P. State Council of Higher Education towards registration (inclusive of processing and inspection fee) drawn on any Nationalized / Schedule bank payable at Hyderabad on or before the last date of receipt of applications. The name of the College shall be mentioned on the reverse of the D.D. An amount of Rs. 12,500/- will be refunded in case of rejection of application at the time of prima facie scrutiny. However, no refund of fee will be made after the visit of Joint Inspection Committee.
- b. A copy of the constitution and bye-laws of the Educational Society along with a copy of the certificate of registration under the Societies Act.
- c. Copy (ies) of the registered document (s) showing registered ownership deed/lease deed for a period of **ten years** of the building(s) of the Degree College.
- d. Plan(s) of the building(s) drawn to scale by licensed architect and approved by the Municipality/ Competent Authority for its construction and attested by the Principal of a near by Government Degree College, now under use for the existing UG/PG Courses showing location of all the rooms duly numbering them. The details of the rooms may be furnished in the following Proforma and it may be attached to the plan.

Sl. No.	Building Number	Room No	Dimensions in feet	Carpet area insq. ft	Purpose for which it is put to use
			Total Area		

- e. If the college is showing accommodation separately for the proposed PG Course (in addition to the above) a copy of the registered ownership deed/Lease deed for a period of **ten years** should be submitted. The deed, executed shall reflect the area of the building also.

A plan of the above building drawn to scale by licensed architect and approved by the Municipality / Competent Authority for its construction and attested by the Principal of a near by Government Degree College (after verification) and also showing location of all the rooms duly numbering them. The details of the rooms may be furnished as per the proforma given above (II d)

- f. A copy of the fixed deposit receipt for an amount of rupees five lakhs (Rs. 5.00 lakhs) towards corpus fund deposited for ten years in any Nationalized / Scheduled bank in the joint account of the Secretary / Correspondent of the college and the concerned RJD of the collegiate education. The purpose for which the FDR is taken shall be reflected in the FDR
- g. A letter from the manager of the Nationalized / Scheduled Bank addressed to the Secretary, AP State Council of Higher Education, Hyderabad regarding the Corpus fund deposit as per the proforma provided (item V of the guide lines)
- h. A sketch plan of the land drawn by a licensed surveyor and attested by the concerned M.R.O. and a copy of the registered document as evidence in support of ownership of the land
- i. True copies of the FDRs taken towards corpus fund for starting the college/the existing courses etc.,

- j. A copy of the permission letter to start degree college from Government / APSCHE/concerned University.
- k. A copy of the permission / affiliation order for starting the subject at UG level for which the proposal to start PG Course is made.
- l. Evidence in support of the financial resources of the institution (other than the corpus fund deposits).
- m. A detailed note justifying the necessity and purpose for starting the proposed PG Course.

III. PROCESSING OF APPLICATIONS

1. The A.P. State Council of Higher Education will arrange to conduct a prima-facie scrutiny of all the registered applications. Applications, which do not satisfy the prescribed conditions are liable to be rejected by A.P.State Council of Higher Education.
2. The deficiencies pointed out by the Prima Facie scrutiny Committee will be communicated to the management of the applicant Colleges/Societies and an opportunity will be given to rectify the same and to represent their case before the counselling team on a specified date fixed for this purpose by the APSCHE.
3. An amount of Rs. 12,500/- will be refunded in case of rejection of application in prima-facie scrutiny.
4. No refund of fee will be made after the visit of Joint Inspection Committee.

IV. INSPECTION

Based on the recommendations of Prima-facie scrutiny Committee the A.P. State Council of Higher Education shall arrange to conduct Joint Inspection of the colleges concerned to examine the viability of their proposals.

The Joint Inspection Committee shall consist of

- a) A Nominee of the University concerned.
- b) A Nominee of the Commissioner of collegiate Education and
- c) A Nominee of A.P. State Council of Higher Education(convenor)

The Dean, College Development Council (CDC) of the concerned University will brief the JIC members about the norms and coordinate the Inspections by the JIC. The Dean, CDC will make the payment of T.A. & D.A. to the Members of the Joint Inspection Committees.

