



## ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

I & IInd Floor, NRI Block (C-Block), Sree Mahendra Enclave,  
Tadepalli, Guntur – 522501, Andhra Pradesh.

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### JIC REPORT FOR SHIFTING OF COLLEGES/CHANGE OF MANAGEMENT/CHANGE OF NAME/CONVERSION OF COLLEGES

(To be filled in by the Members of the Joint Inspection Committee (JIC) and  
enclose the documentary evidences along with the report)

University : \_\_\_\_\_ District : \_\_\_\_\_ Date of Inspection : \_\_\_\_\_

Shift of Place (Mandal/within same limits) : From \_\_\_\_\_ to \_\_\_\_\_

Type of building (Leased/ Own) : From \_\_\_\_\_ to \_\_\_\_\_

Shift of location (Rural/Urban) : From \_\_\_\_\_ to \_\_\_\_\_

#### I. General Information

	<u>Particulars</u>	Existing Details	Proposed Details
<b>1.</b>	<b>Details of the Society</b>		
	a. Name & Address of the Society		
	b. Phone No. with STD code / Mobile No.		
	c. Year of Registration of the Society		
	d. Brief resolution of the Society along with the signatures of its members requesting for shifting from existing building to another locality / change of management / change of name of the college		---
<b>2.</b>	<b>Details of the College</b>		
	a. Name & Address of the College i. As per the Registered document ii. As per the Sanction Order		
	b. Phone No. with STD code / Mobile No.		
	c. Year of establishment of the College with proceeding number		-

Undertakes responsibility on the correctness of the information and verified thereon, if the Government or Competent Authority notices at any point of time the information furnished above is false or tampered and authorities shall initiate appropriate action as per law in force.

Name, Signature & Seal of the Secretary /  
Correspondent of the Society

Name & Signature of the Members of JIC

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	d. Sanction orders for starting of the College (Details with evidence)	
3.	Processing Fee to APSCHE– Amount, Date and Name of the Bank	
4.	<b>Details of UG / PG Courses offered by the College as per affiliation</b>	

Sl. No.	Name of the Course	Combinations	Intake	Medium
<b>UG Courses</b>				
1.	B.A.	(i) (ii) (iii) (iv) (v)		
2.	B.Sc	(i) (ii) (iii) (iv) (v)		
3.	B.Com	(i) (ii)		
4.	Any other			
<b>PG Courses</b>				
			<b>Intake</b>	<b>Medium</b>
1	M.A.	(i) (ii) (iii) (iv)		
2	M.Sc	(i) (ii) (iii) (iv)		
3	M.Com	(i) (ii)		
4	Any other			

<b>5.</b>	<b>Details of the Land (proposed)</b>	<b>Mention the details of the documents</b>
	a. Extent of Land (in acres)	
	b. Distance from the existing / proposed premises of the College in Kms	

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	c. Date of Registration of the Document	
	d. Whether it is registered in favour Secretary / Correspondent of the Society	
	e. Whether the land is located in the same Mandal?	
	f. Whether entire land is single bit or not?	
	g. Whether sketch plan of the land certified by the MRO and whether schedule of the property is tallied with the Sale deed?	
<b>6.</b>	<b>Building Accommodation (proposed)</b>	<b>Mention the details of the documents</b>
	a. Own Building / Leased Building	
	b. Whether the building is exclusive to the proposed College?	
	c. If it is leased building whether registered in the name of the Secretary / Correspondent of the existing / proposed Society	
	d. Total plinth area of the building on physical verification i. RCC Roof ii. Sheds	
	e. Date of registration of the document	
	f. Permission letter from the concerned authority along with approved plan, for the construction of the building plinth area of the building mentioned in the letter (Proof to be enclosed)	
	g. Whether building plans are approved by the concerned authority for construction of the building	
	h. If yes, mention the authority	
	i. Mention the total plinth area required for the all existing / proposed courses offered by the College (mentioned room wise dimensions separately) including common facilities (JIC is requested to examine the guidelines and calculate the area required).	
	j. Particulars of Accommodation (As per Ownership / Lease Deed & Building Plans)	

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Particulars of Accommodation	Required		Provided		Deficiencies, if any
	No. of Rooms	Area in sft	No. of Rooms	Area in sft	
No. of Class Rooms for UG Courses (Total No. of Courses or combinations x 3/2)					
No. of Class Rooms for PG Courses					
No. of Laboratories (including English Language Lab) (One lab for each subject in 1 or 2 science combinations)					
Common facilities					
<b>Total</b>					
	k. Mentioned the total plinth area available to the all courses offered by the College as per physical verification (mentioned room wise dimensions separately) including common facilities.				
	<b>l. Particulars of Building Accommodation Required &amp; Provided as per the offered courses</b> (For details of prescribed accommodation to be provided, please refer to **'Minimum requirement of accommodation to be met by colleges offering UG Courses' appended with the format)				

