



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
 (A Statutory Body of the Government of A.P)
 I & II Floors, NRI Block (C-Block), Sree Mahendra Enclave
 Tadepalli, Guntur – 522 501, Andhra Pradesh
 Web: www.apsche.org. Email: acapsche@gmail.com



APPLICATION TO OBTAIN PRIOR PERMISSION BY HANDING OVER SOCIETY
FOR CHANGE OF MANAGEMENT,
CHANGE OF COLLEGE NAME AND SHIFTING THE COLLEGE
 (Two sets of application should be submitted along with all enclosures)

The Management shall obtain prior permission from the Government for handing over the College to another Society, Change of College Name and Shifting of the College etc. failing which such functioning of college is unauthorised under Rule 14 (3) of G.O.Ms.No. 29 Education Department dated 5.2.1987.

The Managements cannot apply for handing over the College to another Society, Change of College Name and Shifting of the College etc. as a matter of right. They cannot apply for the same without valid justification. APSCHE / Government have the reserves on such matters under Section 15 (4) of G.O.Ms.No. 29 Education Department dated 5.2.1987 and action will be initiated.

APPLICATION FOR: _____

1. Details of approvals granted to existing Society and College

1.1	Name and Address of existing Society	
1.2	Contact Details (email, Mobile etc.)	
1.3	Name and Address of existing College	
1.4	Name of the District and Mandal where the existing college is located	
1.5	Status of Mandal (ie Rural mandal or urban mandal)	
1.6	Reference Number of the approval granted by APSCHE and the affiliating University (to enclose copies)	
1.7	Status of building accommodation in which the College is functioning (ie leased or own building) (to enclose document proof)	
1.8	Details of existing building accommodation (each room wise with sq.ft.)	
1.9	Total number of years of the existence of the College	
1.10	Justification for the proposal (as mentioned in the resolution of the society) (to enclose copy)	

1.11	Name of the Courses, Medium with intake the college is offering (to mention the course wise, Medium wise and intake wise)	
1.12	Difficulties to be arisen, if the college is shifted from one locality and another locality (to enclose consent of staff and students)	
1.13	What are other Institutions the Society has? PI specify the details of such Colleges, courses, and total intake.	
1.14	Whether any Member of the existing Society is the Member / Office bearer in the proposed society? If so the details of such member in the existing society and proposed society and documentary proof of the same.	
1.15	Whether the existing Society has taken the present college from any other society earlier? If so, the details of previous society, college name, approval copies of Govt., Council and University etc. and also documents for the same.	

2. Details of proposal of taken over society

2.1	Name and Address of proposed Society	
2.2	Contact Details (email, Mobile etc.)	
2.3	Name and Address of proposed College	
2.4	Name of the District and Mandal where the proposed college is located	
2.5	Status of Mandal (ie Rural mandal or urban mandal)	
2.6	Whether the proposed College is located within mandal or another mandal?	
2.7	Distance in Kms from the existing College and proposed College.	
2.8	Whether the proposed College will be located in leased or own building accommodation? PI specify .	
2.9	Details of proposed building accommodation (approval of building plan is to be enclosed, if readily available (each room wise with sq.ft.)	

2.10	What are other Institutions the Society has and details of such institutions, courses and total intake is to be mentioned.	
2.11	Justification to take over the College (as mentioned in the resolution of the society) (to enclose copy)	
2.12	Proposed courses to be officer ... Name of the Courses, Medium with intake (to mention the course wise, Medium wise and intake wise)	
2.13	Justification, if the name of the College is changed without any change of Society and location of the College.	

Note :

1. The above application should be filled by the Society to handover the College to another Society. On receipt of approval from the Government, the taken over Society should apply in the prescribed format and as per guidelines available in the website for prior permission of the Council to run the College.
2. This format applies to the proposals, where change of society, change of name of the college and Shifting of College involved and also where shifting of college from one place and another place is involved.
3. The old format applies to the proposals involves where shifting of college and change in the name of the college without change in the name of the Society.

Undertaking:

I undertake 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.

Signature & Seal of the Secretary /
Correspondent of Society