NOTE: The Educational Society shall produce evidence in support of the information furnished in the application to the joint Inspection committee at the time of Inspection. The secretary / Correspondent of the college is required to sign on each page of the JIC report along with the members of the committee.

V. CORPUS FUND

- (a) The Society shall deposit corpus fund in the form of FDR for Rs.5 lakhs for each P.G. Course for a minimum period of 10 years in the Joint account of the Secretary / Correspondent of the college and Government of A.P. represented by Regional Joint Director of Collegiate Education concerned in any of the branches of Scheduled / Nationalized Banks at the time of submitting the application. Under no circumstances the corpus fund deposited shall be permitted to be withdrawn and the Fixed Deposit shall continue to be renewed after the expiry of each term. However, the interest accrued thereon can be utilized for the development of the institution after obtaining permission from Director/Commissioner of collegiate Education, Government of Andhra Pradesh after three years from the starting of Post Graduate Course. The application for depositing the corpus fund in the Joint Account should be signed both by the Secretary/Correspondent of the College and the Regional Joint Director of Collegiate Education concerned. All transactions in respect of this account shall be operated jointly. The purpose for which the FDR is taken shall be reflected in the FDR. The FDR shall not be misused by way of mortgage etc.,

- (b). (i) Prior to the academic year 1987 –88 while issuing orders of permission to start under graduate (Degree) colleges, Govt. of AP stipulated that the management of the Colleges have to deposit certain specified amount in the banks. A copy of the relevant fixed deposit receipt along with the orders issued permitting the management to start the college shall be enclosed.
- (ii) Copies of the FDR receipts taken towards corpus fund paid by the management to start UG College / PG Course (s) shall be enclosed.
- (iii) Colleges Which have failed to pay the corpus fund either fully or partly shall be considered as defaulters. Such colleges should deposit corpus fund as per norms in the form of FDR only for the entire amount (One, Two or Three installments as the case may be) for the stipulated period. The FDR should be in the joint account of the concerned RJD of the collegiate education and the Secretary and correspondent of the College(see Annexure – II & IIA).
- (iv) For all the amounts paid towards corpus fund with effect from 2001 a letter in the proforma given shall be obtained from the manager of the Nationalized / Scheduled Bank which has issued FDR and the same will be enclosed(Annexure – I)
- (v) The purpose for which the FDR is taken shall be reflected in the FDR itself.

IMPORTANT: THE APPLICANT INSTITUTION WILL HAVE TO FULLFILL ALL REQUIREMENTS NECESSARY FOR THE ESTABLISHMENT OF NEW PRIVATE UNAIED DEGREE COLLEGES AS STIPULATED BY THE GOVERNMENT FROM TIME TO TIME WITH REGARD TO LAND, ACCOMMODATION, PLAYGROUNG FACILITY, PARKING AREA, FIRE SAFETY AND OTHER INFRASTRUCTURAL FACILITIES ETC.

VI. LAND

Each Educational Institution shall provide one acre of own land for a student strength upto 1000, 2 acres of own land for a student strength above 1000, in the five urban agglomerations i.e. Hyderabad, Warangal, Vijayawada, Visakhapatnam, Guntur and **twice** the above said area in other places in the State.

Registered documentary evidence in support of ownership of the land shall be provided. A sketch plan of the land certified by the Licensed Surveyor and attested by the concerned MRO shall be provided. The schedule of property mentioned in the plan shall be the same as that mentioned in the Registered deed.

VII. PLAY GROUND FACILITIES:

The Institutions which are not having 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 concerned management. The said alternative facility should be provided with in a distance of 5 kms of the college premises along with a bus facility for the transportation of students whenever required.

