



## 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](http://www.apsche.org) Email: [acapsche@gmail.com](mailto:acapsche@gmail.com)



### **Guidelines for starting New Un-Aided Post Graduate Programmes in existing Private Aided / Unaided Degree Colleges for the academic year 2020–21**

Online applications are invited from the existing affiliated Private Aided / Un-Aided Degree & PG Colleges for starting New Un-Aided Post Graduate Programmes during the academic year 2020-21 as per the details mentioned.

- PG programme(s) will be sanctioned to only such Degree Colleges which have own and permanent building in own land.
- As per AICTE guidelines (Para 4.0 of Chapter III) the AICTE approved institutions are not entitled to run the programmes other than specifically approved by the AICTE. Hence, such institutions are not eligible to apply for PG programme(s).

#### **I. Application**

Existing Private Unaided and Aided Degree Colleges desirous of starting Private Unaided Post Graduate programmes shall submit their application online by logging into [www.apsche.org](http://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 of Rs.40,000/-, in favour of the Secretary, APSCH through payment gateway mode towards registration, processing and inspection fee.

#### **III. Conditions to be fulfilled for starting new unaided PG Programmes**

##### **(1) Colleges who have fulfilled the following are only eligible to apply for new PG programmes.**

- (i) The college should have above 50% of admissions in all PG programmes put together for 2019-20. A certificate on the list of programmes, intake and number of students admitted in that year shall be obtained from the Director, Directorate of Admissions of the affiliating University.
- (ii) 75% of the students should have appeared for final year examination of 2018-19 in existing PG programmes, if any. A certificate on the number of candidates appeared for final year examination of 2018-19 in existing PG programmes shall be obtained from the Controller of the Examinations of the affiliating authority.
- (iii) All teaching staff shall be qualified with 55% in the concerned subject in PG, Ph.D or NET/SLET. The details of the teaching staff i.e. photo of the teacher, name, qualifications and Aadhar number shall be uploaded

in the website of the college. The screen shot of the teaching staff details from website along with documentary proof of the qualifications and other details including Aadhar proof shall be enclosed to the hard copy of the application to be submitted to the Council.

- (iv) Applications for starting New (Un-Aided) PG Programmes for the academic year 2020-21 will only be processed if the college has an active website showing all the details with regard to list of programmes offered and intake, number of students admitted in each programme, number of students appeared and passed in each programme, list of teaching staff with qualifications, year wise, programme wise, social background wise fee reimbursement details, available infrastructural facilities like number of class rooms with sq.ft, laboratory facilities, library facilities and other amenities etc. A screen shot of the active website maintained by the college shall be enclosed as proof.

(2) **General Conditions**

**Note: The Applicant Degree / PG College should have its own building in its own land before applying for any PG programme(s). Applications from the colleges which do not have own buildings in own land will not be accepted.**

- (a) The Applicant Institution will have to fulfil all requirements necessary for the Establishment of New Private Un-aided Degree College and for running the existing UG programmes as stipulated by the Government from time to time with regard to Land, Accommodation, Playground facility, Parking Area, Fire Safety and other Infrastructural facilities etc., before applying for starting New Un-aided PG programme (s)/ Diploma.
- (b) The college must have a minimum of 5 years of existence preceding the academic year during which the proposal for starting new PG programme is made and must be functioning without any break (i.e. the College must have been established during academic year 2015–16 or before) and running in own accommodation.
- (c) The proposed PG Programme / Allied Subject must be offered by the Degree College at UG level for at least 3 years preceding the academic year during which the proposal for starting New PG Programme is made. (i.e. the Programme must have been started during academic year 2017–18 or before).
- (d) The proposed PG Programme must be in the list of approved subjects being offered at PG level by the University concerned.
- (e) The college shall have adequate accommodation to run (a) the existing UG Programmes (b) the existing PG Programmes / Diploma Programmes and (c) the proposed PG Programme as per the existing norms stipulated by the Govt. / APSICHE / University.
- (f) **Separate Applications are to be submitted for each PG Programme with all required documents.**
- (g) Not more than two PG Programmes will be sanctioned in a particular academic year.

- (h) For starting a New PG Programme in lieu of any existing PG Programme, the applicant college has to produce, besides fulfilling other norms pertaining to the programme applied for, a No Objection Certificate for surrender of the said programme from the University concerned.

**For starting M.Sc. (Biotechnology)**

The college must have:

- (i) Permanent affiliation or 15 years of continuous existence
- (ii) NAAC Accreditation
- (iii) Own Buildings, Land, Play Ground facilities, Parking area, Fire Safety measures and other infrastructure.
- (iv) Biotechnology or Biochemistry / Microbiology / Genetics/Botany / Zoology at the U.G. level for the last 5 years.
- (v) The experience of running any one of the following P.G. Programmes in Sciences
  - (a) Bio-Chemistry
  - (b) Botany
  - (c) Chemistry (any specialization)
  - (d) Genetics
  - (e) Micro-Biology
  - (f) Zoology
- (vi) A permanent Principal and prescribed teaching staff for all the programmes
- (vii) Adequate accommodation to run all the existing U.G. & P.G. Programmes
- (viii) as per norms prescribed by APSCHE
- (ix) Building accommodation as specified under Para 6(b) (i).

