



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

RULES

for Shifting of Private Unaided Degree Colleges / Change of Management /
Conversion of College from Women's to Co-Education and vice-versa /
Change of Name of the College

Two sets of filled in applications complete in all respects accompanied by the documents from Sl.No. VI (1) to (17) (shifting proposals), VII (1) to (13) (interconversion proposals), VIII (1) to (12) (change of management proposals) and IX (1) to (10) (change of name of the college proposals (as case may be) in spiral binding with Index along with page numbers of the enclosures and CD containing the scanned documents of the application and enclosures should be submitted the Secretary, TGCHE.

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

I. APPLICATION

- a. Application forms in two sets along with Rules for shifting of existing Private Unaided Degree Colleges / change of management / conversions / change of name of the college can be downloaded from the www.tgche.ac.in. The application forms are to be submitted with relevant documents along with scanned documents in the form of two CDs.
- b. A separate application to be submitted for each proposal to the Council of Higher Education for shifting of the College / change of Management / conversion of the college / change of name of the college along with the prescribed processing fee.

II. REGISTRATION

Existing Private Unaided Degree College can register their application by remitting a non-refundable fee in the favour of the Secretary, TGCHE in State Bank of India SB Account No: 62454566171, IFSC Code SBIN0020070 through NEFT / RTGS mode 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. The details of fee prescribed is as follows:

- | | | |
|--|---|-------------|
| a. Proposal for Shifting of the College | : | Rs.50,000/- |
| b. Proposal for Inter-conversions | : | Rs.30,000/- |
| c. Proposal for Change of Management | : | Rs.20,000/- |
| d. Proposal for change of Name of the College: | | Rs.20,000/- |

III. Schedule for submission of the applications

- a. Last date for submission of proposal -
- b. Scrutiny and forwarding the application to Univ.-
- c. Inspections & forwarding to TGCHE by the Univ.-
- d. Forwarded to Government(as applicable) -
- e. Issue of Government Orders/proceedings -

IV. Rules for shifting of the College / Change of Management / Interconversions / Change of name of the College

- 1) Shifting shall be allowed only :-
 - a. **from leased to Own accommodation / leased accommodation with in the same Mandal.**
 - b. **from one place to another place within GHMC limits as per Zones followed by the GHMC.**
 - c. **from one place to another place within the Municipalities / corporations (other than GHMC).**
- 2) Shifting of the College from own building to leased building shall not be allowed.
- 3) Shifting of the college from one district to another district shall not be permitted.
- 4) Shifting of colleges shall not be allowed in the middle of the academic year. Such colleges will be permitted only before commencement of the ensuing academic year.
- 5) Shifting of the Colleges from one mandal to another mandal where there is no degree college in the mandal is permitted.
- 6) **Not to accept the shifting proposals from One Mandal to another Mandal and Rural areas to Urban areas.**
- 7) Shifting cannot be permitted into shopping complex or part of a shopping complex.
- 8) Change of management and Interconversion of the College can be permitted only after the completion of 3 years of its existence
- 9) 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 other proposals i.e. shifting of premises, interconversions and change of the name.

V. Processing of the Application

- 1) **The** Telangana Council of Higher Education **will arrange to conduct a scrutiny of applications. Applications, which do not satisfy the prescribed conditions are liable to be rejected.**
- 2) **Once the processing fee paid shall not refunded, in any case.**

VI. Enclosures to the Application for shifting of the Colleges

1. Proof of payment for Rs.50,000/- (Rupees fifty thousand only) towards Processing & Inspection fee.

(Enclose Original proof to the first copy of the filled in application and Xerox copy of the proof to other set of application.)

2. A copy of the 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. Copy of the permission order issued by the Government / University / TGCHE for the establishment of the applicant Degree College.

4. A copy of the courses offered by the college along with latest affiliation orders.

5. Copy of the Resolution of the Society along with the signatures of its members requesting for shifting of the college.

6. 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.

7. A copy of sketch plan of the land drawn by licensed surveyor and certified by the concerned Tahsildar.

8. A copy of registered ownership document / registered lease deed for the proposed college building.

9. (a) A copy of Permission letter from the Municipality / Corporation / Gram Panchayat authorities obtained to construct the college building(s) along with the approved plans.
(b) Copy of the building plan drawn to scale and drawn by a licensed Architect and certified by the Principal of a Government Degree College after physical verification.
(c) 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.