VIII. BUILDING ACCOMMODATION:

For starting the following Post Graduate Courses additional accommodation as mentioned below is required :-

M. Sc. Chemistry:

Sl.No	Description	Number of Halls	Carpet Area
01.	Class rooms	02	600 sft each
02.	Laboratories	04	600 sft each (3) 1200 sft (1)
03	Preparation Room	01	250 sft
04.	Balance Room	01	150 sft
05	Store Room	01	300 sft
06	Library	01	1200 sft
07	Seminar Hall	01	1000 sft

M. Sc. Biochemistry:

Sl.No	Description	Number of Halls	Carpet Area
01.	Class rooms	02	600 sft each
02.	Laboratories	02	1200 sft each
03	Instrumentation Room	01	400 sft
04.	Store Room	01	300 sft
05	Animal House (as per norms of ministry of social justice and empowerment)	01	400 sft
06	Library	01	1200 sft
07	Seminar Hall	01	1000 sft

M. Sc. Microbiology:

Sl.No	Description	Number of Halls	Carpet Area
01.	Class rooms	02	600 sft each
02.	Laboratories	02	1200 sft each
03	Instrumentation Room	01	400 sft
04.	Store Room	01	300 sft
05	Culture Room	01	400 sft
06	Animal House (as per norms of ministry of social justice and empowerment)	01	400 sft
07	Library	01	1200 sft
08	Seminar Hall	01	1000 sft

M. Sc. Biotechnology:

Sl.No	Description	Number of Halls	Carpet Area
01.	Class rooms	02	600 sft each
02.	General Labs	02	1200 sft each
03	Specialized Labs		
	i) Instrumentation lab	01	400 sft
	ii) Microbiology lab	01	400 sft
	iii) Animal cell culture lab	01	400 sft
	iv) Plant tissue culture	01	400 sft
	V) Molcular biology lab	01	400 sft
04.	Sterilization/Wash room	01	400 sft
05	Animal House (as per norms of ministry of social justice and empowerment)	01	400 sft
06	Store Room	01	300 sft
07	Research Lab	01	1200 sft
08	Library	01	1200 sft
09	Seminar Hall	01	1000 sft

All Other P.G. Courses:

Sl.No	Description	Number of Halls	Carpet Area
01.	Class rooms	02	600 sft each
02.	Laboratories	02	1200 sft each
03	Staff Room	01	400 sft
04.	Library	01	1200 sft
05	Seminar Hall	01	1000 sft

The building plan/plans shall invariably contain the following particulars.

- i. Survey Numbers & Locality
- ii. Ownership particulars
- iii. Plot area, Plinth area, open area & parking area
- iv. Scale
- v. The rooms in each floor with separate numbers should be clearly demarcated with dimensions
- vi. The purpose for which each room is under use / proposed to be used
- vii. Attestation by the licensed architect
- viii. Attestation by the Principal of a near by Government Degree College
- ix. Signature of the Secretary / Correspondent of the College.
- x. Utilization of the available accommodation in each building shall be attached to each plan as per the following proforma

Sl. No.	Building No	Plan No	Room No	Dimensions in ft.	Carpet Area Sq. Ft	Purpose for which it is put to use
				Total Area		

The Managements shall fill up the tables under items 9(iii) 9(iv) , 10 A,10 B, 11 A, 11 B, 12 ,13 A and 13 B of the application with correct information which has to tally with the information given in building plans. Failure to provide correct information shall result in summary rejection of the application since it will not be possible to assess whether the college has required accommodation (for details of accommodation to be provided for various Courses, see Annexure-III)

- xi. Copy(ies) of the order (s) issued by the Municipality/Corporation / Gram Panchayat as the case may be for constructing the College building(s) along with certified plan(s) shall be enclosed.

IX. PARKING AREA:

The colleges located in 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 areas has to be provided either in the college premises or with in a distance of 100 mtrs thereof

X. FIRE SAFETY MEASURES:

The applicant Educational institution shall require to apply for and obtain **FIRE SAFETY CERTIFICATE** from Fire Service Department.

XI. LANGUAGE LAB AND WEBSITE:

For starting new P.G. Courses, every college need to show an English language lab and must establish a Website and keep all the necessary information in the Website.

