



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

APPLICATION FOR SHIFTING OF COLLEGES

(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 shifting of the college as a matter of right and apply for shifting with proper justification. TGCHE / Government reserves the right either to approve or reject the proposal.

The Management shall obtain necessary permission from the TGCHE / Government for shifting of the college, failing which it will be presumed that the college is functioning in unauthorized manner and action will be initiated as per law in force.

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

Shifting of College - within same Mandal : From _____ to _____

Type of building (Leased/ Own) : From _____ to _____

Shifting of location (Rural/Urban) : From _____ to _____

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 shifting of the college		
2.	Details of the College	Existing	Proposed
	a. Name & Address of the College		
	i. As per the Registered document		
	ii. As per the Sanction Order		

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.

	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)		
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)		
3.	B.Com	(i) (ii)		
4.	Any other			
PG Courses				
			Intake	Medium
1	M.A.	(i) (ii) (iii)		
2	M.Sc	(i) (ii) (iii) (iv) (v)		
3	M.Com	(i) (ii) (iii)		

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4	Any other	
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4.	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?	
	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 (proposed)	Mention the details of the documents
	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 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. Date of registration of the building (as per document)	
	g. Whether permission letter from the concerned authority for construction of the building with plinth area is obtained (proof to be enclosed).	Yes / No

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	h. Whether building plans are approved by the concerned authority for construction of the building (proof to be enclosed).	Yes / No
	i. If yes, mention the authority	
	j. Mention the total plinth area for the all courses offered by the College including common facilities (mentioned room wise dimensions separately)	
	k. Number of Classrooms provided for UG Courses	
	l. Number of Classrooms provided for PG Courses	
	m. Number of Laboratories provided (including English Language Lab)	
	n. Particulars of Building Accommodation	

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

	o. Whether any other institutions are running	Yes / No
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	the same premises	
	p. 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
	q. Whether sanitary certificate of the proposed building is provided?	
	r. Whether the Structural soundness certificate of the proposed building is provided?	
	s. Whether Photographs of the building are certified by the Principal of nearby Govt. Degree College?	
6.	Play Ground facilities	Proposed
	a. Extent of Playground facility provided (documentary evidence to be produced)	
	b. Whether provided in same premises	Yes / No
	c. If not, whether any alternative arrangements i.e. Municipal Play Ground or in another Educational Institution by having necessary tie up arrangements was made by concerned management within a distance of 5km (as mentioned in the Guidelines)	Yes / No Play ground owned by : _____ Distance from college : _____ Period of agreement : _____ Usage of ground in a Month : _____ Transport facility provided : Yes / No
7.	Parking area	Proposed
	a. Whether 20% of total built up area is provided for Parking area (documentary evidence to be produced)	Yes / No % of area allotted : _____
	b. Whether provided in same premises	Yes / No
	c. If not, whether parking area provided with in a distance of 100 mts. thereof	Yes / No % of area allotted : _____
8.	Fire Safety	Proposed building

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	Whether fire safety certificate is obtained from the fire services department	Yes / No. Certificate Number : _____ Date of Issue : _____ Period of validity : _____ Certificate issued by: _____
9.	Details of Corpus Fund	
	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 Tahsildhar to be enclosed)	

10.	List of Teaching staff of the College
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Sl. No.	Name	Designation	Qualifications	Subject	Teaching experience

11.	List of Non-teaching staff of the College
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Sl.	Name	Designation
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No.		

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

12.	Registration certificate of the Society	Document to be enclosed
13.	Bye-Laws of the Society	Document to be enclosed
14.	Resolutions of the Society (for shifting of the college)	Document to be enclosed
15.	Other documents not covered above	Documents to be enclosed
16.	Details of payment for Rs.50,000/- 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

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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 shifting of the college before obtaining order for shifting 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 of shifting from rented accommodation to permanent accommodation, if the degree college is shifted to rented building, within 10 years from the date the original permission accorded by the Competent Authority to start the college.
- (e) 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 initiate appropriate action as per law in force.

Date:
Place:

Signature of the Correspondent/Secretary
of the Institution/ Society

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