



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION  
GUNTUR  
GUIDELINES

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

According to the Rule 9 (2)(b) of G.O.Ms.No.29, HE Dept., Dt:05.02.1987 and judgement of the Hon'ble High Court in 2004, the private institution / college shall be accorded temporary recognition subject to fulfillment of such conditions as prescribed by the competent authority. The temporary recognition is renewable annually for period of five years relax able to ten years in deserving cases subject to fulfillment of the conditions.

According to Rule 14 (4) of G.O.Ms.No. 29 HE Dept. dated 5.2.1987, the educational agency, for which permission to establish an institution has been accorded, shall not be allowed to transfer the institution to another educational agency, provided that the Government may permit such transfer of the institution which fulfils the conditions as stipulated.

The Managements cannot apply for shifting of the college / change of management as a matter of right. They cannot apply for shifting / change of management without proper justification. APSCHE / Government reserves the right either to approve or reject the proposal.

I. Application for shifting of college / change of management

Application forms in two sets along with Rules for shifting of existing Private Unaided Degree College can be downloaded from [www.apsche.org](http://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 desire to shift the college / change the management can **register their application by remitting an amount** as detailed in the table in favour of the Secretary, APSCHE through NEFT / RTGS modes to Andhra Bank, ANU branch, Guntur, SB Account No.150810100029163, IFS Code ANDB0001508, (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.

**III. Procedure to be followed for shifting of the College by the Existing Society**

- (i) Apply in the letter head of the Society with
- Name of the Society and Registration Number
  - Approval proceedings of APSCHE and affiliation orders
  - Place and Mandal where the existing College is located
  - Place and Mandal where the proposed College is located
  - Distance between the existing College to proposed College
  - Resolutions of Governing Body with justification for shifting
  - All documents related to proposed building as per rules prescribed (please refer to points 1to14 under serial no.VII)

**IV. Procedure to be followed by the Handing over Society and Taking over Society for Change of Management and Shifting of the College (both)**

**(a) Step-I : Procedure to be followed by the Handing over Society**

- (1) The Handing over Society shall apply in their letter head along with the information as detailed hereunder:

**(i) Information to be submitted by the Handing over Society**

- Name of the Society and Registration Number
- Approval proceedings of APSCHE and University affiliation orders
- Place and Mandal where the Existing College is located
- Resolutions to handover the Society to other Society

**(ii) Information to be submitted by the Taking over Society**

- Name of the Society and Registration Number
- Place and Mandal where the proposed College is to be located, if it is to be shifted.
- Distance between the existing College and Proposed College
- Distance between the existing College Mandal to proposed Mandal
- Resolutions to takeover of the other Society
- Justification of the Governing Body, if the College is to be shifted to other building within the Mandal / other building and to another Mandal etc.

**(b) Step-II: Procedure to be followed by the Taking over Society after obtaining approval by the Government:**

- (i) After the Government accords approval on the proposal of Handing over Society, the Taking over society shall approach the Council and apply in the form prescribed by paying processing fee for recognition proceedings of the Council.
- (ii) The GO is a provisional permission to take over the Society. The Taking over Society / Institution shall approach the Council with a detailed proposal for taking recognition proceedings as per the guidelines and format.
- (iii) Hence, the Taking over Society cannot run the Institution without recognition proceedings of the Council and affiliation orders of the

University. Such functioning is deemed to be unauthorised functioning of the Society / Institution.

**V. Rules for Shifting of the College and Change of Management (both)**

- 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 within 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 (Rule6(11) of G.O.Ms.No.29). There shall be no time restriction for shifting of the college from leased building to own building within 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) 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 for other proposals.
- 8) Shifting of the College from own building to leased building shall not be allowed
- 9) Shifting of the college from one district to another district shall not be permitted.
- 10) Shifting of colleges will not be allowed in the middle of the academic year. Such colleges will be allowed only before commencement of the academic year.

**Details of Processing Fee to be paid:**

**(A) Existing Educational Society**

(a)	Change of the name of the College without shifting of the College	Rs. 10,000
(b)	Conversion of category of College (i) Women to Co-educational (ii) Co-educational to Women (iii) Hotel Management to Degree College	Rs. 10,000
(c)	Shifting of the College (i) leased to Own / leased to leased (ii) Within Mandal/Beyond	Rs.30,000/-

## **(B) Handing over and Taking over Society**

Step-1		
(a)	Proposal for transfer of institution and approval of the Government.	Rs. 10,000
Step-2		
(a)	Proposal for Change of the name of Management/Society/College without shifting of the College.	Rs. 10,000
(b)	Proposal for Change of the name of Management/Society/College with shifting of the College .	Rs.30,000/-

## **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.

## **VII Enclosures to the Application:**

1. Proof of payment of prescribed processing 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 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.

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 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 playground / 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.**