**For starting M.Sc. (Chemistry)**

While sanctioning M.Sc (Chemistry) Programme the following specialization-wise criteria will be followed:

- (i) Only one specialization with a maximum intake of 30 will be sanctioned at the first instance of granting M.Sc (Chemistry).
- (ii) Additional specializations will be sanctioned subject to maximum student strength of 60 in all specializations put together (excluding management quota seats)
- (iii) Medicinal Chemistry specialization will not be sanctioned to any college which is already offering Organic Chemistry specialization and vice-versa.

b) **Land**

The College should provide **one acre of own land** for a student strength upto 1000, **2 acres of own land** for a student strength above 1000 in three urban agglomerations i.e. Vijayawada, Visakhapatnam, and Guntur and **twice the above said area in other places** in the state.

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 College. If it is located away from the 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 Counselling committee / Joint Inspection Committee for verification.**

c) **Building Accommodation**

i) Minimum Requirements for UG Programmes

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

English Language Lab (Mandatory)	600
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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	

(ii) Minimum requirement for PG Programmes

The college intending to start New PG Programme should provide building accommodation (in addition to the existing accommodation) earmarked for the proposed PG Programme, as per the following requirements

Sl. No.	Description	M.Sc								Other PG Programmes	
		Chemistry		Bio-Chemistry		Micro-biology		Bio-technology		No. of halls	Carpet Area (sft)
		No. of halls	Carpet Area (sft)	No. of halls	Carpet Area (sft)	No. of halls	Carpet Area (sft)	No. of halls	Carpet Area (sft)		
1	Class Rooms	02	600	02	600	02	600	02	600	02	600
2	Laboratories	04	600 (3) 1200(1)	02	1200	02	1200	-	-	02	1200
3	Library	01	1200	01	1200	01	1200	01	1200	01	1200
4	Seminar Hall	01	1000	01	1000	01	1000	01	1000	01	1000
5	Store Room	01	300	01	300	01	300	01	300	01	400
6	Staff Room	-	-	-	-	-	-	-	-	01	400
7	Preparation Room	01	250	-	-	-	-	-	-	-	-
8	Balance Room	01	150	-	-	-	-	-	-	-	-
9	Instrumentation Room	-	-	01	400	01	400	-	-	-	-
10	Culture Room	-	-	-	-	01	400	-	-	-	-
11	Sterilization / Wash Room	-	-	-	-	-	-	01	400	-	-
12	Animal House (as per norms of Ministry of Social Justice & Empowerment)	-	-	01	400	01	400	01	400	-	-
13	General Lab	-	-	-	-	-	-	02	1200	-	-
14	Research Lab	-	-	-	-	-	-	01	1200	-	-
15	Specialized Labs										
	Instrumentation Lab	-	-	-	-	-	-	01	400	-	-
	Microbial Lab	-	-	-	-	-	-	01	400	-	-
	Animal Cell Culture Lab	-	-	-	-	-	-	01	400	-	-
	Plant Tissue Culture Lab	-	-	-	-	-	-	01	400	-	-
	Molecular Biology Lab	-	-	-	-	-	-	01	400	-	-

- Sufficient work benches, Exhaust Fans, Fire Extinguishers, Water, Electricity and Drainage facilities should be provided in each lab.

iii) Registered Ownership Document

- a. The document related to ownership of a building, in respect of the college building in which the New PG Programme is proposed, shall be registered in the name of the sponsoring Educational Society represented by its Secretary / Correspondent.
- b. If the college provides accommodation separately for the proposed PG Programme, Registered Ownership Deed of the said building shall be submitted.
- c. 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.
- d. Plans of the building duly approved by the authorities of Municipality / Corporation / Grampanchayat along with permission orders for construction the building in which the college is located.
- e. 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
- f. Accommodation under construction or proposed to be constructed need not be shown in the plans.

d) Corpus Fund

- i) The Educational Institution should provide Corpus Fund of **Rs. 5.00 lakhs** for each of the proposed PG Programme, in addition to the Corpus Fund which the college is required to have paid in respect of starting of the college and existing PG Programmes.
- ii) 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.	The amount as prescribed by the Govt. while starting the college.		
		Women's			
2.	1987-88 to 89-90	Boys / Co-Ed.	6.00	6.00	5.00
		Women's	5.00	5.00	
3.	1990-91 to 97-98	Boys / Co-Ed.	7.50	7.50	
		Women's	5.00	5.00	
4.	1998-99 to 2004-05	Boys / Co-Ed.	7.50	7.50	
		Women's	5.00	5.00	
5.	After 2005-06	Boys / Co-Ed.	7.50	Exempted	
		Women's	5.00	Exempted	

Note:

1. 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.