XII. ACADEMIC, LAB & OTHER FACILITIES:

It should be noted that information regarding the following will also be taken into consideration for sanctioning any new P.G. course:-

- a). Whether the college has prescribed lab facilities, equipment and library books for the existing UG & P.G. courses
- b). Whether the college has prescribed teaching staff duly selected by the University selection committee for the existing UG & P.G. courses
- c). Whether the college has been taking corrective measures in time to take care of the deficiencies pointed out by the University Inspection Committees from time to time
- d). Whether the overall academic performance of the college has been satisfactory

XIII GRANT OF PERMISSION BY ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION:

The report containing the observations and assessment of the Joint Inspection Committee shall be presented by the Dean, CDC of the concerned University for the Vice-Chancellor's perusal along with the information noted under guideline xii above. The Vice-Chancellor shall forward the Joint Inspection Committee's report with his / her own recommendation with reasons there of to A.P. State Council of Higher Education.

The A.P. State Council of Higher Education shall take into account the Joint Inspection Committee's report and the recommendations of the VC's concerned while arriving at a decision with regard to according permission.

The University concerned and the Society shall be given a copy of the proceedings issued in this regard.

If the particulars furnished by the Society are found to be false at any point of time, the Proceedings shall be cancelled.

XII) AFFILIATION:

The Educational Society is advised to approach the University to obtain affiliation for the Course(s). Before according temporary affiliation to the College, the University shall send an affiliation committee to inspect whether the college has provided facilities as per the norms laid down by the A.P. State Council of Higher Education and the University.

TIME SCHEDULE FOR SUBMITTING THE APPLICATIONS FOR STARTING POSTGRADUATE COURSES (UNAIDED) FOR THE ACADEMIC YEAR 2009-10.

COMMENCEMENT OF SALE OF APPLICATIONS : 05-01-2009
LAST DATE FOR RECEIPT OF APPLICATIONS : 04-02-2009

ANNEXURE – I

The Society / College has to enclose a letter in the following format from the manager of the Nationalized / Scheduled Bank which has issued the FDR (Letter head of the Bank is to be used)

To
The Secretary
APSCHE
HYDERABAD

Sir,

Sub:- Details of FDR issued to the Secretary / Correspondent _____ (Name of the College, Place) towards payment of Corpus Fund – Utilization of interest - Reg

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1. A fixed deposit receipt bearing the number _____ and Dt:_____ for Rs. 5.00 Lakhs (Rupees five Lakhs only) for a period of ten years in the joint account of the Secretary / Correspondent of _____ (College) and the Regional Joint Director of Collegiate Education , _____ (Place) has been issued by this bank against the remittance of the said amount accompanied by an 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 for starting the proposed PG Course in _____ by the college during 2008-2009 (subject) and this purpose is reflected in the FDR
3. The interest that will accrue after three years on the said FDR shall be paid to the Secretary / Correspondent of the above mentioned college after receiving the necessary orders from the Commissioner / Director of Collegiate education, Govt., of AP, Hyderabad
4. This FDR No _____Dt:_____ shall be operated jointly by the Secretary / Correspondent of the above mentioned society and the Regional Joint Director of the Collegiate Education _____

Place:
Date:

SIGNATURE
Name:
Designation:
(Seal of the Bank)

ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION : HYDERABAD

ANNEXURE – II

DETAILS OF CORPUS FUND (U.G.COLLEGES)

Sl. No.	Year of Starting	Details of Corpus Fund payable	Mode of payment	Corpus Fund to be shown as on today
1.	Prior to 1987-88	The amount as prescribed by the Government while starting the college. A true copy of the G.O. for starting the college may be enclosed.		
2.	1987-88 to 1989-90	1. 6 lakhs for boys/ Co-Education College 2. 5 lakhs for Women's College	In the year of establishment in one installment in the Jt. A/c of concerned RJD & Mgt.	Proof of continuing the deposit towards Corpus Fund.
3.	1990-91 to 1997-98	1. 7.5 lakhs for Boys/ Co-Education College 2. 5.00 lakhs for Women's college 3. 5 lakhs (for rural and tribal areas)	1/3 of the amount in the form of FDR or Bank Guarantee or both for 3 years in the Jt. A/C of concerned RJD and Management. The entire amount is to be paid in 3 annual installments renewable at the end of every 3 years	Colleges started during the period of 1990-91 to 1997-98 shall show the entire corpus fund (Rs. 7.5 lakhs / Rs. 5 lakhs) either in the form of Bank Guarantee or FDR or both as on today.
4.	1998-99 and onwards	1. 7.5 lakhs for Boys/ Co-Education College 2. 5.00 lakhs for Women's college 3. 5 lakhs (for rural and tribal areas)	1/3 of the amount in the form of FDR for 10 years in the Joint A/C of concerned RJD and Management. The entire amount is to be paid in three (3) equal annual installments in FDRs for 10 years	Colleges started during 1998-99 to 2001- 2002 shall have paid all the three installments of corpus fund for Rs. 7.5 lakhs/Rs. 5 lakhs in the form of FDR as the case may be.
5	2005-06 onwards	Rs. 5 lakhs (for rural and tribal areas)	Exempted from payment of corpus fund.	

