

**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
HYDERABAD**

**CITIZEN CHARTER**

**Objectives:**

The purpose of the charter is to provide better quality and quick service to the public.

**Services Provided**

<b>Sl.No.</b>	<b>Nature of Service</b>	<b>Time Limit</b>	<b>Contact Persons</b>
1.	1. Information on starting of New Unaided Degree Colleges, Processing of proposals for establishment of New Private Unaided Degree Colleges. 2. Verification of Category 'B' & Minority seats in B.Ed., colleges in A.P. 3. Information on Admissions relating to Management quota seats in B.Ed. Colleges	On the same day  As per schedule subject to fulfillment of prescribed norms.  -- do --	Mrs.B.Rajani Ph: 23300437 Extn.35
2.	1. Information on Starting of (i) New UG Courses , (Ii) New Combinations and (iii) Additional Sections in Private Colleges 2. Processing of proposals for sanction of UG Courses in Un-aided Degree College. 3. Verification of MCA admissions made under Cat-B & Minority quota.	Within two days  As per the schedule subject to fulfillment of prescribed norms  -- do --	Dr. P. Sathi Reddy <b>I/c</b> Ph: 23300437 Extn. 32
3.	1. Information on starting of new PG Courses in existing Private Degree Colleges 2. Processing of the proposals for starting of PG courses in private colleges 3. Pharmacy colleges in all University areas in the state of A.P. and verification of admissions made under Cat-B & Minority quota in Pharmacy colleges. 4. Law colleges – Related matters	On the same day after 5.00 PM  As per schedule subject to fulfillment of prescribed norms  -- do --  -- do --	Sri G.Ramdhan Ph: 23300437 Extn.31

4.	Shifting of Unaided degree colleges/ change of Management/ Change of name etc.,  MBA Colleges of all Universities in the state and verification of admissions made under Cat-B & Minority quota in MBA	As per schedule subject to fulfillment of prescribed norms  -- do --	Dr.P.Sathi Reddy Ph:23300437 Extn:33
5.	Financial Assistance to Colleges/Universities for conducting seminars/ Conferences on receipt of proposals  Matters pertaining to PG Professional colleges (i.e. M.Tech., M.Pharm., etc.,)  Preparation of Profile on Higher Education	As per schedule subject to fulfillment of prescribed norms  -- do --  ----	Smt.P.Syama Ph:23310395 Extn.47
6.	Engineering colleges pertaining to all Universities in A.P. Verification of admissions made under Category 'B' & Minority	As per schedule subject to fulfillment of prescribed norms	Sri.P.Venugopala Rao Ph:23300437 Extn:34
7.	Information on recognized institutions and issues relating to Universities. UGC related matters	Within one week	Sri T.V.S.K. Murthy I/c University Matters Ph: 23310395
8.	1. Information on eligibility criteria for appearing the following common entrance tests and other related matters 1.EAMCET, 2.ICET, 3.Ed.CET, 4.PECET, 5.LAWCET, 6.ECET (FDH)  2. Counseling & Guidance for admission into Professional courses through common entrance tests  3. Fee Reimbursement for students admitted in professional & non-professional colleges	Within two days  Within two days  As per schedule subject to fulfillment of prescribed norms	Sri S.P.V.Sarabhaiah Ph: 23310395
9.	Refresher/ Orientation courses for the UG/ PG teachers Assistance to NAC Accreditation and Admn. Training Programs.	----	Sri.K.Yada Reddy Ph:23300437
10.	Information on Institute of Service Management (ISM)	----	Prof. P. Jayaprakash Rao. I/c

**Redressal Mechanism:**

Courteous and helpful service will be extended by all the staff. In case the aforesaid schedule is not adhered, you are welcome to register your complaints to the following either in person or through E-mail.

1. Dr. M.D. Christopher, Secretary, APSICHE, Masab Tank, Hyderabad,  
Ph.No:23311875
2. Dr. N. Rajasekhar Reddy, Joint Director, APSICHE, Hyderabad Ph.No:23311469

### **Help Line**

We have also created a website [www.apsche.org](http://www.apsche.org) for academic information and for registering complaints through e-mail: [apsche2003@yahoo.co.in](mailto:apsche2003@yahoo.co.in) / [apsche@ap.nic.in](mailto:apsche@ap.nic.in). Our Telephone No. 23311594.

We are committed to constantly revise and improve the services being offered under the charter. Let us join hands in making this charter a success.

### **What we expect from you**

We welcome suggestions from our users / stake holders through consultation for improving the charter and to provide quality education.