- iii) The Corpus Fund shall be deposited in the form of Fixed Deposit Receipt (FDR), after the date of notification for the starting of new un-aided PG Programmes, 2020-21, in the joint account of Secretary / Correspondent of the sponsoring Educational Society and the Regional Joint Director of Collegiate Education concerned, in any Nationalized / Scheduled Bank for a period of 10 years.
- iv) The applicant College shall upload proof of FDRs of all the installments of Corpus Fund.
- v) 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)
- vi) Bank Guarantee / Banker’s cheque / DD will not be accepted
- vii) 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.
- viii) 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 and upload.
- ix) 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.

e) Financial Resources

The management shall show the following minimum financial resources to start PG Programmes in Pvt. Affiliated Colleges:

Sl. No.	Programmes	Amount in Rs. in lakhs
01.	Arts & Commerce (per each programme)	2.00
02.	Science Programmes (per each programme)	5.00
03.	For Biotechnology Programme	35.00

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 programmes 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 PG Programmes etc. Bank guarantee / Banker’s Cheque / DD will not be accepted.

The purpose for which the FDR is taken shall be written on the FDR by the Bank as **“Towards Financial Resources to start Programme”**.

f) **Other facilities**

- i) 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.

ii) 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

iii) 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 APSCHÉ.
- c) An amount of **Rs.20,000/-** (Rupees twenty thousand only) will be **refunded** in case of **prima-facie rejection or non-compliance of the deficiencies by the management within the prescribed time..**
- d) **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 proposed programmes.**

The A.P. State Council of Higher Education shall place the information on the date of Joint Inspection to the College in website of APSCHÉ and no further communication will be made with the College in this regard. The Dean, College Development Council of the Concerned University shall co-ordinate the Joint Inspection.

The Educational Society shall not pay T.A., D.A. & etc., to the members of the Committee and AP State Council of Higher Education will pay the same from the fee paid by the College.



## VI. Enclosures to the Application

1. Proof of payment for Rs. 40,000/- (Rupees forty thousand only) towards Registration, Processing & Inspection fee.

(Enclose Original proof to the **first copy** of the filled in application and photo copy of the proof to other set of application.)

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 PG Programmes 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 PG Programmes.

### Note

- a) The management shall show the following minimum financial resources to start PG Programmes in Pvt. Affiliated Colleges:

Sl. No.	Programmes	Amount in Rs. in lakhs
01.	Arts & Commerce (per each programme)	2.00
02.	Science Programme (per each programme)	5.00
03.	For Biotechnology Programme	35.00

- 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 PG Programmes".
  - 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 degree college and proposed PG Programmes
  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 proposed 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 programmes from the concerned University
12. Orders of the University / APSCHE sanctioning the existing programmes and programmes withdrawn.
13. Documentary evidence for play ground / parking area / fire safety facilities
14. Rural / Tribal certificate from the MRO concerned.
15. Extension of approval proceedings issued by APSCHE
16. No dues of affiliation and examination fee from the University concerned
17. A certificate on the list of programmes, intake and number of students admitted in that year shall be obtained from the Director, Directorate of Admissions of the affiliating University.
18. A certificate on the number of candidates appeared for examination in II year of existing PG programme shall be obtained from the Controller of the Examinations of the affiliating authority.
19. A screen shot of the active website maintained by the college.
20. The screen shot of the teaching staff details from website along with documentary proof of the qualifications and other details including Aadhar proof.

**Note:** Enclosures 1-20 above shall be numbered and arranged in the same order

**Schedule for starting of PG Programmes in existing Degree/  
Degree & PG College for 2020-21**

Issuance of Web Notification	:	12.02.2020
Filling online applications	:	14.02.2020
Last date for filling online applications	:	
(a) Without fine	:	10.03.2020
(b) With fine of Rs. 30,000	:	15.03.2020
Last date for submission of hard copy of online filled-in applications along with the documents to APSCHE.	:	15.03.2020
Processing of applications	:	20.03.2020 to 30.03.2020
Communication of deficiencies and schedule of counseling through www.apsche.org	:	31.03.2020
Counseling for verification of original documents as per application	:	16.04.2020 to 18.04.2020
Inspection schedule	:	27.04.2020 to 30.04.2020
Last date for receiving JIC reports from Dean, CDC	:	05.05.2020

concerned through special messenger.		
Processing of JIC Reports by the Committee in APSCHE	:	11.05.2020 to 15.05.2020
Issuance of permission orders	:	20.05.2020

Two sets of filled in applications through online complete in all respects accompanied by the documents and enclosures **should reach the Secretary, APSCHE on or before 15.03.2020**

Dt. 12.02.2020

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