



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
(A Statutory Body of the Government of A.P)
I & II Floors, NRI Block (C-Block), Sree Mahendra Enclave
Opp: State Bank of India, Adjacent to NH-16,
Tadepalli, Guntur – 522 501, Andhra Pradesh
Web: www.apsche.org. Email: acapsche@gmail.com



Guidelines for starting New Un-Aided UG Courses / Combinations / Additional Sections / Change of Medium / Change of Combination / Withdrawal/ Conversion of Courses etc., in existing affiliated Private (Aided / Unaided) Degree Colleges for the academic year 2019-20

According to the Rule 9 (2) (b) of G.O.Ms.No.29, HE Dept., Dt:05.02.1987 and judgement of the Hon'ble High Court in 2004, the private institution / college shall be accorded temporary recognition subject to fulfillment of such conditions as prescribed by the competent authority. The temporary recognition is renewable annually for period of five years relax able to ten years in deserving cases subject to fulfillment of the conditions. In compliance of judgement and Rules, the existing affiliated Private Un-Aided Degree Colleges which are functioning in temporary accommodation shall submit their application mandatorily for re-inspection.

- Online Applications are invited from the existing affiliated Private Aided / Un-Aided Degree Colleges for starting New (Un-Aided) UG Courses / Combinations/ Additional Sections / Change of Medium / Conversion of Courses / Withdrawal of Courses etc., during the academic year 2019-20.
- Applications for starting New (Un-Aided) UG Courses / Combinations/ Additional Sections / Change of Medium / Conversion of Courses / Withdrawal of Courses for the academic year 2019-20 will only be processed if the college has an active website showing all the details with regard to courses offered, admissions, scholarships, performance, staff particulars etc.

I. Application

Existing private unaided and aided degree colleges desirous of starting private unaided degree courses shall submit their application online by logging into www.apsche.org. The filled-in application form along with relevant documents should be submitted in spiral binding in two sets to the Secretary, A.P. State Council of Higher Education, I and II Floors, NRI Block (C-Block), Sree Mahendra Enclave, Tadepalli, Guntur – 522 501, Andhra Pradesh.

II. Registration

Existing Private Unaided and Aided Degree Colleges shall register their applications by remitting prescribed fee, as detailed hereunder, in favour of the Secretary, APSCHE through payment gateway mode towards registration, processing and inspection fee.

1. New unaided UG Courses/combination /
Conversion of course with lab : Rs.30,000
2. Change of Medium /
Conversion of course without lab : Rs. 10,000

III. Conditions to be fulfilled for starting new unaided UG Courses

1. General Conditions

- a. New Un-Aided UG Courses / Combinations which are in the approved list of the UG Courses / Combinations of the concerned University will only be considered.
- b. The Colleges shall apply for a maximum of **three** proposals (either New Un-aided UG Course(s) / Combination(s) / Medium/ Additional section(s)/conversion /withdrawal).
- c. A maximum of twelve (12) combinations in UG Courses (B.A., B.Com., and B.Sc.) put together will be permitted in any college from its inception.
 1. In respect of colleges with more than one medium of instruction in a course / combination, each medium will be treated separately
 2. In aided colleges, the above condition is applicable only to the unaided courses.
 3. Each of the subjects viz., Biotechnology, Biochemistry, and Microbiology course will not be permitted in more than two combinations in science course in any college.
 4. In any college, only two sections (including the existing one) will be allowed in each of the UG Combinations in each medium.
 5. The conditions mentioned against (1), (3) and (4) are not applicable to the colleges which have NAAC accreditation.

