



Appl. No. _____

University
Area _____

Proposed
Course _____

ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

APPLICATION for STARTING
NEW UNAIDED UG COURSES / ADDITIONAL SECTIONS / WITHDRAWAL
OF COURSES / ETC. IN EXISTING AFFILIATED
PRIVATE (AIDED / UNAIDED) DEGREE COLLEGES
2012-2013

Name & Address of the College

Opp: Mahavir Hospital, Masab Tank, Hyderabad - 500 028
☎: 040-23300437, Fax: 040-23311470
website: www.apsche.org email: apsche2003@yahoo.com

CHECK LIST

Enclose clear copies of **the documents** to the Application Form in proof of all the information furnished in Application 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	
1.	DDs for Rs. 1500/- (One Thousand Five Hundred only) per proposal in favour of Secretary, APSCHE and DD in favour of Dean, College Development Council of the concerned University for an amount as prescribed by the concerned University.	
2.	Copy of the permission order issued by the Government / University / APSCHE for the establishment of the applicant Degree College.	
3.	Latest affiliation order for the existing courses from the University concerned	
4.	Orders of the University / APSCHE sanctioning the existing courses and courses withdrawn.	
5.	Copy of the Registered ownership deed in respect of land owned by the College.	
6.	Sketch plan of the Land certified by MRO.	
7.	Copy of the Registered ownership / Lease Deed pertaining to the building of the Degree College shall be enclosed.	
8.	Approved Building Plans, alongwith permission order from the authorities concerned 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.	
9.	Copies of FDRs / BGs as applicable towards Corpus Fund.	
10.	Copy of the FDR for Financial Resources	
11.	Documentary evidence for play ground /Gymnasium /Recreation /Games facilities	
12.	Documentary evidence for parking area facility	
13.	Sanitary Certificate	
14.	Rural / Tribal certificate from the MRO concerned	

APPLICATION FORM
(To be submitted in Two sets along with Enclosures)

IMPORTANT NOTE:

- *The Management of the college is advised to read thoroughly the Rules Booklet supplied along with the application before filling up the application form and to provide complete information against all columns / items*
- *Incomplete Application forms will not be considered.*

I. DETAILS OF REGISTRATION FEE REMITTED		
	In favour of Secretary, A.P. State Council of Higher Education, Hyderabad	In favour of Dean, College Development Council of the concerned University
Amount		
D.D.No.		
Date		
Name of the issuing Bank		

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

III. INFORMATION ABOUT THE MANAGING SOCIETY		
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 (Enclose Copy of Bye-Laws)	:
6.	Name of the Secretary of the Society	:

IV. INFORMATION REGARDING THE COURSES SANCTIONED & WITHDRAWN AND EXISTING COURSES (GIVE DETAILS FOR AIDED & UNAIDED COURSES)

Sl. No	Courses/ Combinations/Groups	Medium	No. of sections	Sanctio ned intake	Year of sanction with No. & Date of procee- dings	Year of withdrawal, if any, with No. & Date of procgis	Remarks (whethe r existing or not)
1.	B.A. a. b. c.						
2.	B.Sc. a. b. c.						
3.	B.Com. a. b. c.						
4.	B.B.A/B.B.M						
5.	BCA						
6.	P.G. Courses 1. 2.						

Note: In case the space allotted is not sufficient a separate sheet may be enclosed giving full details.

V. ENROLMENT OF STUDENTS IN THE EXISTING COURSES DURING THE ACADEMIC YEAR 2010-11										
Sl. No	Existing Courses with Combinations	Medium	No. of Sections	Sanctioned intake as per original proceedings	I year		II year		III year	
					Sanctioned intake	Students On rolls	Sanctioned intake	Students on rolls	Sanctioned intake	Students on rolls
1.	B.A. a. b. c.									
2.	B.Sc. a. b. c.									
3.	B.Com. a. b. c.									
4.	BBA/BBM									
5.	BCA									
6.	P.G. Courses 1. 2.									

Note: In case the space allotted is not sufficient a separate sheet may be enclosed giving full details

VI. DETAILS OF FACULTY MEMBERS					
Sl. No.	Name	Qualifications with subject	Class obtained with percentage of marks	Permanent/Temporary/Part - Time	Total Years of service

Note: In case the space allotted is not sufficient a separate sheet may be enclosed giving full details.

VII. DETAILS OF NEW PROPOSALS**A. PROPOSALS FOR NEW U.G. COURSES**

Sl. No.	New Courses with Combinations	Sections	Intake	Medium

Note: In case the space allotted is not sufficient a separate sheet may be enclosed giving full details.

B. PROPOSALS FOR NEW COMBINATIONS (GROUPS) IN THE EXISTING COURSES

Sl. No.	Existing Courses with Combinations	No of Sections	Intake	Medium	Proposed Courses/ Combinations	Intake	Medium
1.	B.Sc. a. b. c.						
2.	B.Com. a. b.						
3.	B.A. a. b. c.						
4.	Any Other: a. b.						