D.No./ Fl. No.	Sl. No.	Particulars of Accommodation (Class Room / Lab / etc.)	Carpet Area (in sft.)		Type of Roof	Remarks
			Required	Provided		
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12	English Language Lab	600			
	13	Library & Reading Room	600			
	14	Principal's Room	200			
	15	Staff Room	300			
	16	Office Room	300			
	17	Ladies Waiting Room	200			
	18	Games Room	200			
	19	Toilets	200			
		<b>Total Carpet Area</b>				

	<b>Mention the details of the documents</b>
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	m. Whether the building was constructed as per the approved building plan.	
	n. If not, what are the discrepancies	
	o. Whether any other institutions are running the same premises	
	p. If yes, mention the institutions and furnish details of accommodation allotted to all the institutions.	
	q. Whether any other deficiencies are found in the proposed building which prevent its use for establishing a College? (Ex: Lack of water / electricity / Toilet facilities or proper approach road etc.)	
	r. Whether the campus and its surroundings provide conducive atmosphere for a College? <b>Furnish a detailed note.</b> (Proposals to shift Degree Colleges near Arrack Shops or Bars, in Heavy Business Localities or Residential Flats or in any other undesirable location which is not fit for academic purposes shall be rejected) <b>Note: The proposed location of the College should NOT be within 100mts from a Bar / Liquor shop</b>	
	s. Whether sanitary certificate of the building is provided? and whether tailed with the document?	
	<b>t. Photographs of the Building</b> i. Whether attested by the Principal, Govt. Degree College? ii. Whether the photographs of the proposed college buildings enclosed with the application tally with the buildings inspected by UIC?	
7.	Whether the college has required land in their premises for parking and play ground	
8.	If yes, mentioned the area of the land	
9.	Whether the college has obtained fire safety certificate from the Fire services dept. as per the document	

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10.	Details of Corpus Fund	Existing Details	Proposed Details
	a. Whether corpus fund paid – urban areas i. Co-Education – Rs.7.5 lakhs ii. Women – Rs.5.00 lakhs		
	b. If yes, mentioned FDRs details		
	c. Whether a letter from the manager of the bank who has issued FDR towards Corpus Fund (Annexure-I of Rules Booklet) is produced? (Enclose the FDR & Letter from the Bank Manager to UIC Report)		
	d. Whether the proposed college located in Rural area? If yes, rural area certificate issued by the MRO to be enclosed)		
11.	University affiliation orders (Enclose the affiliation orders of last three years)		
12.	<b>Play Ground facilities</b>	<b>Mention the details of the documents</b>	
	a. Does the college have required land in their own premises for Games / Recreation?		
	b. <b>If not</b> i. Whether similar facilities are provided within a distance of 5 kms from the existing college campus by having necessary tie-up arrangements with Municipal Authorities / other Educational Institutions / any other agency for play ground? ii. Whether relevant documentary evidence to that effect is submitted from the concerned authority? iii. Whether transport facilities are arranged for the students to take them to playgrounds / Gymnasium / Recreation, if the facility is not provided within the college campus?		
13.	<b>Parking area</b>	<b>Mention the details of the documents</b>	
	a. Whether the college is having the required parking area to an extent of <b>20% of total built-up area</b> within		

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	the college premises?	
	b. If the parking facility is provided as per the norms within a distance of 100 mts from the college campus, whether documentary evidence to that effect is submitted from concerned authority?	
<b>14.</b>	<b>Fire Safety</b>	<b>Furnish detailed information along with Remarks</b>
	a. Whether the college has obtained Fire Safety Certificate from the Fire Services Department (nearest Fire Station)?	
<b>15.</b>	<b>List of Teaching staff of the College</b>	

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Qualification Acquired</i>	<i>Teaching Subject</i>

<b>16.</b>	<b>List of Non-teaching staff of the College</b>		
<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Qualification Acquired</i>

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\* **Furnish information particulars of teaching and non-teaching staff on a separate sheet of paper if the space provided is insufficient.**

17.	Registration certificates of both the Societies ( for change of Management)	Document enclosed
18.	Bye-Laws of both the Societies (for change of Management)	Document to be enclosed
19.	Resolutions of both the Societies to handover and takeover (for change of Management)	Document to be enclosed
20.	If fixed assets are involved in the transfer, the registration for transfer of them on the name of taken over Society (for change of Management)	Document to be enclosed
21.	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 (for change of Management)	Document to be enclosed
22.	Resolution of the Society for changing the name of the college (for change of name)	Document to be enclosed
23.	Statement showing the legal commitments of the present college with other agencies if any that may arise due to change of name of the college and the protection extended by this change to the concerned parties (in the form of notarized affidavit).	Document to be enclosed
24.	Other documents not covered above	Documents to be enclosed
25.	<b>Factual report of the Joint Inspection Committee</b>	
	<b>a) Land</b>	<b>Actual Land Provided _____ Acres</b>
	<b>b) Building Accommodation on verification</b>	<b>Total Carpet Area _____ sft</b> <b>Total Plinth Area _____ sft</b>
	<b>c) Corpus Fund</b>	
	<b>d) Affiliation Orders</b>	

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