- d. In case of colleges offering more than twelve (12) combinations in UG Courses, the colleges will be permitted to have New Combinations only on surrendering the existing combinations.
- e. Colleges who have fulfilled the following are only eligible to apply for new UG courses, change of combinations, conversion of courses/medium etc.,
- (a) No dues from the University in respect of affiliation fee, examination fee and uploading data base of AISHE.
- (b) Latest affiliation order for academic year 2018-19.
- (c) Extension of Permission (EoP) order from APSCHE for 2018-19 or proof of submission of application for EoP.
- f. In respect of **colleges functioning in the leased accommodation and completed more than 10 years of existence**, the proposals of such colleges for sanction of UG Courses, change of combinations, conversion of courses, change of medium etc., **will not be considered** till they shift into own and permanent accommodation as per rule 9 (2) (b) of G.O.Ms.No. 29.
- g. Proposals of colleges in leased premises which have not applied for EoP for 2018-19 will not be considered.
- h. New UG Honours Course of 3 Yr. duration will permitted in the Economics, Political Science, Public Administration in BA and Physics, Chemistry, Botany, Zoology, Computer Science, Mathematics, Statistics in B.Sc., subject to the condition that the desirous colleges should offer the subject as one of the subjects in any combination at Degree level.
- Note: In case of Honors courses in Science, the Society shall provide two laboratories exclusively for each honors (main) subject from the second year onwards.*
- i. Autonomous Colleges desirous of starting Honors Programme need not submit application to APSCHE.

2. **Land**

The College should provide land as detailed hereunder:

Place	Area Required to be Provided	
	Upto student strength of 1000	For student strength above 1000
In 3 Urban Agglomerations of Vijayawada, Visakhapatnam & Guntur.	1.00 Acre	2.00 Acres
In other places in the State	2.00 Acres	4.00 Acres

The total extent of land mentioned above shall be provided at one place only in and around the proposed College. If it is located away from the proposed College, it should be nearer (within a radius of 30 k.m. and within the same Mandal) to the College so that it could be used for future development.

The College shall produce registered documentary evidence in support of ownership of the land. The property (Land) shall be in the name of the Educational Society sponsoring the Degree College.

A sketch plan of the land giving dimensions and details of survey no./patta no., name of the place, District, etc., as mentioned in the document and certified by concerned MRO shall be provided.

The society shall produce the original land document along with sketch plan to the Counseling committee / Joint Inspection Committee for verification.

3. **Building Accommodation**

a. **Minimum Requirements**

The Colleges intending to start new UG Courses etc. shall provide Building Accommodation (in addition to the existing accommodation) as per the following requirements:

Particulars of Accommodation		Minimum Area Required (In sft) (including common facilities)	Additional accommodation to be provided
Minimum required area	Urban Areas	8000	Accommodation in addition to 8000 sft / 6000 sft, as per the requirements of the existing and proposed courses / combinations, shall be provided.
	Rural Areas	6000	

Classrooms required	No. of Sections proposed	No. of Classrooms required
	1	2
	2	3
	3	5

Labs Required	1 lab for each subject in one/two combinations
---------------	--

Required Room Dimensions (in sq.ft.)	
Classroom	600
Labs	600

Common Facilities (in sq.ft.)		
Principal's Room	200	2000 sft
Staff Room	300	
Office Room	300	
Library	600	
Games Room	200	
Ladies Waiting Room	200	
Toilets	200	
For the Hotel Management Course (in sq.ft.)		
Theory Class Rooms (3 Class Rooms)	1800	5650 sft in addition to common facilities of 2000 sft. Total: 7650 sft
Basic Training Kitchen	400	
Quantity Kitchen	400	
Advanced Training Kitchen	400	
Bakery	150	
Food & Beverage Service	400	
House Keeping/Accommodation Operation	300	
Front Office	300	
Store Room	100	
Boys Lockers Room	100	
Girls Lockers Room	100	
Students Dining Hall (Desirable)	600	
Computer Laboratory	600	

b. Conditions to be fulfilled for BCA and B.Sc (Food Technology & Management) Courses :

- BCA and B.Sc. (Food Technology & Management) Courses are exclusive full-time courses of 3-years duration and cannot be clubbed with other courses / combinations

- The Management of a college which proposes to start BCA and/or B.Sc. Food (Technology & Management) Course (s) has to fulfill certain conditions, in addition to the conditions mentioned above, as per the following requirements:

