

Welcome to College Development Council

The College Development Council shall provide help and guidance for the integrated development of affiliated colleges in the University. The Council shall provide co-ordination between the UGC, the University and the APSCHE and the Colleges.

The CDC accords permission/affiliation to run a college, subject to fulfilment of stipulated conditions. It also helps in the around development of the college, subject to the commitment of the management in abiding to the rules and regulations from time to time.

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Functions of the College Development Council

- ▶▶ The College Development Council (CDC) shall provide help and guidance for the integrated development of affiliated colleges in the University. The CDC shall co-ordinate between the UGC, the AICTE, the PCI, the NCTE, the BCI, the University, the APSCHE and the Colleges.
- ▶▶ The CDC accords permission/affiliation to run a college, subject to fulfilment of stipulated conditions. It also helps in the allround development of the college, subject to the commitment of the management in abiding to the rules and regulations from time to time.
- ▶▶ The Andhra Pradesh State Council of Higher Education accords permission to colleges to start Under-Graduate or Post-Graduate Courses. The CDC shall co-ordinate the inspections for starting of new colleges or courses.
- ▶▶ The AICTE accords permission for MBA, MCA, B.Pharm. & M. Pharm. courses; the
- ▶▶ Based on the permission and after verification of the infrastructural facilities, laboratories, faculty and other amenities the CDC accords affiliation to the colleges to run the courses.
- ▶▶ Every year, CDC organizes affiliation inspections to colleges for extending the temporary affiliation from time to time or permanent affiliation.
- ▶▶ CDC also co-ordinates between the Colleges (which are included under section 2 (f) & 12 (B) of UGC Act) for development grants and their proper utilization.
- ▶▶ CDC organizes seminars/symposia/workshops to the colleges on quality assurance in higher education/practicals etc.
- ▶▶ Total Number of Institutions:339;

Procedure for establishment of a new Degree College

1. The APSCHE shall issue notification during November/December.
2. The interested societies shall submit proposals in the prescribed format to the APSCHE.
3. The APSCHE shall arrange counseling for rectification of anomalies, if any.
4. The APSCHE, in co-ordination with the University, shall arrange Joint Inspections to the successful applicants.
5. The University shall recommend/forward the JIC reports through the College Development Council with Vice-Chancellor's approval.
6. The APSCHE shall issue proceedings sanctioning the college as per the reports of JIC & University.
7. The University, through the College Development Council shall arrange inspections for granting affiliation.
8. Affiliation orders shall be issued by the University (June/July).

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For more details please go through the application form

Eligibility conditions for starting a degree college

1. The educational society must be registered at the Registrar of Societies under Societies Act.
2. The society must have two acres of own land (in case of colleges other than Warangal city limits); In Warangal city limits, one acre of land is enough. The land must be duly registered in the name of Society represented by its Secretary/President. It should be within a radius of 30 KM and within the same District.
3. The building must have minimum carpet area of 8000 sft. (not plinth area); In case of women's colleges and colleges of rural/tribal area 6000 sft. is enough; Each classroom carpet area must be 400 sft and laboratory with 600 sft.
4. The Corpus Fund in urban areas is Rs. 7.50 lakhs in the form of Fixed Deposit Receipt in the joint account of the Society and RJD, HE (in three yearly instalments of Rs. 2.50 lakhs).
5. The rural colleges are exempted in payment of Corpus Fund.
6. The financial resources to be shown in the form of Fixed Deposit Receipt are as stipulated by the APSCHE.

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Procedure for enhancement of seats in existing U.G. courses

1. The College Development Council shall issue notification during April/May;
2. The interested colleges shall submit proposals to the CDC;
3. The College Development Council shall process the applications and shall take the approval of the University;
4. The College Development Council with the approval of the Standing Committee of the Academic Senate, shall enhance the seats, subject to availability of facilities upto 15 seats in Science courses (upto a maximum of 60) and 20 seats in Arts/Commerce courses (upto a maximum of 80).
5. No enhancement shall be given to the newly started courses in the same year.
6. Extra admissions beyond the ceiling limit will be severely dealt with penalty and equal number of seats will be reduced in subsequent years.

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**Procedure for starting additional new courses in the existing
under-graduate colleges**

1. The APSCHE shall issue notification during November/December.
2. The interested colleges shall submit proposals in the prescribed format to the Dean, College Development Council.
3. After prima facie scrutiny, counseling on deficiencies shall be organized by the College Development Council during March;
4. Joint Inspections shall be organized to the successful applicant colleges;
5. The reports of JIC along with Vice-Chancellor's approval shall be sent by the CDC to the APSCHE;
6. The APSCHE shall issue proceedings sanctioning the new courses (June);

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Procedure for Change of Society(Management)

1. The interested societies should submit proposals with the following enclosures to the CDC (any time in the year):
 - (a) Registration documents of both the societies;
 - (b) Byelaws of both societies;
 - (c) Resolution of Society Executive & Governing Body for transfer of college to the new proposed society;
 - (d) Resolution of new Society for take over the college from old society.
2. The CDC shall forward the proposal to the APSCHE with Vice-Chancellor's recommendation;
3. The APSCHE shall issue the permission orders;
4. The new society should approach the university for change of society by paying prescribed processing fee;

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- ▶▶ Registration Certificates of both the Societies.
- ▶▶ Bye-Laws of both the Societies
- ▶▶ Resolutions of both the Societies to handover and takeover
- ▶▶ Corpus Fund paid in the form of FDR/Bank Guarantee.
- ▶▶ Registered document of own land on the name of taken over Society (If there is stipulated condition at the time of sanction of college).
- ▶▶ College permission proceedings, proceeding copies of courses and combinations sanctioned subsequently.
- ▶▶ Latest Affiliation orders for all the courses of the concerned University.
- ▶▶ If fixed assets are involved in the transfer, the registration for transfer of them on the name of taken over society.
- ▶▶ Undertakings in the form of affidavit from both societies separately to meet liabilities if any, on the name of college or society by the society taken over and also by transferring society.

