Guidelines for Shifting of Private Unaided Degree Colleges / Change of Management / Change of Name of the College

I. Application for shifting of colleges / change of managements

Application forms in two sets along with Rules for shifting of existing Private Unaided Degree Colleges can be downloaded from the www.apsche.org. The application forms are to be submitted with relevant documents along with scanned documents in the form of two CDs.

II. Registration

Existing Private Unaided Degree Colleges which are functioning in leased accommodation and desired to shift the college / change of management can register their application by remitting an amount of Rs. 30,000/- (Rupees fifty thousand only) in the favour of the Secretary, APSCHE through NEFT / RTGS modes to Union Bank of India, ANU branch, Guntur, SB Account No. 150810100029163, IFS Code UBIN0815080, (Account Name: APSCHE-Colleges) towards processing and inspection fee and submit original proof along with the application. The name and address of the applicant society has to be mentioned on the reverse of the proof.

The Management of the Colleges who submit proposal for change of name need not pay processing and inspection fee.

III. Rules for shifting of the College / Change of Management

1) Shifting shall be allowed only within the Geographical Jurisdiction of the
Mandal where permission was given to establish the institution / College.
2) Shifting from one leased building to another leased building with in the same mandal can be permitted after completion of 3 years existence of the institution and it has to go for the construction of own building before the completion of 5 years of existence (Rule 6(11) of G.O.Ms.No.29). There shall be no time restriction for shifting of the college from leased building to own building with in the same mandal.

3) The managements shall construct own building within 5 years of existence.

4) Shifting of a College into leased building after the completion of 5 years shall not be permitted.

5) Shifting cannot be permitted into shopping complex or part of a shopping complex.

6) Change of management can be permitted only after the completion of 3 years and on the fulfillment of conditions laid down in G.Os

7) Change of Management will not be permitted if the Management proposes to shift the college from one mandal to another mandal

8) No management shall be allowed to submit all the proposals i.e., shifting of Colleges, change of management, Inter-conversion, change of name simultaneously. In such cases the institution should apply for the change of management first and after getting the approval for the change of management, the taken over society can apply other proposals

9) It is suggested for the de-recognition of institutions which fail to get affiliation with in one year of sanction, of it is functioning in rented building and 2 years of its functioning in own building.

10) Shifting of the College from own building to leased building shall not be allowed

11) Shifting of the college from one district to another district shall not be permitted.

12) Shifting of colleges shall not be allowed in the middle of the academic year. Such colleges will be allowed only before commencement of the academic year.

IV. Details of Processing Fee to be paid:

A. Existing Educational Society

<table>
<thead>
<tr>
<th>(a)</th>
<th>Change of the name of the College</th>
<th>Rs.10,000/-</th>
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</thead>
<tbody>
<tr>
<td>(b)</td>
<td>Shifting of the College</td>
<td></td>
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<tr>
<td></td>
<td>(i) Rented to Own</td>
<td>Rs.30,000/-</td>
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<td>(ii) Within Mandal/Beyond</td>
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<tr>
<td>(c)</td>
<td>Conversion of category of College</td>
<td>Rs.10,000/-</td>
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<tr>
<td></td>
<td>(i) Women to Co educational</td>
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<td></td>
<td>(ii) Co educational to Women</td>
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</table>
B. Handing over of society

| (a) | Change of name of Management/Society |
| (b) | Change of name of the College |
| (c) | Shifting from leased to leased/within Mandal/beyond/leased to own, Change of name of Management/Society and Change of name of the College |
|     | Rs.3000/- |

V. Processing of the Application

1) The A.P. State Council of Higher Education will arrange to conduct a scrutiny. Applications, which do not satisfy the prescribed conditions are liable to be rejected.

2) If the application is rejected after scrutiny, processing fee paid will be refunded as per norms.

3) No refund shall be made in case the Proposal is rejected after the visit of the Inspection Committee.

VI. Enclosures to the Application of Handing over Society:

1. Resolutions of both Societies
2. Basic information of Taken over Society
3. Whether Shifting is involved: Yes/No

If so, shift is From: ________ (Mandal) to ________ (Mandal)

VII Enclosures to the Application of Taken over Society:

1. Proof of payment of prescribed processing fee.

   (Enclose Original proof to the first copy of the filled in application and Xerox 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 registered ownership document / lease deed for the college building on the prescribed carpet area for proposed college building.

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 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.

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

6. A copy of sanitary certificate in respect of the proposed 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 in the same mandal.

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 area certificate from the MRO concerned

14. Resolutions of the Society(s) for shifting of the college / change of management.

Note: Enclosures 1-14 above shall be numbered and arranged in the same order.

The Management shall obtain necessary permission from the Government for shifting / conversion / change of Management failing which it will be presumed that the college is functioning in unauthorized manner and action will be initiated as per law in force.