Note: In case the space is not sufficient, a separate sheet may be enclosed giving full details.

C. PROPOSAL FOR ADDITIONAL SECTIONS IN THE EXISTING U.G. COURSES/ COMBINATIONS (GROUPS)

Sl. No.	Existing Courses with Combinations	No. of Sections	Intake	Medium	Proposed Addl. Sections in the existing Combinations	Intake	Medium

Note: In case the space is not sufficient, a separate sheet may be enclosed giving full details.

D. PROPOSALS FOR CHANGE OF MEDIUM IN THE EXISTING COURSES / COMBINATIONS

Sl. No.	Existing Courses / Combinations	Sections	Intake	Existing Medium	Proposed change of Medium

Note: In case the space is not sufficient, a separate sheet may be enclosed giving full details.

E. PROPOSALS FOR CHANGE OF SUBJECT IN THE EXISTING COMBINATION / ADDITIONAL SECTION.

Sl. No.	Existing Combinations / Additional Sections	Sections	Intake	Existing Medium	Proposed for change of subject in the combination

Note: In case the space is not sufficient, a separate sheet may be enclosed giving full details.

F. DETAILS OF U.G. COURSES, COMBINATIONS (GROUPS), SECTIONS, MEDIUM PROPOSED TO BE WITHDRAWN WITH REASONS THEREOF DURING THE ACADEMIC YEAR 2012-2013.

Sl. No.	Name of the existing UG Courses / Combinations to be withdrawn	No. of Sections	Intake	Medium	Reasons for withdrawal

Note: In case the space is not sufficient, a separate sheet may be enclosed giving full details.

G. PREFERENCE OF PROPOSALS

Order of Preference	Type of proposal	Recorded in item No. VII(A) to VII(F)	Remarks
I.			
II.			
III.			
IV.			
V			

VIII. DETAILS OF OWN LAND			
Particulars		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 km.)		

IX. DETAILS OF BUILDING ACCOMMODATION				
1.	Status of the college building (√ whichever is applicable)	:	Own / Leased	
2.	Registered in the name of	:		
3.	Details of the Building as per the Regd. Ownership / Lease Deed and Building Plan			
			Own	Leased
	Survey No.	:		
	Door No.	:		
	Village / Locality	:		
	Mandal	:		
	District	:		
	Type of Roof	:		
	Total Carpet Area	:		
	Period of Lease Deed	:	Not Applicable	Not Applicable
4.	Building Plan drawn to scale by Licensed Architect and permission for construction of the Building approved by the authorities of (√ whichever is applicable)	:	Municipal Corporation / Municipality / Gram Panchayat	
5.	Working Plan is attested by	:		
6.	Photographs of the Building are attested by	:		

7.	Particulars of the Building Accommodation (Enclose separate sheet, if required giving full details)				
Sl. No.	Building Door No. / Floor	Room No.	Dimensions (in feet)	Carpet area (in sft.)	Purpose for which it is used
I					
II					
III					
IV					
V					
VI					
VII					
VIII					
IX					
X					
Grand Total					

Note: Room nos and total carpet area mentioned here shall be reflected in the approved building plan.

8.	In case new / separate buildings are shown for additional accommodation, whether copy of the building plan certified by the Principal of a near by Government Degree College is enclosed	:	Yes / No
9.	Whether accommodation provided for the proposed courses is earmarked separately in the plan	:	Yes / No
10.	Whether the accommodation is ready in all respects for starting the proposed UG Course?	:	Yes / No

X. DETAILS OF CORPUS FUND DEPOSITED

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

XI. DETAILS OF FINANCIAL RESOURCES

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

XII. PLAY GROUND FACILITIES

1.	Extent of Playground facility Provided (Documentary evidence to be produced)				
	➤ 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

XIII. PARKING AREA

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

XIV. SANITARY CERTIFICATE

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

XV. FIRE SAFETY CERTIFICATE			
1.	Name of the Fire Safety Certificate Issuing Authority	:	
2.	Designation	:	
3.	Address	:	

XVI. LAB EQUIPMENT		
	Whether the details of Lab equipment for the proposed English Language Laboratory & New Science Courses/Combinations/ Additional Sections are provided	YES / NO

XVII. STAFF		
	Whether the management is willing to provide teaching and supporting staff required to run the proposed new Courses / Combination / Additional Section as per University norms.	YES / NO

XVIII. OTHER INFORMATION, IF ANY		
	Any other relevant information that the management of the College would like to provide in support of the proposal (s).	

DECLARATION

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 the University concerned.

I also understand that in case the particulars furnished in the proposal are found incorrect at any stage, the permission given may 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