Note:

- a. If any College which is required to pay the corpus fund but failed to pay it as per the norms mentioned above either fully or partly shall be considered as defaulter. Such Colleges are required to pay the entire corpus fund in the shape of FDR for ten years in the joint account of Secretary/Correspondent of the College/Society and the concerned RJD.
- b. The Management shall renew BG/FDR at the end of the expiry period for three years (old) or for ten years (new) as the case may be. Proof of having paid corpus fund through BG/FDR shall be shown to JIC at the time of Inspection.
- c. The management shall obtain and enclose a letter from the manager of the Nationalised / Scheduled Bank who has issued FDR towards corpus fund in the proforma as given in Annexure – II.

ANNEXURE – IIA

CORPUS FUND DEPOSIT FOR PG COURSES

The Colleges which have started PG Courses in the year 1996-97 or later are required to verify on the basis of the information given hereunder, whether the prescribed corpus fund amount was deposited as per the rules in force.

- a. Corpus fund : Rs. 5.00 lakhs for each course
- b. Mode of payment : 1996-97 : 3 equal instalments @ 1/3 of 5 lakhs every year in the form of FDR
- : 1997-98 : 3 equal instalments @ 1/3 of 5 lakhs every year in the form of FDR or Bank Guarantee
- : From 1998-99 onwards :
Rs. 5 lakhs in one instalment in the form of FDR for 10 years

CORPUS FUND DEPOSIT FOR PG DIPLOMA COURSES

The Colleges which have started PG Diploma Courses in the year 1997-98 or later are required to verify, on the basis of the information given hereunder, whether the prescribed corpus fund amount was deposited as per the rules in force.

- a. Corpus fund : Rs. 5.00 lakhs for each course
- b. Mode of payment : 1997-98 : 3 equal instalments @ 1/3 of 5 lakhs every year in the form of FDR or Bank Guarantee within a total period of 3 years from the date of starting the course.
- : 1998-99 : 3 equal instalments @ 1/3 of 5 lakhs every year in the form of FDR in Joint a/c (Bank Guarantee is not acceptable) within 3 years from the date of starting the course.

Defaulters:

- 1. If any College which is required to pay the Corpus Fund as per the norms mentioned above, but failed to remit either fully or partly shall be considered as a defaulter. Such college shall deposit the corpus fund of Rs. 5.00 lakhs in the form of FDR taken for Ten years in the case of PG Courses and Rs. 5.00 Lakhs in the form of FDR taken for three years in case of PG Diploma course. FDR shall be in the joint account of concerned Regional Joint Director of Collegiate Education and the Secretary / Correspondent of the College.**
- 2. The college should enclose a letter from the manager of the nationalized / scheduled bank in the prescribed proforma addressed to the Secretary, APSCHE in the proforma given under rule V of the Rules for starting PG Courses.**

