



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of A.P)

III, IV & V Floors, Neeladri Towers, Sri Ram Nagar,  
6<sup>th</sup> Battalion Road, Atmakur (V), Mangalagiri (M)

Guntur – 522 503, Andhra Pradesh

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



## Rules for Extension of Permission in respect of Private Unaided Degree Colleges functioning in temporary accommodation for 2021-22

Online Applications are invited from the existing affiliated Private Un-Aided Degree Colleges **functioning for more than 10 years in rented/leased accommodation** for according Extension of Permission for the academic year 2021-22 only in accordance with G.O Rt.No.118 HE (CE.A2) Dept Dt: 27.08.2021.

### I. **Registration**

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

Fee payable for granting EoP for 2021-22 is Rs.30,000/- in respect of all Colleges functioning in rented accommodation for more than 10 years

### II. **Conditions to be fulfilled for grant of Extension of Permission in respect of existing Private Unaided Degree Colleges**

- The Applicant institution shall furnish information on the available academic and infrastructural facilities which are applicable for the New Private Un-aided Degree College and for running the existing UG & PG Courses with regard to Land, Accommodation, Playground facility, Parking Area, Fire Safety and other Infrastructural facilities etc.,
  - The applicant institution shall enclose all documents with self-attestation of the management of the college on the information as mentioned under points III 1 to 14 in spiral binding along with print out of the filled-in online application form.
  - Applications for Extension of Permission 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

### A. Land

Place	Area Required	
	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 should be 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.

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.

The society shall **produce the original land document along with sketch plan to the Inspection Committee for verification.**

### Building Accommodation

i) Minimum Requirements for UG Courses

Particulars of Accommodation		Minimum Area Required (In sft) (including common facilities)	Additional accommodation
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
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Required Room Dimensions (in sq.ft.)	
Classroom	600
Labs	600
English Language Lab (Mandatory)	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	

(ii) Minimum requirement for PG Courses

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	-	-

### **C. Registered Lease Document**

- (a) The building document should be registered in the name of the sponsoring Educational Society represented by its Secretary / Correspondent for the Degree College.
- (b) If the college provides accommodation separately for the proposed PG Course, Registered lease Deed of the said building shall be submitted and also mentioned in the distance from the existing building.
- (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 / Gram Panchayat along with permission orders for construction the building in which the college is located should be submitted.
- (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

### **D. Corpus Fund**

Sl. No	Year of Establishment	Amount (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	
<p>Note:</p> <p>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.</p>					

- (i) The Educational Institution should provide information on Corpus Fund of **Rs. 5.00 lakhs** for each of the existing PG Course, in addition to the Corpus Fund which the college is required to have paid in respect of starting of the college. However, PG Courses proposed in rural areas are exempted from payment of Corpus Fund with effect from the academic year 2005-06.
- ii) The Educational Institution should provide information on Corpus Fund deposited in the form of Fixed Deposit Receipt (FDR) 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.
- iii) The applicant College shall produce proof of FDRs of all the installments of Corpus Fund.

### **E. Financial Position**

The management shall mention and show the financial position like in the form of FDRs, Loans, Current account in banks etc.,

### **F. Other facilities**

- i) **Play Ground Facilities**  
The colleges which do not have the required land in their own premises will have to provide information on the facilities available to its students i.e gymnasium / Recreation and games facility by providing separate built up space and equipments for this purpose.
- 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 shall furnish the fire safety certificate.

iv) **Lab Equipment**

The management shall provide information and document evidence on lab equipment for each subject offered.

v) **Library**

The management shall provide information on the library books for each subject offered

III. **Enclosures to the Application**

1. Proof of payment as applicable mentioned under Point (II) towards Processing & Extension of Permission fee.

(Enclose Original proof to the **first copy** of the filled in application and photocopies of the 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 **registered lease deed for the college building** on the prescribed carpet area for existing degree college and PG Courses

4. 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 builtup 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.

5. Photograph(s) of the proposed college building certified by the Principal of nearby Government Degree College.

6. A copy of sanitary certificate in respect of the college building issued by the competent authority.

7. 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.
8. A copy of sketch plan of the land drawn by licensed surveyor and certified by the concerned MRO.
  9. Copy of the permission order issued by the Government / University / APSCHE for the establishment of the applicant Degree College.
  10. Latest affiliation order for the existing courses from the concerned University
  11. Orders of the University / APSCHE sanctioning the existing courses and courses withdrawn.
  12. Documentary evidence for play ground / parking area / fire safety facilities
  13. Rural / Tribal certificate from the MRO concerned.
  14. Undertaking on Rs.100/-non-judicial stamp paper that the College would shift to own permanent accommodation before the commencement of the academic year 2021-22

**Secretary**  
A.P. State Council of Higher Education  
Guntur