



# STARTING OF NEW (UN-AIDED) POST GRADUATE COURSES

IN THE EXISTING AFFILIATED PRIVATE (AIDED & UN-AIDED) DEGREE COLLEGES  
FOR THE ACADEMIC YEAR 2010 - 2011

## **RULES BOOK**

### IMPORTANT DATES

Commencement of Downloading of Application Forms : 10.02.2010

Last Date for Submission of filled in Application Forms : 20.03.2010



**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

Opp: Mahvir Hospital, Masab Tank, Hyderabad - 500 028

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

**Opp: Mahavir Hospital, Masab Tank, Hyderabad - 500 028**

**Rules for Starting New Un-aided Post Graduate Courses / Diploma in the Existing Affiliated Private (Aided & Un-aided) Degree Colleges for the Academic Year 2010 - 11.**

- Applications are invited from the existing affiliated Private Aided / Un-Aided Degree, PG & Engineering Colleges for starting New Un-Aided Post Graduate Courses / Diploma during the academic year 2010 - 2011 as per the details mentioned in the notification.
- Applications for New PG Courses will be entertained only if the college is having an active website by providing all the relevant details in order to maintain transparency.

### **1. APPLICATION**

*Application form in two sets* along with Rules for starting New PG Courses / Diploma can be downloaded from the website [www.apsche.org](http://www.apsche.org). A DD for Rs.1000/- (Rupees One Thousand only) drawn on any branch of Nationalized / Scheduled / Regional Rural Bank in favour of the Secretary, APSCH, Hyderabad, towards cost of application form is to be enclosed to the application form.

### **2. GENERAL CONDITIONS**

- The Applicant Institution will have to fulfill all requirements necessary for the Establishment of New Private Un-aided Degree College and for running the existing UG Courses 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 Course(s)/ Diploma.
- Separate Applications are to be submitted for each PG Course with all required documents.
- Not more than Two PG Courses shall be sanctioned in a particular Academic Year
- For Starting a New PG Course in lieu of any existing PG Course, the applicant college has to produce, besides fulfilling other norms pertaining to the course applied for, a No Objection Certificate for surrender of the said course from the University concerned.

### **FOR PRIVATE (AIDED & UN-AIDED) DEGREE COLLEGES**

- (i) The college must have a minimum of 5 years of existence preceding the academic year during which the proposal for starting new PG Course is made and must be functioning without any break.  
(i.e. the College must have been established during Academic Year 2005 - 06 or before).
- (ii) The proposed PG Course / 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 Course is made.  
(i.e. the Course must have been started during Academic Year 2007 - 08 or before).
- (iii) The proposed PG Course must be in the list of approved subjects being offered at PG level by the University concerned.
- (iv) The college shall have adequate accommodation to run (a) the existing UG Courses (b) the existing PG Courses / Diploma Courses and (c) the proposed PG Course as per the existing norms stipulated by the Govt. / APSCH / University.

### **FOR PRIVATE ENGINEERING COLLEGES**

- (i) The college must have a minimum of 10 years of existence preceding the academic year during which the proposal for starting new PG Course is made and must be functioning without any break.  
(i.e. the College must have been established during Academic Year 2000 - 01 or before).
- (ii) At least 4 batches of candidates must have been graduated from the institution.
- (iii) Separate Science Department of the relevant subject must be in existence in the college.
- (iv) The college shall have adequate accommodation to run (a) the existing Engineering Courses as per AICTE norms and (b) the proposed PG Course as per the existing norms stipulated by the Government / APSCHE / University.

### **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. Courses 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 courses
- (vii) Adequate accommodation to run all the existing U.G. & P.G. Courses as per norms prescribed by APSCHE
- (viii) Building accommodation as specified under Para 6(b) (i).

### **FOR STARTING M.SC (CHEMISTRY)**

While sanctioning M.Sc (Chemistry) Course 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.

### 3. REGISTRATION

The Management of the College shall register their applications by remitting a sum of **Rs. 25,000/-** (Rupees Twenty Five Thousand only) for each proposal towards Registration, Processing and Inspection Fee in the form of a **Crossed DD** taken on / after the date of notification and on / before the last date of submission of application form drawn on any Nationalized /Scheduled / Regional Rural Bank **in favour of the SECRETARY, A.P. STATE COUNCIL OF HIGHER EDUCATION, payable at HYDERABAD.** The name and address of the Applicant College and the purpose for which the DD is taken has to be mentioned on the reverse of the DD.