ANNEXURE – III

ACCOMMODATION REQUIRED FOR UNDER GRADUATE / BCA / PG COURSES

Sl. No.	Type of the College	Course / Combination	No. of Sections	No. of Class rooms to be provided and carpet area	No. of Laboratories to be provided and carpet area
1.	UG Colleges running UG Courses	B.Sc.	01	2 rooms each having a carpet area of 600 sq.ft.	One lab <u>for each Science subject</u> having a carpet area of 600 sq.ft.
			02	3 rooms each having a carpet area of 600 sq.ft.	One lab <u>for each science subject for each section</u> having a carpet area of 600 sq.ft.
		B.Com. (General)/ B.A.	01	2 rooms each having a carpet area of 600 sq.ft.	-
			02	3 rooms each having a carpet area of 600 sq.ft.	-
		B.Com. (Comp.)/ B.A.(Comp.)	01	2 rooms each having a carpet area of 600 sq.ft.	One lab having a carpet area of 600 sq.ft.
			02	3 rooms each having a carpet area of 600 sq.ft.	Two labs each having a carpet area of 600 sq.ft.
		BCA	01	3 rooms each having a carpet area of 600 sq.ft.	One lab having a carpet area of 1000 sq.ft.
	Common facilities to be provided in UG Colleges	1. Principals Room 2. Staff Room 3. Office Room 4. Library and Reading Room 5. Games Room 6. Ladies waiting Room 7. Toilet with full facilities		200 sq.ft. 300 sq.ft. 300 sq.ft. 600 sq.ft. 200 sq.ft. 200 sq.ft. 200sq.ft.	A minimum carpet area of 2000 sq.ft.

Note:

- a. The management of private UG Colleges shall provide college building(s) having a minimum plinth area of 8000 sq.ft. However, in respect of
 - i. Colleges situated in under served areas
 - ii. Women's Colleges
 - iii. College in Rural and Tribal areas

The management shall provide a building having plinth area of 6000 sq.ft. in the first year and acquire building(s) (own/rented) providing with an additional plinth area of 2000 sq.ft. by the completion of 3 year period from the starting of the College.

- b. Accommodation is to be calculated separately for B.Sc., B.Com., B.A. and BCA.
- c. In case the College has more than two sections in B.Sc. / B.Com. / B.A. the management has to show accommodation calculated as under

Sl. No.	No. of Sections	Accommodation required (Reference above table)
1.	03	Accommodation shown for two sections + accommodation shown for one section
2.	04	Twice the accommodation required for two sections
3.	05	Twice the accommodation required for two sections + accommodation required for one section

- d. The BCA Course if started in a Degree College is located in a separate premises, the management shall show a minimum carpet area of 1800 sq.ft. for common facilities excluding Principal's room.

2.	FOR PG COURSE				
	Colleges offering PG Courses	M.Sc.	01	2 rooms each having a carpet area of 600 sq.ft.	Two labs each having a carpet area of 1200 sq.ft.
		M.A./ M.Com.	01	2 rooms each having a carpet area of 600 sq.ft.	-
		PG Diplomas	01	2 rooms each having a carpet area of 600 sq.ft.	One lab having a carpet area of 1200 sq.ft.(Where ever it is necessary)
	b. Additional facilities		Library and Reading Room Seminar		One hall of carpet area 1200 sq.ft. One hall of carpet area of 1000 sq.ft.
3.	Colleges offering MBA / MCA Course		Colleges which are running MBA and MCA Courses shall have to provide accommodation for the following i. Three Class Rooms ii. Two Laboratories iii. One library and Reading Room and other common facilities		As per the AICTE norms
4.	Societies offering only P.G. Diploma Courses		i. Classroom & lab accommodation ii. Common facilities including library		2 rooms (600 sq.ft) & One lab (1200 sq,.ft) if needed 2000 sq.ft (Refer 1 (b) for U.G. Colleges)
Note: In case the management is running the PG (other than MBA/MCA) Courses separately in a different premises, management has to provide the following facilities in addition to the above:-					
5.	Common facilities		1. Principals Room 2. Staff Room 3. Office Room 4. Games Room 5. Ladies waiting Room 6. Toilet with full facilities	200 Sft 300 Sft 300 Sft 200 Sft 200 Sft 200 Sft	A minimum carpet area of 1400 sq.ft.

Annexure - IV

GUIDELINES FOR STARTING M.SC BIOTECHNOLOGY COURSE IN PRIVATE AFFILIATED DEGREE COLLEGES IN THE STATE DURING 2009-10.

