



**TELANGANA COUNCIL OF HIGHER EDUCATION
MAHAVEER MARG, MASAB TANK, HYDERABAD – 500 028**

APPLICATION FOR CHANGE OF MANAGEMENT

(Two sets of application should be submitted along with all the enclosures. Also two CDs containing the scanned documents, including a copy of application is to be enclosed)

The Managements cannot apply for change of management as a matter of right. They apply for change of management with proper justification. TGCHE / Government reserves the right either to approve or reject the proposal.

University : _____ **Mandal** _____ **District** : _____

I. General Information

<u>Particulars</u>			
1.	Details of the College		
	a. Name & Address of the College i. As per the Registered document ii. As per the Sanction Order		
	b. Phone No. / Mobile No. / email ID		
	c. Year of establishment of the College with Proceeding of SCHE (enclose evidence)		
	d. University affiliation orders (Enclose the affiliation orders of last three years)		
2.	Details of the Society	Existing	Proposed (if change of society is proposed)
	a. Name & Address of the Society / College		
	b. Phone No. / Mobile No. / email ID		
	c. Year of Registration of the Society		
	d. Brief resolution of the Society along with the signatures of its members requesting for		

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

	change of management		
3.	Details of UG / PG Courses offered by the College as per affiliation		

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

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4	Any other	
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4.	Details of the Land (Taken over Society)	Mention details as per the documents (Documental proof to be enclosed)
	a. Extent of Land (in acres)	
	b. Distance from the existing / proposed premises of the College in Kms	
	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 Tahsildhar and whether schedule of the property is tallied with the Sale deed?	
5.	Building Accommodation	Mention the details of the documents
	a. Own Building / Leased Building	
	b. Whether the building is exclusive to the existing College?	
	c. If it is leased building whether registered in the name of the Secretary / Correspondent of the existing / proposed Society for Degree College exclusively.	
	d. Details of the building	Survey No. : Village / Locality : Mandal : District : Total Carpet area : Total Plinth area :
	e. Type of roof i. RCC Roof ii. Sheds	
	f. Whether permission letter from the concerned authority for construction of the building with plinth area is obtained (proof to be enclosed).	Yes / No
	g. Mention the total plinth area for the all courses offered by the College including common facilities (mentioned room wise dimensions separately)	
	h. Whether any other institutions are running	Yes / No

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	the same premises	
	i. If yes, details of the institutions and the total carpet area and plinth area allotted to each institution including proposed degree college to be shifted.	

Sl. No	Name of the Institution	Permission accorded by	Total carpet area	Total plinth area	Details of Common facilities

	j. Whether sanitary certificate of the building is provided?	
	k. Whether the Structural soundness certificate of the building is provided?	
	l. Whether Photographs of the building are certified by the Principal of nearby Govt. Degree College?	

6.	Details of Corpus Fund	Existing	Proposed society
	a. Mention the FDRs details paid towards corpus fund.		
	b. Whether a letter from the manager of the bank who has issued FDR towards Corpus Fund?		
	c. Whether the proposed college is located in Rural area? If yes, latest rural area certificate issued by the Talsildar to be enclosed)		

7.	List of Teaching staff of the College
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Sl. No	Name	Designation	Qualifications	Subject	Teaching experience	Salary paid

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8.	List of Non-teaching staff of the College		
Sl. No.	Name	Designation	Salary paid

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

9.	Registration certificates of both the Societies (for change of Management)	Document to be enclosed
10.	Bye-Laws of both the Societies (for change of Management)	Document to be enclosed
11.	Resolutions of both the Societies to handover and takeover (for change of Management)	Document to be enclosed
12.	If fixed assets are involved in the transfer, their registration of transfer of them on the name of taken over Society (for change of Management)	Document to be enclosed
13.	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
14.	Resolution of the Society for changing the name of the college (for change of name)	Document to be enclosed
15.	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
16.	Other documents not covered above	Documents to be enclosed
17.	Details of payment for Rs.20,000/- in the favour of the Secretary, TGCHS through NEFT / RTGS modes to State Bank of India, Shantinagar branch, Hyderabad, in SB Account No: 62454566171, IFSC Code SBIN0020070 towards processing and inspection fee (Enclose copy of proof to the first copy of the filled in application and Xerox copy of the same to other set).	No. : Date : Name of the Bank & : Branch

Date:
Place:

Signature of the Correspondent/Secretary
of the Institution/ Society

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SELF DECLARATION
(to be furnished on Rs.100/- non-judicial stamp paper with notary)

I _____ of
_____ (Name & Designation)
_____ Society, _____ College hereby
certifies and declares that

- (a) The details given in the application are true and correct to the best of my knowledge.
- (b) The undersigned will not advertise / canvas about the proposed change of management before obtaining order from the TGCHE / Government and affiliation from concerned University.
- (c) The undersigned will not claim for grant-in-aid or any other financial assistance either now or in future from the Government or Competent Authority.
- (d) The undersigned undertakes the responsibility on the correctness of the information, if the Government or Competent Authority notices at any point of time the information furnished above and also in the CD are false or tampered and authorities shall initiates appropriate action as per law in force.

Date:
Place:

Signature of the Correspondent/Secretary
of the Institution/ Society

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