### 4. LAST DATE FOR SUBMISSION

**Two sets** of filled in application complete in all respects accompanied by the required enclosures mentioned in **Para 6** of the Rules Booklet should reach the **SECRETARY, AP STATE COUNCIL OF HIGHER EDUCATION, OPP: MAHAVIR HOSPITAL, MASAB TANK, HYDERABAD-500 028** on or before the last date given in the notification, i.e., **20.03.2010.**

### 5. PROCESSING OF APPLICATION

#### A. **PRIMA-FACIE SCRUTINY**

Prima-facie scrutiny of all the registered applications will be conducted by the AP State Council of Higher Education. Applications which do not satisfy the prescribed conditions are liable to be rejected.

#### B. **COUNSELING**

The applicant Society 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 APSICHE.

An amount of **Rs.12,500/-** (Rupees Twelve Thousand Five Hundred Only) will be **refunded** in case of **prima-facie rejection.**

#### C. **INSPECTION**

(i) 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 PG Course / Diploma for physical verification of all the documents and to examine the suitability of the accommodation and viability of the proposal.

(ii) The Inspection Committee shall consist of  
a) A nominee of A.P. State Council of Higher Education (Convener);  
b) A nominee of the University concerned; and  
c) A nominee of the Commissioner of Collegiate Education

(iii) T.A. & D.A. to the members of the Committee will be paid by APSICHE.

(iv) The A.P. State Council of Higher Education will inform the date of Joint Inspection to the applicant college. The Dean, College Development Council of the concerned University shall coordinate the Joint Inspection.

(v) The Secretary / Correspondent of the applicant college is required to sign on each page of the JIC report along with the members of the Joint Inspection Committee.

(vi) If the proposal is rejected after the visit of the Joint Inspection Committee, **no refund** shall be made.

#### D. **RECOMMENDATIONS OF THE VICE-CHANCELLOR**

I. The report containing the observations and assessment of the Joint Inspection Committee shall be presented by the Dean, CDC of the concerned University to the Vice-Chancellor for his/her perusal.

- II. The Vice-Chancellor shall forward the Joint Inspection Committee's report with his / her own recommendations with reasons thereof to A.P. State Council of Higher Education.

**E. GRANTING OF PERMISSION BY APSCHE**

- (i) The AP State Council of Higher Education shall take into account the Joint Inspection Committee's Report and the Recommendations of the Vice-Chancellor concerned while arriving at a decision with regard to according permission to the proposed Course(s) / Diploma
- (ii) The University concerned, Commissioner / Director of Collegiate Education, Govt., of A.P., and the Society will be provided with copies of the proceedings issued in this regard to the approved proposals.

**Note:**

- AP State Council of Higher Education / University reserves the right to conduct surprise inspections at any time and also reserves the right to cancel permission/ affiliation of the college at any stage, if it is found that the documents produced by the Management are false, interpolated and improper and the Management is not able to run the college as per the norms of the Government and academic stipulations of the concerned University.

**F. AFFILIATION**

- (i) The Applicant Society shall approach the University concerned to obtain affiliation for the sanctioned Course(s) / Diploma in the same academic year during which the permission is granted, failing which the permission orders issued are deemed to be cancelled.
- (ii) Before according temporary affiliation to the Course(s)/Diploma the University shall send an Affiliation Committee to inspect whether the college has provided the required facilities as per the norms laid down by the APSCHE and the University concerned.

**6. OTHER CONDITIONS TO BE FULFILLED**

**A. LAND**

- i. The Educational Institutions desirous of starting New PG Course (s) shall provide own land, registered in the name of the sponsoring society as per the following requirements.

Place	Area Required to be Provided	
	Upto student strength of 1000	For student strength above 1000
In 5 Urban Agglomerations of Hyderabad, Warangal, Vijayawada, Visakhapatnam & Guntur.	1.00 Acre	2.00 Acres
In other places of the State	2.00 Acres	4.0 cres

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

**B. BUILDING ACCOMMODATION**

i) **Minimum Requirements**

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

Sl. No	Description	M.Sc								Other PG Courses	
		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
- The particulars of Building Accommodation that the college is required to provide for running UG Courses is furnished below for reference :



- c. If the college is showing accommodation separately for the proposed PG Course, Registered Ownership / Lease Deed of the said building for a period of 10 years shall be submitted.
- d. 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.