Conditions	Course					
	BCA			B.Sc (FT & Mgt)		
1. Eligibility	<ul style="list-style-type: none"> All the affiliated Private (Aided / Un-Aided) Degree Colleges 			<ul style="list-style-type: none"> Existing affiliated Hotel Management Colleges Existing affiliated Pvt. Degree Colleges with Autonomous status or NAAC accreditation. 		
2. Building Accommodation	No.	Min. Area	Total	No.	Min. Area	Total
a) Class rooms	3	600	1800	3	600	1800
b) Computer Lab	1	600	600	1	600	600
c) English Language Lab	1	600	600	1	600	600
d) Labs				4	600	2400
	5		3000	9		5400
3. Teaching Staff	Computer Science		2	Food Tech.		2 in I Yr +2 in II Yr +1 in III Yr
Lecturers	English		1			1
	Mathematics		1			1
	Management		1	Indian Culture		1
4. Corpus Fund	As prescribed under 5 (D) of guidelines					
5. Financial Resources	10.00 Lakhs			9.00 Lakhs		

Note: Colleges which are running PG Programmes should have adequate permanent accommodation for running PG Courses as per norms of APSCH

c. Registered Ownership / Lease Document

- The document related to ownership / lease of the College building, should be registered in the name of the sponsoring Educational Society represented by its Secretary / Correspondent, for a period of 5 years
- The Document should contain, apart from other details, Survey No., Door No., Village / Town, boundaries of the building, floor-wise carpet area and total carpet area.
- Plans of the building duly approved by the authorities of Municipality / Corporation / Gram Panchayat along with permission orders for construction the building in which the college is located.

4. The building plans should reflect property details as mentioned in the registered documents indicating clear demarcation of the existing accommodation for classroom, principal room etc., location and dimensions of each room and total built-up area
5. Accommodation under construction or proposed to be constructed need not be shown in the plans.

4. **Corpus Fund**

- a. Details of Corpus Fund payable by the applicant colleges are indicated below:

Sl. No	Year of Establishment	Amount to be paid (Rs. in Lakhs)			
		Status	Urban	Rural	Tribal
1.	Prior to 1987-88	Boys / Co-Ed. Women's	The amount as prescribed by the Govt. while starting the college.		
2.	1987-88 to 89-90	Boys / Co-Ed. Women's	6.00 5.00	6.00 5.00	5.00
3.	1990-91 to 97-98	Boys / Co-Ed. Women's	7.50 5.00	7.50 5.00	
4.	1998-99 to 2004-05	Boys / Co-Ed. Women's	7.50 5.00	7.50 5.00	
5.	After 2005-06	Boys / Co-Ed. Women's	7.50 5.00	Exempted Exempted	

Note: Colleges established after 1993-94, in rural areas with Telugu Medium either for Girls or Boys or Co-Education are exempted from the payment of Corpus Fund.

- a. The Applicant College shall deposit all the installments of Corpus Fund, as it is required to have been paid at the time of applying for starting new UG Courses etc.
- b. The Corpus Fund should be deposited in the form of Fixed Deposit Receipt (FDR) in the joint account of Secretary / Correspondent of the Society / College and the concerned Regional Joint Director of Collegiate Education, in any Nationalized / Schedule Bank for a period of 10 years.
- c. The purpose for which the FDR is taken must be reflected in the FDR. The Management shall request the banker to write on FDR as "Towards Corpus Fund of _____ (Name of the College)
- d. Bank Guarantee / Banker's cheque / DD will not be accepted
- e. The Management is expected to approach the concerned Regional Joint Director (RJD) of Collegiate Education to obtain his / her

signature on the application form provided by the Bank for obtaining the FDR.

- f. The applicant College has to obtain a letter in the proforma (see ANNEXURE-I) from the Manager of the Bank who has issued FDR towards payment of corpus fund in the Joint Account and submit it to the Joint Inspection Committee along with a copy of the FDR.
- g. The Management cannot withdraw the Corpus Fund. However, the interest accrued over and above the prescribed corpus fund for the development of the institution at an interval of five to ten years can be utilised after obtaining permission from AP State Council of Higher Education and Regional Joint Director, Collegiate Education concerned. The FDR shall continue to be renewed after the expiry of each term. The FDR must not be misused.

