



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

**APPLICATION FOR INTER=CONVERSION OF THE COLLEGE FROM WOMEN TO
COEDUCATION AND VICE-VERSA**

(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 inter-conversion of the college from co-education to Women and vice-versa as a matter of right and apply for conversion 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 Society		
	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 conversion of the college		
2.	Details of the College	Existing	Conversion Proposed
	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)		

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.

3.	Details of the Land	Mention details as per the existing 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?	
4.	Building Accommodation	Mention the details of the documents
	a. Own Building / Leased Building	
	b. Details of the building	Survey No. : Village / Locality : Mandal : District : Total Carpet area : Total Plinth area :
	c. Type of roof i. RCC Roof ii. Sheds	
	d. Whether permission letter from the concerned authority for construction of the building with plinth area is obtained (proof to be enclosed).	Yes / No
	e. Whether building plans are approved by the concerned authority for construction of the building (proof to be enclosed).	Yes / No
5.	Details of Corpus Fund	Exisiting
	a. Mention the FDRs details paid towards corpus fund.	
	b. Whether the proposed college is located in Rural area? If yes, latest rural area certificate issued by the Tahsildar to be enclosed.	

5.	Registration certificate of the Society	Document to be enclosed
6.	Bye-Laws of the Society	Document to be enclosed
7.	Resolutions of the Society for conversion of the college	Document to be enclosed

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.

8.	Copy of consent letters from students, parents and staff (Teaching and Non-Teaching) expressing their willingness in writing for Inter Conversion of the college	Document to be enclosed
9.	Other documents not covered above	Documents to be enclosed
10.	Details of payment for Rs.30,000/- in the favour of the Secretary, TGCHE 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

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.

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 Inter-conversion of the college before obtaining order for conversion 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

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.