Procedure for change of college name

1. The interested societies should submit proposals with the following enclosures to the CDC (any time in the year):
 - (a) Society registration Certificate along with byelaws;
 - (b) APSCHE permission orders for starting of college and its affiliation orders from time to time issued by the University;
 - (c) Management/Society resolution on change of name;
 - (d) Copies of FDR towards Corpus Fund;
 - (e) Commitments of present college with other agencies, if any, the impact of change of college name;
2. The CDC shall forward the application to the APSCHE with Vice-Chancellor's remarks.
3. The APSCHE shall issue permission orders;
4. The society then should approach the University (CDC) again for University's approval for change of name by paying prescribed processing fee;

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Procedure for shifting of a Degree College from one building to new premises

1. The college should have completed three academic years of its existence (earlier it was five years & recently modified);
2. After completion of three years of existence the management of the college, who wish to shift the premises of the college should submit a formal application to the Dean, College Development Council before 31st December of the preceding year by enclosing the following documents:
 - (a) Willingness letter from students, parents and staff;
 - (b) Lease deed/ownership documents of the new building for a period of 5 years, the management has to provide minimum building area of 8000 sq.ft (Urban areas)/6000 sq.ft (Rural/Women's Colleges) and required accommodation, as per the courses offered supported by Registered ownership/lease deed documents in the name of the society.
 - (c) New premises building plan approved by the Municipality/Grampanchayat drawn to scale by a licensed architect, certified by a Principal of nearby Government Degree College along with details of dimensions of rooms, total plinth area of the building and schedule of property;
 - (d) Photographs of the building duly attested by a Principal of nearby Government Degree College;
 - (e) Accommodation details, room-wise;
 - (f) Sanitary Certificate;
 - (g) Permission letter of APSICHE/University for starting the college;
 - (h) Certificate obtained from MRO or concerned authorities regarding rural/tribal area;
 - (i) Registered ownership documents of Land in the name of the Society;
 - (j) Copy of the resolution of the society along with the signatures of its members requesting for shifting of their college from existing building to another locality;
 - (k) Evidence of Corpus Fund (FDRs/Bank Guarantee)
 - (l) University affiliation orders from time to time and enhancement of seats;
3. After a prima facie scrutiny of the applications, the O/o. the Dean, College Development Council shall conduct an inspection with the team, as constituted by the Vice-Chancellor;
4. The report of the inspection committee along with recommendation by the Vice-Chancellor and a Demand Draft (submitted by the management of the college) for Rs. 5,000-00 in favour of the Secretary, A.P. State Council of Higher Education, Hyderabad shall be forwarded to the APSICHE.
5. The final authority for approving the shifting proposals is vested with the A.P. State Council of Higher Education, Hyderabad.
6. After obtaining the approval from the A.P. State Council of Higher Education, Hyderabad, the college shall submit the proceedings of the Council to the University along with a processing fee as prescribed;
7. The University with the concurrence of the Standing Committee of the Academic Senate and the Executive Council shall accord permission for the shifting.

Procedure for recruitment of teaching faculty

1. Any degree college having a standing of two years should go for recruitment of teaching faculty;
2. Preferably during April-May, advertisement in two leading newspapers (not district editions) has to be given;
3. The college has to request the Registrar, KU for nomination of subject experts by enclosing the advertisement copy and previous affiliation orders;
4. The subject experts as nominated by the University have to be contacted to fix up the date and time of interviews;
5. Interviews have to be conducted with duly constituted selection committee, as per university norms and the minutes have to be forwarded to the Registrar (Academic).
6. The college has to obtain ratification of such staff as per selections from the University by June/July.
7. It is expected that every degree college must have at least $2/3^{\text{rd}}$ of total teaching staff selected following the above procedure.

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Procedure for inter-conversion of the Colleges

(From Women to Co-Education or vice-versa)

1. The following documents have to be submitted by the College to the College Development Council for necessary recommendation to APSCHE;
 - (a) Resolution of the society along with signatures of Governing Body members;
 - (b) Details of Corpus Fund paid;
 - (c) Accommodation particulars as per the requirement of courses offered along with documents of building ownership/leased registered documents.
 - (d) Approved building plan;
 - (e) Registered land documents in the name of society;
 - (f) Consent letters from staff (Teaching & Non-Teaching), Students & Parents;
 - (g) Courses offered by the college;
 - (h) Justification for conversion.
2. The CDC shall scrutiny the application and forward to the APSCHE for final approval.
3. The APSCHE shall issue permission orders.

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**Procedure for change of internal members in the existing society
of degree colleges**

1. The college has to submit the following documents to the College Development Council for consideration & recommendation to APSICHE:
 - (a) Approval of Registrar of Societies for the inclusion of new members into the society;
 - (b) Byelaws of the society;
 - (c) List of office bearers with photographs and signatures;
 - (d) Letter of agreement between the old and new members for handing over/taking over.
 - (e) Corpus fund, Land & building documents as per APSICHE norms.
 - (f) Affiliation orders from University;
 - (g) List of courses offered;
 - (h) Staff particulars & their selection
2. The College Development Council shall put up for Vice-Chancellor's approval and accordingly orders shall be issued.

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Issue of No dues and clearance to Nominal Rolls

The College Development Council shall verify the following items

1. Affiliation orders from the University for the year;
2. Compliance to the conditions stipulated in the affiliation orders;
3. Payment of all dues/penalties, if any;
4. Admission of students as per the permitted intake.

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