I ELIGIBILITY CRITERIA

- 1 The College must have NAAC accreditation.
- 2 The College must have permanent affiliation or 15 years of continuous existence
- 3 The College must have its own buildings, land, play ground facilities, parking area, fire safety measures and other infrastructure.
- 4 The College must have been offering Biotechnology or Biochemistry/ Microbiology/Genetics/Botany/Zoology at the U.G. level for the last 5 years.
- 5 The college must have the experience of running any one of the following P.G. courses in Sciences
- 6 i) Chemistry (any specialization) ii) Biochemistry iii) Microbiology iv) Botany v) Zoology vi) Genetics
- 7 The College must have a good track record. A letter from the Registrar of the concerned University stating that the college has been adhering to the rules of the University in all matters including admissions, examinations, appointment of teachers, providing infrastructure facilities, etc., - to be enclosed.
- 8 The College must have a permanent Principal and prescribed teaching staff for all the courses
- 9 The college must have adequate accommodation to run all the existing U.G. & P.G. courses as per norms prescribed by APSICHE.

II BUILDING ACCOMMODATION REQUIRED

1) Lecture Hall	2 x 600 sft each	1200 sft	
2) General Labs	2 x 1200 sft each	2400 sft	
3) Specialized labs			
	i) One Instrumentation lab (AC)	400 sft	} 2000 sft
	ii) One Microbial lab (AC)	400 sft	
	iii) One Animal Cell Culture lab (AC)	400 sft	
	iv) Plant tissue culture lab (AC)	400 sft	
	v) Molecular Biology (AC) lab	400 sft	
4) Sterilization/Wash room		400 sft	
5) Animal House		400 sft	
	(As per norms of Ministry of Social Justice and empowerment)		
6) Store room		300 sft	
7) Dept. Library		600 sft	
8) Research Lab		1200 sft	
Total		8500 sft	

Note: Each of the labs should be provided with sufficient work benches, exhaust Fans, water, electricity, fire extinguishers and drainage facilities.

III FINANCIAL RESOURCES:

The managements of the colleges who intend to start M.Sc Biotechnology course have to show financial resource of Rs. 35.00 lakhs in the form of FDR obtained from any Nationalized Bank/ Scheduled Bank for a period of 6 months in favour of the Correspondent/ Secretary of the College. The FDR may be taken on any day from 10-03-2009 and the last date of submission of applications for starting M.Sc Biotechnology course.

- i. The purpose for which FDR is taken shall be written on the FDR by the bank as “towards Financial Resources to start M.Sc Biotechnology course”.
- ii. The original FDR shall be produced to the counseling committee and inspection committee.
- iii. The society is permitted to withdraw the financial resources after verification by inspection committee and after obtaining necessary orders of sanction of M.Sc Biotechnology course and this amount may be utilized for providing necessary infrastructure and lab equipment for the course.

IV. INSPECTION:

A Joint Inspection Committee involving senior people will consider the proposals and inspect the colleges intending to start M.Sc Biotechnology course.

Note: In addition to the above mentioned conditions, other guidelines for starting M.Sc (Biotechnology) course are the same as provided in the “Guidelines for Starting New Post Graduate Courses (UN-AIDED) by the Private Managements for the academic year 2009-10.

Annexure – V

For M.Sc (Chemistry)

Incase of Universities which are offering M.Sc (Chemistry) course specialization-wise, the following criteria will be followed while sanctioning.

1. At the first instance of granting M.Sc (Chemistry) to any college, only one specialization with a maximum intake of 24 will be sanctioned.
2. A college will be sanctioned additional specializations subject to a maximum student strength of 48 (excluding management quota seats and seats sanctioned under enhancement of intake of seats) in all specializations put together including the existing strength in any specialization of M.Sc (Chemistry).
3. Medicinal Chemistry specialization will not be sanctioned to any college which is already offering organic Chemistry specialization and vice – versa.

**GUIDE LINES FOR STARTING
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FOR THE ACADEMIC YEAR 2009-2010**

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