iii. **Building Plans**

The Management of the College shall submit the following building plans

- (a) **Approved Plan**  
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
- (b) **Working Plan**  
Building plan, drawn to scale by a licensed architect and certified by the Principal of a near by Govt. Degree College
- (c) 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, Parking area, the purpose for which each room is under use / proposed to be used, etc.
- (d) Accommodation under construction or proposed to be constructed need not be shown in the plans.

iv. **Statement of Building Accommodation**

Details of the rooms are to be furnished in the following proforma, duly signed by the Secretary of the Society, and it shall be enclosed to the building plan to be submitted along with the application:

Sl. No.	Building No.	Room No.	Dimensions (in feet)	Carpet area (in sft.)	Purpose for which it is used
<b>Grand Total</b>					

**C. CORPUS FUND**

- i) The Educational Institution shall provide Corpus Fund of **Rs. 5.00 lakhs** for each of the proposed PG Course / PG Diploma, in addition to the Corpus Fund which the college is required to have paid in respect of starting of the college and existing PG Courses.

The details of Corpus Fund payable by the Applicant college in respect of starting of the Degree College are furnished below for information :

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 Government while starting the college.		
2	1987-88 to 89-90	Boys / Co-Ed. Women's			
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.



## F. PARKING AREA

If the college building is located on the main road in Urban Areas, the College shall provide parking area to an extent of 20% of the total built up area either in the college premises or within a distance of 100 mtrs. thereof.

## G. FIRE SAFETY

The College is required to apply for and obtain Fire Safety Certificate in respect of the proposed college building from Fire Services Department.

## 7. LIST OF ENCLOSURES

Copies of the following list of documents are to be submitted in two sets along with the Application forms :

1. Demand Drafts for Rs.1,000/- (Rupees One Thousand only) towards Cost of Application and for Rs.25,000/- (Rupees Twenty Five Thousand only) towards Registration, Processing & Inspection fee.  
(Enclose Original DDs to the first copy of the filled in application and Xerox copy of the DDs to other set of application).
2. Permission Proceedings for starting the UG College & subsequent UG Courses along with latest affiliation orders for the existing UG Courses
3. Permission Proceedings for starting the PG Courses along with latest affiliation orders for the existing PG Courses.
4. Certificate of Registration of sponsoring Society along with constitution and bye-laws.
5. Registered ownership document in respect of land.
6. Sketch plan of the land drawn by licensed surveyor and certified by the concerned MRO / Tahasildar.
7. The Registered Ownership / Lease Deed of the proposed college building.
8. Building Plans
  - (a) Building plan drawn to scale and drawn by a licensed architect and certified by the Principal of a nearby Government Degree College.
  - (b) Building plan along with permission letter approved by the authorities of Municipality / Corporation / Gram Panchayat for construction of the college building.
9. FDR taken towards Corpus Fund / Financial Resources for the proposed Course(s).
10. Photographs of the proposed college building certified by the Principal of a nearby Government Degree College.
11. Sanitary Certificate in respect of the college building.
12. Fire Safety Certificate from Fire Services Department (nearest Fire Station).
13. Documentary evidence for Parking Area & Play Ground facilities.
14. Rural Area certificate in respect of the area where the proposed college is located, issued by the MRO / Tahasildar.

**Note:**

*Documentary evidence in original with regard to Land, Building, Accommodation, Corpus Fund, Financial Resources, Playground, Parking area, Fire Safety, etc., shall be produced by the Society before the Counseling Committee / Joint Inspection Committee / whenever asked for by the Govt. / APSCHE / Concerned University.*

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## ANNEXURE - I

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

To  
The Secretary  
APSCHE  
HYDERABAD

Sir,

Sub: Details of FDR issued in the joint account of the Secretary / Correspondent of  
\_\_\_\_\_ and Regional Joint Director, Collegiate  
(Name of the Society / College & Place)  
Education \_\_\_\_\_ towards payment of corpus fund - Utilization of interest  
(Place)  
accrued - Reg.