5. Financial Resources

The management shall show the following minimum financial resources to start new courses / combinations / additional sections in Pvt. Affiliated Colleges:

Sl. No.	No. of proposals of Unaided new U.G. Courses / Combinations / Addl. Sections/Conversion/Change of Medium/Withdrawal (as approved by the concerned University)	Amount of Rs. In lakhs
01.	One	2.00
02.	Two	3.50
03.	Three	5.00

The financial resources should be shown in the form of fixed deposit receipt (FDR) for a period of six months drawn in favor of Secretary of the Society for the amount mentioned above according to the courses / groups / Additional Sections to be started. The FDR may be taken on any day from the date of notification to the last date of submission of application for starting the new Degree Courses etc. Bank guarantee will not be accepted.

6) Other facilities

a. Play Ground Facilities

The colleges which do not have 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 management concerned. The said alternative facility should be provided within a distance of 5 kms of the college premises along with a bus facility for the transportation of students whenever required.

b. Parking Area

The colleges located along 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 area should be provided either in the college premises or within a distance of 100 mtrs thereof

c. Fire Safety

The applicant Educational Institution is required to apply for and obtain *FIRE SAFETY CERTIFICATE* from Fire Services Department.

IV. Processing of Application

- a. 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.
- b. However, the Applicant College will be given an opportunity to rectify the deficiencies pointed out by the Prima-Facie Scrutiny Committee on the date specified for this purpose by APSCHE.
- c. The A.P. State Council of Higher Education shall place the deficiencies and schedule for counseling in website of APSCHE and no further communication will be made with the College in this regard.
- d. An amount of Rs.15,000/- (Rupees fifteen thousand only) will be refunded in case of prima-facie rejection or non-compliance of the deficiencies by the management within the prescribed time..
- e. No refund shall be made in case the Proposal is rejected after the visit of the Joint Inspection Committee.

V. Inspection

Based on the recommendations of prima-facie Scrutiny Committee / Counselling committee, the A.P. State Council of Higher Education shall arrange to conduct Joint Inspection of the College for proposed UG Courses.

The A.P. State Council of Higher Education shall place the information on the date of Joint Inspection to the Educational Society in website of APSCHE and no further communication will be made with the College in this regard. The

Dean, College Development Council of the Concerned University shall coordinate the Joint Inspection.

The Educational Society shall not pay T.A., D.A. and provide conveyance etc., to the members of the Committee and AP State Council of Higher Education will pay the same through the Dean, College Development Council of the University concerned from the fee paid by the Educational Society.

VI. Enclosures to the Application

1. Proof of payment of prescribed fee, if any, towards Registration, Processing & Inspection fee.
2. A copy of certificate of Registration of sponsoring Society under Societies Act along with constitution and bye-laws of the Educational Society.

Note: The duties of the Members of the Society and their powers may be mentioned along with the bye-laws

3. A copy of **Fixed Deposit receipt (FDR)** showing **Financial Resources (FR)** of the College for a period of six months in favour of Secretary/Correspondent of the College for the appropriate amount according to the UG Courses proposed to be started. The FDR may be taken on any day from the date of notification to the last date of submission of applications for starting New U.G. Courses.

Note

- a) The management shall show the following minimum financial resources to start new courses / combinations / additional sections in Pvt. Affiliated Colleges:

Sl. No.	No. of proposals of Unaided new U.G. Courses / Combinations / Addl. Sections/Conversions/Withdrawals (as approved by the concerned University)	Amount of Rs. in lakhs
1.	One	2.00
2.	Two	3.50
3.	Three	5.00

- b) The purpose for which the F.D.R. is taken shall be written on the FDR by the Bank as "Towards Financial Resources to start New Unaided UG Courses".
 - c) Original F.D.R. shall be produced to the Counseling committee / Joint Inspection Committee.
4. A copy of registered ownership document / lease deed for the college building on the prescribed carpet area for existing college and proposed courses.

5. a) Copy of the building plan drawn to scale and drawn by a licensed architect and certified by Principal of a Government Degree College after physical verification by him.

Note: The building plan shall contain the details of the property along with the dimensions of each room and the purpose for which it will be utilised. The total built up area of the college building shall be mentioned clearly.