10. Photograph(s) of the College building certified by the Principal of nearby Government Degree College.

11. A copy of latest sanitary certificate in respect of the proposed college building issued by the competent authority.

12. A copy of the Structural soundness certificate in respect of the proposed college building issued by the competent authority.

13. Documentary evidence for playground and parking area.

14. A copy of the fire safety certificate issued by the concerned authority.

15. Details of Corpus fund paid in the form of FDR or Latest Rural area / Tribal area certificate issued by the Tahsildar.
16. Consent letters from the students / parents / staff is to be submitted.
17. List of staff working in the college (Teaching and Non-Teaching).

Note: Enclosures 1-17 above shall be numbered and arranged in the same order.

VII. Enclosures to the Application for Interconversions

1. Proof of payment for Rs.30,000/- (Rupees thirty thousand only) towards Processing & Inspection fee.
(Enclose Original proof to the first copy of the filled in application and Xerox copy of the proof to other set of application.)
2. A copy of the 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. Permission orders for starting of the College.
4. A copy of the courses offered by the college along with latest affiliation orders.
5. Details of Building Accommodation required as per the requirements of the courses offered.
6. Details of Corpus fund paid in the form of FDR or Latest Rural area / Tribal area certificate issued by the Tahsildar.
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 Tahsildar.
9. A copy of registered ownership document / registered lease deed for the proposed college building.
10. Building plan (of the proposed building) along with permission letter approved by the authorities of Municipality / Corporation / Gram Panchayat for construction of the proposed college building.
11. Building plan (of the proposed building) drawn to scale and drawn by a licensed architect and certified by the Principal of a nearby Government Degree College.
12. Copy of the Resolution of the Society along with the signatures of its members requesting for Inter Conversion of the college.
13. Copy of consent letters from students, parents and staff (Teaching and Non-Teaching) expressing their willingness in writing for Inter Conversion of the college.

Note: Enclosures 1-13 above shall be numbered and arranged in the same order.

VIII. Enclosures to the Application for Change of Managements

1. Proof of payment for Rs.20,000/- (Rupees twenty thousand only) towards Processing fee.

(Enclose Original proof to the first copy of the filled in application and Xerox copy of the proof to other set of application.)

2. A copy of the certificate of Registration of both the Societies under Societies Act along with constitution and bye-laws of the both Educational Societies.

Note: The duties of the Members of the Society and their powers may be mentioned along with the bye-laws

3. Permission orders for starting of the College.
4. A copy of the courses offered by the college along with latest affiliation orders.
5. Resolution of both the Societies along with the signatures of its members to handover and taken over.
6. Details of Corpus fund paid in the form of FDR or Latest Rural area / Tribal area certificate issued by the Tahsildar.
7. A copy of the registered ownership document in respect of land possessed by the taken over 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 Tahsildar.
9. A copy of registered ownership document / registered lease deed in the name of the taken over society for the college building.
10. If fixed assets are involved in the transfer, the registration for transfer of them on the name of taken over Society.
11. Undertakings (in the form of notarized affidavit) to meet liabilities if any, on the name of College or Society by the taken over Society and also by the transferring society, separately.
12. Statement showing no. of institutions owned by the taking-over Society in the same Mandal [in relation to total number of Institutions in the Mandal] (shall be less than 20%).

Note: Enclosures 1-12 above shall be numbered and arranged in the same order.

IX. Enclosures to the Application for change of name of the College

1. Proof of payment for Rs.20,000/- (Rupees twenty thousand only) towards Processing fee.

(Enclose Original proof to the first copy of the filled in application and Xerox copy of the proof to other set of application.)

2. A copy of the 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. Permission orders for starting of the College.
4. A copy of the courses offered by the college along with latest affiliation orders.
5. Copy of the Resolution of the Society along with the signatures of its members requesting for change of name of the college.
6. 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.

7. A copy of sketch plan of the land drawn by licensed surveyor and certified by the concerned Tahsildar.
8. Details of Corpus fund paid in the form of FDR / Rural area / Tribal area certificate.
9. A copy of the registered ownership document / lease deed for the proposed college building.
10. 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).

Note: Enclosures 1-10 above shall be numbered and arranged in the same order.

Note: The filled in applications forms along with relevant documents and CDs should be sent directly to

**The Secretary,
Telangana Council of Higher Education,
Masab Tank, Hyderabad.**

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