

**CONDITIONS TO BE FULFILLED FOR CHANGE OF MANAGEMENT OF  
DEGREE COLLEGES**

<b>Name and Address of Management of the College</b>	<b><u>FROM</u></b>	
	<b><u>TO</u></b>	

**CHECK LIST**

<b>Sl.No</b>	<b>Particulars</b>	<b>Copy Enclosed Yes/No</b>	<b>Page No</b>
1	<b>Proceedings of the APSCHE regarding Change of the management of the college</b>		
2	<b>G.O. copy of the Higher Education Department, Govt. of A.P. regarding Change of Management of the College</b>		
3	<b>Permission orders for starting of the College (Evidence of 5/3 years of existence)</b>		
4	<b>Registration certificate of both the Societies</b>		
5	<b>Bye-Laws of both the Societies</b>		
6	<b>Last year renewal Certificate of the Society</b>		
7	<b>Latest list of members of the Society approval in the Governing Body.</b>		
8	<b>Resolutions of both the Societies to handover and takeover</b>		
9	<b>Details of Corpus fund paid in the form of FDR by the New Society</b>		
10	<b>Registered document of own land in the name of taken over Society.</b>		
11	<b>If fixed assets are involved in the transfer, the registration for transfer of them on the name of taken over Society</b>		
12	<b>Undertakings (in the form of notarized affidavit) to meet liabilities if any, on the name of College or Society by the Society taken over and also by transferring society, separately</b>		
13	<b>Statement showing no. of institutions owned by the taking-over Society in the same Mandal</b>		

**CONDITIONS FOR SHIFTING OF DEGREE COLLEGES  
FROM ONE PLACE TO ANOTHER PLACE**

<b>Name of the College</b>		
<b>Address</b>		
<b>Proposed shifting is</b>	<b><u>From</u></b>  <b>Leased</b>	<b><u>To</u></b>  <b>Leased</b>

Sl.No.	Particulars	Copy Enclosed Yes/No	Page No
1	Proceedings of the APSCHE regarding shifting of the college		
2	G.O. Copy of the Higher Education Department Govt. of A.P. regarding shifting of the college		
3	Permission orders for starting of the college(Evidence of 5/3 years of existence)		
4	A copy of the courses offered by the college along with latest affiliation orders.		
5	Registered ownership document with respect to land in the name of the Society(acres 2.00/1.00 as applicable)		
6	Registered ownership/lease deed, in the name of the society related to building at proposed place of shifting		
7	Details of Building Accommodation required as per the requirements of the courses offered.		
8	Details of corpus fund		
9	(a) Building plan (of the proposed building) along with permission letter approved by the authorities of Municipality/corporation/Gram Panchayat for construction of the proposed college building.		
	(b)Building plan (of the proposed building) drawn to scale and drawn by a licensed architect and certified by the Principal on a nearby Government Degree College		
10	Copy of the Resolution of the Society along with the Signatures of its members requesting for shifting of the college from existing building to another locality		
11	A copy of list of staff of the college (Teaching and Non-Teaching)		
12	A photograph of the proposed college building certified by the Principal of nearby Govt/ degree College		
13	Sanitary Certificate of the proposed college building		
14	Fire safety certificate related to proposed college building		
15	Documentary evidence for playground & parking at the proposed college building		
16	Rural area certificate, if applicable		