- b) A copy of Permission letter from the Municipality / Corporation / Gram Panchayat authorities obtained to construct the college building(s) along with approved plans.
6. Photograph(s) of the College building certified by the Principal of nearby Government Degree College.
7. A copy of sanitary certificate in respect of the college building issued by the competent authority.
8. A copy of the registered ownership document in respect of land possessed by the management in the name of the Society for the private unaided degree college.
Note: The place, extent of the land under possession along with details of the property shall be mentioned in the document.
9. A copy of sketch plan of the land drawn by licensed surveyor and certified by the concerned MRO.
10. Copy of the permission order issued by the Government / University / APSCHE for the establishment of the applicant Degree College.
11. Latest affiliation order for the existing courses from the concerned University
12. Orders of the University / APSCHE sanctioning the existing courses and courses withdrawn.
13. Documentary evidence for play ground / parking area / fire safety facilities
14. Rural / Tribal certificate from the MRO concerned
15. Extension of Permission proceedings issued by APSCHE for 2018-19 or proof of submission of application for EoP.
16. No dues of affiliation fee, examination fee and uploading of data in AISHE portal from the University concerned

Note: Enclosures 1-16 shall be numbered and arranged in the same order.

VII. Schedule for starting of UG Courses in existing Degree College 2019-20

Issuance of Web Notification	:	23.02.2019
Filling online applications	:	25.02.2019
Last date for filling online applications	:	
(a) Without fine	:	15.03.2019
(b) With fine of Rs. 30,000	:	20.03.2019
Last date for submission of hard copy of online filled-in applications along with the documents to APSCHÉ.	:	20.03.2019
Processing of applications	:	27.03.2019 to 04.04.2019
Communication of deficiencies and schedule of counseling through www.apsche.org	:	10.04.2019
Counseling for verification of original documents as per application	:	23.04.2019 to 25.04.2019
Inspection schedule	:	29.04.2019 to 01.05.2019
Last date for receiving JIC reports from Dean, CDC concerned through special messenger.	:	06.05.2019
Processing of JIC Reports by the Committee in APSCHÉ	:	10.05.2019 to 15.05.2019
Issuance of permission orders	:	20.05.2019

Two sets of filled in applications through online complete in all respects accompanied by the documents and enclosures **should reach the Secretary, APSCHÉ on or before 20.03.2019.**

Dt. 23.02.2019

**SECRETARY
A.P. STATE COUNCIL OF HIGHER EDUCATION
GUNTUR**

ANNEXURE – I

**PROFORMA TO BE FILLED IN BY THE BANK MANAGER OF THE NATIONALIZED /
SCHEDULED BANK REGARDING PAYMENT OF CORPUS FUND BY THE
APPLICANT COLLEGE**

Place:
Dt:

To
The Secretary
APSCHE, Guntur

Sir,

Sub: Details of FDR issued to the Secretary and Correspondent of
_____ and Regional Joint Director,
Collegiate Education _____ towards payment of Corpus Fund –
Utilization of interest accrued- Reg
-o0o-

- 1) A fixed deposit receipt bearing the number _____ and Dt:_____ for
Rs._____/ -
(_____) (in Words) for
a period of ten years i.e. from _____ to _____ in the joint account of the
Secretary / Correspondent of _____
(Name of the Society, Place) and the Regional Joint Director of Collegiate
Education , _____ (Place) has been issued by this bank
against the remittance of the said amount and 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 payable by the
College and this purpose is reflected in the FDR.
- 3) The interest that will accrue after five years on the said Fixed Deposit shall be
paid to the Secretary / Correspondent of the Society mentioned above which has
started new private unaided degree college at _____
(Place) after receiving the necessary orders from the Commissioner / Director of
Collegiate education, Govt., of AP, Hyderabad
- 4) This FDR bearing No _____ Dated:_____ shall be operated jointly by
the Secretary / Correspondent of the society/college and the Regional Joint
Director of the Collegiate Education mentioned above.

SIGNATURE

Name:

Designation:

(Seal of the Bank)