-o0o-

1. A fixed deposit receipt bearing no. \_\_\_\_\_ and dated \_\_\_\_\_ for Rs. 5.00lakhs (Rupees Five Lakhs only) for a period of ten years i.e. from \_\_\_\_\_ to \_\_\_\_\_ in the joint account of the Secretary / Correspondent of \_\_\_\_\_  
(Name of the Society / College & Place)  
and Regional Joint Director (RJD), Collegiate Education \_\_\_\_\_ has  
(Place)  
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 / College and RJD, Collegiate Education mentioned above.
2. This FDR is issued towards the payment of corpus fund (Rs.5.00lakhs) for starting the proposed \_\_\_\_\_ by \_\_\_\_\_  
(Name of the PG Course) (Name of the College, Place)  
during the academic year 2010-2011.
3. The interest that will accrue after three years on the said fixed deposit shall be paid to the Secretary / Correspondent of the Society / College mentioned above which has started new Unaided PG Course in \_\_\_\_\_ after receiving the  
(Name of the College, Place)  
necessary orders from the Commissioner / Director of Collegiate Education, Govt. of Andhra Pradesh, Hyderabad OR a suitable alternate Officer which may be decided by the Government.
4. This FDR bearing No. \_\_\_\_\_ dated \_\_\_\_\_ shall be operated jointly by the Secretary / Correspondent of the Society/College and RJD, Collegiate Education mentioned above.

Place : Signature : \_\_\_\_\_

Date : Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Seal of the Bank: \_\_\_\_\_

## ANNEXURE - II

### PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION, A.P.,HYD PRESENT D.S. MURTHY, I.A.S.

L.D. is No. 242/P.C.II-2/98

Date: 28.01.98

Sub: Private Un-aided Colleges - Establishment of New Private Un-aided Colleges (Degree) from the academic year 1998-99, Co-operation of Principals of all Govt. Colleges - Certain Instructions issued.

Read: 1. Lr.No.APSCHE/Sec/New Degree Colleges/DCE/98-1, Dt: 16.01.98  
2. Lr.No.128/UE-II/98-1, Dt: 21.01.98, Govt. of A.P., Hyderabad

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The principals of all Government Degree Colleges in the State are informed that, Government have approved guidelines for starting of New Private Un-aided Degree Colleges from the year 1998-99. Accordingly, the Private Managements have to submit the following, documents in partial fulfillment of stipulated conditions duly certifying the same by the Govt. Colleges Principals.

1. A sketch plan of the land showing schedule of the property
2. An Architect-drawn building plan showing details of schedule of property and room dimensions.

The Principals of all Government Degree Colleges in the state are therefore requested to physically verify and certify the above two documents whenever the private managements approach them.

A copy of the guidelines issued by the Government will be sent to them by the Secretary, APSCH, Hyderabad for the Guidance.

Sd/-  
D.S. Murthy  
Director of Collegiate Education

To  
All the Principals  
Government Degree Colleges  
in the State.

**ANNEXURE - III**

**PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION, A.P.,HYD  
PRESENT D.S. MURTHY, I.A.S.**

**L.D. is No. 808/P.C.II-2/98**

**Dt:18.03.98**

**Sub:** Colleges - New Private Un-aided Colleges - From the year 1998-99 Co-operation of Regional Joint Director's in creating the corpus fund in the form of FDR in the joint account of Secretary/Correspondent and RJD.

**Ref:** 1. Lr.No.APSCHE/Secy/NDC/98-2, Dt: 23.2.98  
2. Lr.No.128/UE-II/98-1, Dt: 21.02.98 of Secretary to Govt. Edn. Dept. Govt. of A.P., Hyderabad  
3. G.O.Ms.No.29 Edn (UE-II-1) Dept. 5-2-87 read with G.O.Ms.No. 1623 Edn (CE.I.2) Dept. Dt: 12.10.90.

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All the Regional Joint Directors of Higher Education in the State are informed that, Government have issued new guidelines for opening of new private Unaided Colleges in the state. According to which the management have to deposit one third of corpus fund of (7.50 lakhs for boys and co-education colleges and 5.00 lakhs for women colleges) at the time of opening of the colleges. The said corpus fund shall be deposited in cash (FDR) for a period of 10 years in the Joint Account of Secretary / Correspondent of the Society and Regional Joint Director of Higher Education concerned in any nationalized Bank.

Therefore, all the Regional Joint Directors of Higher Education are requested to cooperate with the managements who are likely to approach them for depositing the corpus fund into the joint account in any nationalized bank in connection with opening of new Unaided colleges.

**Sd/-  
D.S. Murthy  
Director of Collegiate Education**

**To  
All the Regional Joint Directors  
in the State.**